

# **Summer Camp Director Guide Book**



**TWIN  
PINES**

**CAMP, CONFERENCE  
& RETREAT CENTER**

[www.twinpines.org](http://www.twinpines.org)

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## WELCOME

Twin Pines Camp, Conference, and Retreat Center's ministry provides summer overnight camps directed by various people with excitement. Those people include you as a director of a specific camp to stretch, grow, challenge, and positively spiritually impact campers to become disciples of Jesus Christ.

The summer overnight camps would not succeed without the mix of programs, ideas, and personalities offered by the directors. Each director has the expertise and/or inner character to lead the camp you are directing. This variety allows people to choose from various interests and age-relevant camps.

As a new director, even if you were on summer staff, there are items you may not be aware of about Twin Pines summer overnight camps routines and policies. This Guide Book aims to cover a variety of topics to assist you in having a low stress and successful program . Inside you will find:

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Shawn, the Executive Director, and Sam, the Assistant Director, look forward to your week of camp to see the fruits of your labor for the Lord, as well as the impact the Spirit makes in camper's lives due to working through your program.

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## **BASIC PROGRAM STAFF QUALIFICATIONS**

Loves God

Loves People

Such a person is excited to see a person grow in their relationship with Jesus and teach how to live a Kingdom of God life in a messy fallen world. "Go and make disciples," Matthew 28:19.

This person shall be at least twenty-one (21) years of age and show signs of leadership and maturity that warrant him/her to attend to the lives of campers.

## **JOB TITLES**

SUMMER CAMP PROGRAM DIRECTOR - The position's broad purposes shall include, but not be limited to, responsibility for preparing and presenting a week or half-week of programming for the Twin Pines Camp Summer Program.

SUMMER CAMP ASSOCIATE PROGRAM DIRECTOR—the position's general purposes shall include, but not be limited to, responsibility for assisting the Program Director in preparing and presenting a week or half-week of programming for the Twin Pines Camp Summer Program.

SUMMER CAMP PROGRAM COORDINATOR—the position's general purposes shall include the responsibility for assisting the Program Director and the Associate Program Director in preparing and presenting a week or half-week of programming for the Twin Pines Camp Summer Program.

## **FORMS - FORMS - AND MORE FORMS**

A few forms from the camp program staff are needed to coordinate your program schedule with other camps and plan summer staff schedules,

### **ALL FORMS ARE DUE TO SAM NO LATER THAN TWO WEEKS BEFORE YOUR CAMP!!!**

All forms are available online at [twinpines.org/resources/summerdirforms](http://twinpines.org/resources/summerdirforms)

Sam will send a reminder email to the Program Director of the date the following forms are due.

#### **–Camp Activity Time Block Request**

This form helps the Summer Staff Coordinator plan the Snack Shop Manager, Life Guards, Recreation Staff, and maintenance schedules. Please fill out the form as directed at the top.

#### **–Camp Special Food Request**

Each weeklong camp is permitted two snacks for their camp (half-week camps get one snack). These are typically in the evening. Snacks can include pizza, ice cream Sundaes, S' mores, or some other idea (discuss this with Sam before putting it on the form). Please provide the time and snack that you request and the location so that Recreation Staff can have it ready at the place planned for in the program.

Also, each camp is encouraged to schedule a picnic in their schedule, typically for supper. On the form, please list the picnic on the day you wish to have it and the location. Typically picnics are held at the pool patio area; however, the camp can offer a picnic pretty much anywhere on the camp property with open space (lower courts, corral, shale pit, etc.). The kitchen has its own typical menu for picnics, including hot dogs, hamburgers and toppings, rolls, condiments, carrot and celery sticks, plates, cups, napkins, and drinks. If you want something special for the picnic, please discuss it with Sam before including it on the form.

There are times a particular food item or meal or a change of time is part of a camp's program. Please list those requests on this form.

