

Camp Magruder Dean Manual

Camp Magruder is a special place to many people because of the friendships that they have formed, their experiences and appreciation of God's creation, and their deepening of faith. As a dean, you are accepting a special leadership position that will help all of this happen for another group of campers.

Camp is a great place to get in touch with the wonder of God's creation. While we continue to upgrade our buildings, we remind you that this is truly an outdoor ministry. We encourage groups to take advantage of the setting and do as much as possible outside among the trees, on the beach, and under the sky. The varied ecological zones at Camp Magruder are great places of discovery. It is easy to plan age appropriate activities with the objective of helping your campers discover their interdependence with all nature.

Ours is a ministry of Christian education and faith development. Through study, worship and play, with song and prayer, build your program to express faith in a loving God. Choose songs and stories carefully so that they reinforce the theme. Share not only from the curriculum, but also from your personal faith. Help your camp be a place where Christian discipleship can be talked about openly, where questions are encouraged even if they cannot be answered. Some of your campers will have no other community where this happens.

As a dean you help fulfill the mission of the Oregon-Idaho Conference camping ministry:

We are people dedicated to creating quality environments of Christian hospitality and learning. We nurture persons so they may:

- Grow in wisdom and healthy self-esteem.
- Develop lifestyles of loving interdependence with each other and all of creation.
- Affirm and expand their faith in God and their service as Christian disciples within God's world.

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What is a Camp Dean's Job?

1. To work under the guidance of the Program Director, and cooperatively with other staff members.
2. To annually prepare for their task with training: on-site leadership training (held every spring) and the pre-camp Saturday gathering.
3. To oversee the training of their staff through: 1) training elements at pre-camp meetings; 2) strongly encourage attendance at On-Site Leadership Training and the Pre-Camp Gathering; 3) informing staff about other training opportunities as they arise; and 4) guidance and coaching in program and relational skills during the week of camps.
4. As campers arrive at camp, to guide site registration of each camper, meet and reassure parents, and help to troubleshoot as needed for unforeseen problems.
5. To plan and oversee their week's activities and program, including theme times and worship. Deans should utilize provided curriculum, age-level progression information, and site resources. If not using the Conference curriculum, deans shall be in consultation with the Program Director concerning their plans. For some camps, there may be chaplains or theologians on site to help with the planning execution of the spiritual development aspects of camp.
6. To know and implement procedures for discipline, health, safety, and emergencies, including areas of diet, sanitation, and rest, as outlined in this Dean's Manual.
7. To utilize at least 2 hours per day of personal time away from camp responsibilities.
8. To complete the evaluation process for the event according to the instructions in this manual.
9. During times of on-site training and service, deans shall receive room and board. Mileage may be paid for travel to and from training and camp in accord with the current policy (travel more than 500 miles each direction). Administrative and program expenses will be reimbursed as per your camp budget.
10. Camp deans are asked to serve one year at a time. The Program Director in consultation with the Camp Director and Program Division team evaluates the service of deans and can negotiate shorter or longer terms of service.

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What's on the schedule?

