

Cedar Springs Camp & Retreat

Volunteer Policy

Definitions:

Ministry Volunteer: a person who is volunteering on the grounds during camping season to assist with the workload while campers are present.

Service Project Volunteer: A person who volunteers to assist with service projects to improve the facilities while campers are not present on the grounds.

Cedar Springs Camp & Retreat shall have a database on all volunteers with the following information:

- Full name, address and cell phone number
- What type of work they can and are willing to do.
- Emergency contact information
- Completed General Release form

In addition to completing the database information each ***Ministry Volunteer*** shall agree to the following guidelines:

- Will complete an application for background check.
- Will complete the sexual abuse training through Ministry Safe.
- Will call ahead to schedule volunteer times with the Office Manager, who will coordinate and track schedules with appropriate staff member for supervision.
- Ministry Volunteers will report to office manager upon arrival for assignments.
- They shall have a personal relationship with Jesus Christ and be willing to give witness, in love, to others in His name.
- They shall know and agree with the mission statement, core values and faith statement of Cedar Springs Camp & Retreat and be committed to help the ministry grow.

In addition to completing the database information the ***Service Project Volunteer*** shall follow the following guidelines:

- Will call ahead to schedule volunteer times with the Office Manager, who will coordinate and track schedules with appropriate staff member for supervision.
- They will report to office manager upon arrival for assignments and then will report to the appropriate supervisor who will instruct in the proper use of all required safety equipment for completion of assignment.

Other Guidelines:

All volunteers are welcome to bring their camper/RV at no charge if they meet the following requirements:

1. Volunteer a minimum of 3 hrs. per day or
 2. Volunteer a minimum of 15 hrs per week
 3. *Campers will no longer be able to be left if not regularly volunteering.*
Confirmation and parking location must be worked out with the Executive Director and Office Manager ahead of time.
- **We want to honor the Sabbath. Therefore we shall not be working on Sunday unless providing guest services is required.**