#### **–Camp Theme Chart**

This form is for Shawn, Sam, and the Summer Staff Coordinator to have an idea of the program's spiritual emphasis during the week and how you will achieve it each day.

## **-Job Descriptions**

Each person you have as part of your directing staff has a specific job description. The Job Description is to be read, signed, and dated.

>>Program Director: this is the principal director of the camp, and the primary contact, who should be available to the Summer Staff Coordinator most of the time.

>>Associate Program Director: this person assists in carrying out the program. One of the additional responsibilities is to transport any camper medical emergencies to an Urgent Care or hospital Emergency Room in consultation with the camp First Aid person, Shawn or Sam, and the Summer Staff Coordinator.

>>Program Coordinator: this person also assists in carrying out the program for the week.

*NOTE: If you, as the Program Director, needs to change a director or coordinator or want to add another person, discuss it first with Shawn and Sam before adding the person to your program staff.*

*\*\*The minimum age of a person directing is 21 years old. \*\**

## **-Child Protection Clearances**

To remain compliant with PA law and protect underage children, each program staff member must have Child Protection Clearances on file, which expires every five (5) years. The following checks are required:

>>PA Child Abuse History Clearance

>>PA State Police Criminal Record Check

>>FBI Fingerprint Clearance (preferred) or Disclosure Statement Application for Volunteers

How to access these clearances is available on the Twin Pines Camp website: [twinpines.org/resources/summerdirforms](http://twinpines.org/resources/summerdirforms).

## **ONE FORM IS DUE THE FIRST FULL DAY OF YOUR CAMP**

### **-Program Budget Worksheet**

Each camp has a budget to work within based upon the program and the number of campers in your camp. To find out the budget amount for your camp and the number of campers, please check out the Camp Budget sheet on the Summer Camp Director Paperwork webpage. Please fill out the Budget Worksheet and hand it to Shawn no later than the camp's first full day by 4:00 p.m. Keeping to this schedule allows time for the office to prepare checks and have them ready to give to program staff. Note: Be cautious if your camper count is near the next bracket, as it will affect your budget amount positively or negatively.

## **WEEKDAY SCHEDULE ROUTINES**

### **–Meals**

In your schedule, plan for three meals around the following times:

Breakfast - 8:00 a.m.

Lunch - 12:00 p.m.

Supper - 5:00 p.m.

The camp logos', hung at the top of the Main Lodge porch steps to the left, designates when camps go in for meals.

### **–Mail**

By 3:55, postal mail and *Bunk1* emails are available in the office for you to distribute to your campers. On the half-wall, opposite the copier/printer, there are cardboard containers with each camp name. Take the mail out of the box which corresponds to your camp, and then distribute them to your campers.

### **–Quiet Time**

All camps, except camps for Senior High ages and Adults, have a Cabin or Naptime after that day's staff program meeting. These are brief times for campers and staff to be in their cabins to rest and relax. This time has proven beneficial for campers and staff to participate in the rest of the day's schedule.

### **-Staff Program Meeting**

Each day, right after everyone is out of the dining room from lunch, there is a Staff Programming Meeting. Program Staff receives feedback regarding campers' thoughts and feelings about the evening before and that morning at that meeting. After a time of review, it is turned over to the directors to discuss what will happen schedule-wise during the rest of that day and the next morning. This meeting is also a time to discuss any concerns about campers and approaches to benefit campers to have an enjoyable and life-impacting week.

### **-Banking**

All camps, except camps for Senior High ages and Adults, have banking right after lunch. Summer staff manages the banking during the Staff Program Meeting on the Main Lodge Porch area.

### **–Free Time**

Free Time should be planned in your schedule for every afternoon from 2:00 - 4:00 p.m. It is a time for campers to make their own choices of what to do



around camp, such as swimming, play on the jungle gym, get a snack in the snack shop, etc. Ideally, it is also a time when directors are encouraged to hang out with their campers. It provides an excellent opportunity to build relationships by just sitting on the patio talking with campers as they come out of the snack shop, be goofy with them in the pool, play a game in the snack shop or gym, and so on. These may be the most impactful moments for your campers because an adult gave them dedicated attention. Please do not try to meet with the same campers each day, though.