- KP - Each cabin or family group will either be assigned to set-up or clean-up for meals. Consult the weekly schedule for your responsibility. KP requires 7-10 campers for each duty.
- Program, or “Theme Time” - Deans plan each of the daily theme times. Options for this time include program derived from the summer camping curriculum, an original design, or service projects. Theme Times are designed for age appropriate spiritual development.
- Rest Time (Flat on Bed/Back/Bunk, or F.O.B.) - A time to slow down and regain some energy for the rest of the day. This is important for both campers and counselors. Campers should remain quiet, respecting others who may want to rest or sleep. Counselors need to stay with their campers unless they have arranged for someone to relieve them. Rest time may also be enjoyed away from the cabin in a quiet location, as long as the dean is informed of the location.
- Staff Meetings - These are important daily times for relaxing, reviewing assignments, discussing discipline, camper concerns, and designating time off for counselors, etc. Deans lead these meetings. The Program Director, the Program Coordinator, and/or the Site Director will be at each age groups’ meeting, usually not for the entire time. These times are scheduled when adequate summer staff can supervise your campers in a Magruder Magic activity time. Deans should help their counselors evenly disperse themselves throughout the day to find times off. Counselors can take activity periods off, and in some cases, as approved by the Program Director, evening programs. Counselors *cannot* take off spiritual development times (such as theme time, worship, and other events).
- Campfire - This is a popular evening time for singing, skits, stories, and faith sharing. Each camp will have a designated fire circle. Remind campers to wear clothing appropriate for the weather and mosquitoes. Counselors should sit among the campers. A summer resource person may be requested to prepare and extinguish your campfire. Campfires may be led by a camper group, but we recommend that deans review agendas and skits to ensure appropriate content and to ensure that one leader is ready to keep things moving. Some deans guide the closing of each campfire as a time of faith sharing and then dismiss cabin groups quietly during a closing song. S’mores will be designated for each age group on their schedule.
- Cabin Time - After getting ready for bed, counselors should lead a time of sharing about the day’s events. This can include likes, dislikes, cool discoveries, and what is in store for the next day. A story may be read, and counselors should enable a closing prayer.
- Lights Out - This is a time for cabins to be quiet so as not to disturb others. The dean or an assistant should check each night to ensure that all are in their cabins and preparing for sleep. The dean may have a special “good night” ritual. Counselors are to stay with their cabin through the night.
- Choose and Do - This is the time when campers get to choose for themselves some activities to enjoy. It is important in the growth of a child to give them opportunities to make choices, however small they may be. There are crafts and activities that campers may choose to do, depending on the age level of the camp. Choose and Do’s are generally available starting at

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Middle School, and the Resource Staff are in charge of distributing sign-up sheets for those events.

- **Worship** - For youth camps, worship is led by the deans every night except for one, which will be led by the Resource Staff, unless the dean has made prior arrangements with the Program Director at least two weeks in advance of camp. Deans lead all worships for Intergenerational Camps, unless they have made plans with the Program Director otherwise. Worship is a time for creative expression of spiritual transformation and is *different from campfire*. Worship should reflect the mission and values of the Oregon-Idaho Conference. Deans are encouraged/welcome to be creative, to use their talents, and to incorporate spiritual practices from other traditions, so long as those are explained and complementary to scripture that is used to centralize the worship. Worship planning is trained and workshopped at the Leadership Training each year.

Opening and Closing the Youth Camp Weeks

First Day

Campers register from 3-4 pm opening day. Be ready to start processing campers at 2:30 pm, in the registration field. Camper will go to the camp nurse to review health forms, to a table designated to bank any money for the store, and to a table to check-in for their specific camp. At this table, the staff or volunteer (this could be the dean) will record their arrival and make note of who will pick them up at 10am on the last day of camp as they greet each camper.

As counselors finish up receiving their campers, they will move to the Main Campfire Ring to sing songs and get excited at camp. There, the resource staff, deans, and counselors will be formally introduced. The camp director will brief campers on the rules and welcome the campers. After this introduction, the counselors will be released to lead their cabin through the camp tour, which will stop at the Boat Dock, the Swim Dock, the Archery Shed, and the Dining Hall to hear rules from Resource Staffers for those specific areas of camp.

The rules that the Camp Director will cover are listed below:

In response to God's love, we:

Respect Ourselves - Stay out of the ocean (except wave jumping time), keep our bodies healthy and drug free, obey activity area safety rules, and wear shoes and walk on trails

Respect Each Other - Touch only our own stuff, treat and touch others only with respect, obey quiet hours during rest time and at night, and listen when others are speaking

Respect the Environment - Place all litter in trash cans, keep on trails, conserve energy around camp, turning off lights and water, and show care for the plants and animals that live here

Last Morning

All cabins and program areas must be cleaned, mopped, and all luggage/personal belongings need to be out of the cabins by 8:00am. This includes the deans and counselors' belongings. Resource Staff will get to the cabins at 7:00am to oversee that this process has begun and to

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direct cleaning. Campers are not released to breakfast until excused by the Resource Staff, who will approve the cleaning of their area. Designate the place for gear storage and parental pick up. You may suggest some packing and cleaning the prior evening to get cabins organized.

