

IMPORTANT INFORMATION FOR VOLUNTEER STAFF

Counselor / Assistant Counselor / Kitchen Crew / Staff

We want all those who volunteer to work at Camp Northwest to have a great week serving the Lord and growing in Him as they work with campers. We have written the Staff Handbook and the Counselor Manual to help counselors and staff to be better prepared for camp.

We will be contacting, individually, those that apply for volunteer staff at camp to give them our approval. Once approved, we will mail them a copy of the Staff Handbook and Counselor Manual. Remember to let your people know that all Staff Applications are due May 31st for Junior Camp and June 30th for Senior Camp.

- **New Counselors or Assistant Counselors**

Those who have never been to Camp Northwest before **MUST** read both the Staff Handbook and the Counselor Manual. They should bring the Counselor Manual with them to camp.

- **Returning Counselors or Assistant Counselors**

Each returning staff person that plans to come to camp **MUST** refresh themselves with the Staff Handbook. Each person who is going to be a counselor or assistant counselor at camp **MUST** also skim through the Counselor Manual and bring it with them to camp.

- **New Kitchen Staff**

Those who have never been to Camp Northwest before **MUST** read the Staff Handbook. **Those that are planning to directly handle food are required to have a Washington State Food Handlers card.** Please talk with Mr. Donald Glasenapp at 360-951-3753 for more information on your specific duties for those who are approved to work in the kitchen.

- **Returning Kitchen Staff**

Those who are returning to work in the kitchen only need to skim through the Staff Handbook again. **Those that are planning to directly handle food are required to have a Washington State Food Handlers card.** Please talk with Mr. Donald Glasenapp at 360-951-3753 for further information for those who are approved to work in the kitchen.

We suggest that you set up a night for all those new folks wanting to work at camp this year (kitchen, counselor, or other staff). At the meeting, have them bring their Counselor Manual and/or Staff Handbook. Ask someone who has been to camp before to go over the Staff Handbook and Counselor Manual with them and answer any questions.

Please make sure that all your counselors bring their Counselor Manual with them when they come to camp. Updated 2007 Staff Handbooks will given out to all Counselors and staff at camp. We will ask at registration whether they have read through the appropriate manual/s or not!

Thank you for your help in this important matter.