### **–Snack Shop**

Snack Shop is usually offered twice a day in a camp schedule (except Sunday, which is in the evening, and there is no Snack Shop Saturday morning). One time is automatically in the daily schedule, which is during Free Time. The other is at the director's choice in the evening. When scheduling an evening Snack Shop time, be aware of how soon after supper it is planned. Also, during the evening Snack Shop time, it is not that all the campers are to be in the Snack Shop. Instead, it is sort of a limited Free Time, where if they are not in the Snack Shop, they can hang out on the Main Lodge porch, Main Lodge patio, play Volleyball/Newcome, enjoying the Jungle Gym, or play Gau Gau. The main concern is that the campers are in the area in front of the Main Lodge, Keystone, and Aspen.

### **–4:00 - 4:45ish p.m.**

Starting at 4:00 p.m. each day, the Summer Staff have a spiritual time together, referred to as Staff Devotions. This may be a devotional lead by a person, meeting with prayer partners, or some other time to provide spiritual encouragement and support to the summer staff. During this time, directors have the campers on their own. Of importance is that you plan this time, understanding there is no Summer Staff available for use during your program. Thus, all directors must be part of this time, so there is plenty of supervision, and one director is not alone with the camp.

### **–Summer Staff Times Off**

The Summer Staff receive times off either in the morning or evenings, scheduled with by the Summer Staff Coordinator. If you need all the staff on for a planned activity, please work that out with Sam and the Summer Staff Coordinator. If a staff person has the morning off, that is from getting –up till after lunch. If a staff person is off an evening, it is from after the Staff Devotional time until the program has the campers go to their cabins for the night.

## **START OF YOUR CAMP**

### **–Arrival**

If your camp starts Sunday, you may arrive the day before, but do not expect to move into your room till after 4:00 p.m. Arriving after this time allows housekeeping the opportunity needed to clean camp. If your camp starts on a Wednesday, please arrive by 4:00 p.m. Please coordinate with Shawn or Sam when you arrive and make sure your room key is available for you.

If you plan to decorate your meeting room or any other work to prepare for your camp's program, do not expect to have summer staff assist you on Saturday. Saturday after lunch is their time off. Please be respectful of their time to rest, socialize with other staff, get away from camp, etc. Thank you.

### **–First Staff Program Meeting**

For camps that start on Sunday afternoon, a Staff Program Meeting happens at 11:15 a.m. on Sunday. At least one program staff member shall attend to present the week for this meeting and discuss what will happen that evening and the next morning. And special program needs for the week are discussed and planned at this time. An invitation is extended for you and your program staff to have lunch at the camp. However, please let Sam know how many of your program staff will be at lunch.

For camps starting Wednesday evening, please have a program staff member available to discuss your program with the summer staff at a staff program meeting right after supper (approximately 5:30/:45). You may stay for supper; however, please let Sam know how many of your program staff will be at supper.

If you need an adjustment to this schedule, please contact Shawn or Sam to discuss.

### **–Camper & Staff Off Schedule Paperwork**

On Sunday, you should receive a camper list for your camp and a Summer Staff Schedule from the Summer Staff Coordinator. The camper list provides the names and some information about the campers in your camp. Some use this list to divide their camp up into groups.

The part of the Summer Staff Schedule, which is of interest to you is the Off Time schedule. This lists who is off and when.

### **–As Campers Arrive**

Program staff is encouraged to be available for people to speak with, either to reassure them about who the directors are, for parents to share some information about their child, or to meet you.

### **–First Scheduled Item**

The first time your camp comes together as a whole group is when you gather them for supper in the Main Lodge front. It is an excellent opportunity to briefly welcome the campers, introduce the program staff for the camp, and pray for the meal they are about to enjoy.