Each parent/guardian must sign the camp sign-out form before leaving with their camper. You must remain with any campers whose rides are late. Your responsibility ends when the last camper leaves camp. Medications left with the nurse need to be returned to appropriate camper parent/guardian. Envelopes with any remaining store money will be returned to campers at the check out area. Unclaimed store money will be donated to the camp scholarship fund. Lost and found items may be retrieved in the registration field.

When campers are checked out, the whole camp will have a final meeting to briefly celebrate and process the week. Surveys will be given to deans at the last full day's counselor meeting, so please have those collected and ready to return to the Program Director at that final meeting.

Opening and Closing Intergenerational Camps

First Day

Campers register at the main lodge of the Intergenerational Camp. Deans will help the Resource Staff record each camper's arrival, gather health history forms, welcome campers, make name tags, and sign up for events (including KP, campfire, room assignments, etc.). Be ready to start processing arrivals at least one hour before the official arrival time.

Last Morning

All cabins and program areas must be cleaned, mopped, and all luggage/personal belongings need to be out of the cabins by 10:00am. This includes leadership's belongings.

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Activities

- Swimming

No one is to be in the lake unless a lifeguard is on duty. All persons going into the deep area must have passed the swim test: swim from the corner of the dock to the buoy line and back again. Persons going on to the trampoline must pass the swim test or being wearing a life jacket. Lifeguards have the authority to restrict swimmers from going on the trampoline for safety or disciplinary concerns. All swimming is to be within the roped area. A swim area orientation with the lifeguards should be done during the registration day tour.

- Boating

Age-level progression-

Campers under the age of 12 require a counselor in any watercraft.

Campers 12 and above may use rowboats, canoes, and kayaks without an adult after skills have been demonstrated to the lifeguard.

All boaters shall wear a snug fitting life jacket, properly fastened, before they go out on any portion of the boat dock. Please help your campers find one that fits properly. Boaters should start into the wind and stay within visual sight of the lifeguard, unless special arrangements are made for exploring the lake with a lifeguard. A boating safety orientation session with the lifeguards will be done during the registration day tour. Lifeguards will offer a short boating instruction session (to go over paddling and safety skills) to start your camp's first boating time.

- Wave Jumping

As with all Oregon beaches, ours is a public beach and campers are not to be at the beach without staff supervision including someone over the age of 17. There are dangerous currents and riptides in our area north of the jetty and the cold temperature quickly causes hypothermia. All campers and staff are to stay out of the ocean waters unless supervised by a camp lifeguard in a "wave jumping" or "wave teasing" activity, with rescue equipment in place. When on the beach, always watch for sneaker or extra-large waves. Do not let persons walk on the jetty without adult supervision. "Wave jumping" requires at least three staff members to also go into the water as rope anchors. These persons must weigh at least 130 pounds. If there are not enough anchors the group cannot go wave jumping. A wave jumping time will be scheduled for your group, if your week has an appropriate incoming tide time.

- Archery

The camp maintains an archery range SW of the main shop, and we have some low-tension re-curve bows and arrows.

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- Camp Store

The store will be open during check in and check out for the purchase of souvenirs.

Additionally, it is open daily during free time. Purchases are usually limited to one food and one drink item per camper. During the first day's camp store/free time in children and youth programs, the siren will sound, and all counselors/leaders/deans should guide the campers to the basketball court where the Program Director or Site Director will review the emergency procedures.

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Safety and Emergency Procedures

Site Visitors - It is important that we provide a safe environment for children and all who use Camp Magruder. Thus, it is necessary to monitor all persons on site.

- All employees and volunteer staff must annually complete a Disclosure Form indicating any police record or reason they should not be with children.
- All visitors and vendors should report directly to the Camp Office or to Carrier kitchen. Visitors may be requested to complete a Disclosure Form and to remain in the presence of a staff person while on site.
- Any staff seeing someone they do not recognize or of whom they are suspicious, can ask “May I help you?” as a means of gathering information and then referring them to the camp office. If unable to check them out, the staff person should notify camp staff of the suspicious person on site.
- Former campers, staff, and camper friends are asked not to visit during camp as they tend to distract from activities and the new community.

Driving Cars On Site

- All driving should be with caution, below the 10 mph limit, and with all passengers in seats with passenger restraints. No one is to ride in the back of pickups, etc. All cars should be parked in designated areas for the week. All drivers age 18 and under shall turn in their car keys for the week and not drive until leaving at the end of the week.

Fire Safety

- Campfires - Fires are only to be built in one of the six established outdoor fire rings, or in a fireplace or wood stove in one of the lodges. A dry summer sometimes puts us under fire closure in August.
- Beach bonfires are fun, but are usually difficult to conduct large group singing and sharing. Beach fires must be 50’ away from any driftwood and vegetation on open dry sand.
- Before starting any outside fire, you are to have three to four gallons of water in a nearby bucket, including at the beach. The water is for first aid of anyone burned and to extinguish the fire. Do not bury fires as the hot coals can burn feet at the beach or fill fire rings in camp.
- Candles - If candles are used, please contact camp staff concerning fire safety and keeping wax off the floors and tables.

Camp Siren

- A siren is sounded from the porch of Carrier Dining Hall in case of an all-camp emergency or test. All persons are to gather as soon as possible at the basketball court.

Tsunami/ Earthquake

- If the camp receives notice of an impending tsunami wave, as by telephone from Tillamook Emergency Management, the siren will sound, and evacuation instructions will be given. Should you experience an earthquake, protect yourself first (under a table

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or door frame), then get everyone possible up the big dune above the big swing trail to safety.

Lost Camper

- If a counselor cannot locate one of their campers or you know a camper has run off, the counselor will see to the continued supervision of the other campers while seeking assistance for the search. If the camper is not quickly found, have someone contact Magruder staff to supervise a systematic search.

News Media

- All reporters or news media representatives shall be referred to the Camp Director for clearance and information. In case of a major incident, the Camp Director shall be responsible to keep all staff, parents, and media informed as to what happened and follow-up actions.

First Aid

- Other than the Health Center, first aid supplies are kept at the main office, Carrier kitchen, camp vehicles, and with lifeguards on duty. Kits should be checked out from the health care center for all hikes.

Prohibitions

- The use or possession of alcoholic beverages, depressants, stimulants, hallucinogens, or other drugs not listed on the health disclosure form and under the administration of the health care staff is prohibited and shall be grounds for a camper or staff person to be sent home.
- The use or possession of tobacco is prohibited for any camper or staff person under age 18 and shall be grounds for that person to be sent home. Staff age 18 and over not able to refrain from smoking must consult with the Program Director or Camp Director regarding appropriate times and places to smoke away from campers.
- Firearms and fireworks are prohibited on the campgrounds.
- Use of any flammable liquids or power tools must be cleared with the Camp Director.

Health Concerns

- Adequate rest is important for health and for the best enjoyment of the camp experience. Camp is more active and more outside than many campers are accustomed. Be sure you and your staff are also getting adequate rest and that each is getting some daily personal space.
- Encourage campers and staff to take extra fluid at times of physical activity or long periods outside, especially on warm days- dehydration causes headaches and other maladies.
- Encourage use of sunscreen for extended time in the sun, as on the beach. It is available from the health center.
- Shoes should be worn except at the swim area and on the beach.

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Discipline

Deans are responsible for the disciplinary actions within their age group or camp. However, deans should remain in communication with the Program Director about their concerns or disciplinary actions. If an event calls for more than routine positive discipline, effects a large number of the camper population, or is needed for a counselor, volunteer, or staff person, the Program Director will overtake the disciplinary action.