### **–Emergency Alarm**

Around 6:00 p.m., there is a Fire Alarm rung. At this time, all of the camp programs (except Adult, Family, and Lotsa' Love) and campers are to report to the Gym. Campers are to find their cabin counselor and sit in cabin groups. This gathering practices what campers are to do in the case of an emergency. However, campers think it is a way to start their week of camp by gathering everybody together. And that is the reason you can use it to get all campers to the Gym.

After a few brief camp rules and summer staff introductions, the campers are handed over to you, the camps program staff, for the rest of the evening. At this point, it is the real start of your camp programming. Many programs then break into groups, get to know your activities, and introduce the program's theme and spiritual focus.

## **OTHER IMPORTANT STUFF**

### **–Housing**

All program staff has housing in a cabin. The camp does provide bedding and restroom linens. If you have something that is a personal favorite, i.e., a particular pillow, feel free to bring that with you. The same camp program staff are housed near each other by sex or marital status and near each other to plan during the week.

### **–Radios**

A small radio is to be carried by one of the program staff with the campers. Communication is necessary for emergencies, to check on a future programmed activity, etc.

### **–Staff Sing**

A unique aspect of Twin Pines Camp summer programming performed by the summer staff is the Staff Sing. To have a standard time for all camps to enjoy this worship experience, Thursday evening, at 7:00 p.m. is set aside in the Camp Activity Time Block. Hence, do not plan anything for Thursday evening from 7:00 p.m. till approximately 7:45/8:00 p.m. To prepare for the Staff Sing, staff are requested to be available by 6:45 p.m. Please plan for that in your programming as well. Due to the Staff Sing, no staff is assigned as off for that evening. As such, it is a great evening to plan activities which require the most amount of your staff.

### **–Camp's Last Day**

The last day for a weeklong camp, and half-week camp, which starts Wednesday, is Saturday morning. Programing should be finished by 10:00 a.m. for camper's parents/custodians to pick them up. Camp asks that you include in your Saturday morning program a time shortly after breakfast for camp clean-up, managed by the Recreation Staff. It is encouraged to review the week and offer a word of encouragement or challenge before dismissing your campers. Camp requires each camper to have their "Camper Card" filled out before leaving the camp property. The camper's cabin counselors will have these cards; you do not need to do anything about it except remind the campers to have the "Camper Card" completed before leaving.

### **–Number of Campers & Groups**

The Thursday preceding your camp, Sam will email you the total number of campers so far, the number of summer staff in your camp, and the number of camper groups planned for your camp. Be aware that your camp numbers are not definite till Sunday afternoon as some register late or don't show up.

### **–Available Fire Circles**

The summer staff is familiar with the fire circles available around camp. As of the preparation of this document, the following named fire circles are for you to have campfires at:

- |                                  |                 |
|----------------------------------|-----------------|
| -baseball field                  | -Corral         |
| -behind Dorney                   | -Shale Pit      |
| -behind the Chapel (has benches) | -On the Edge    |
| -behind Oak                      | -Outdoor Chapel |
| -by the pond                     |                 |

One is available at Aspen, which has benches, however, there are special conditions. First, it is natural gas, so you don't necessarily get the campfire feel. Second, 45 minutes is the maximum length of time of use, before it needs to be cooled.

### **–Camp Desktop Available**

A desktop computer is available in the office for directors to use to create files, access email, and print program materials, located near the door between the office and Snack Shop. We suggest you use a thumb drive or cloud storage to save your files and then use the office desktop to print the file.

### **–Copy/Print Program Materials**

A copier/printer is available to make copies or print materials for your program, located in the office. Only make the number of necessary copies or prints needed for your campers and staff. Each copied and printed item costs camp. So please be judicious with its use. Please reserve color copies for only when it is absolutely necessary.

### **–Athletic Supplies**

Camp has various athletic supplies available for games and lessons. Ask the recreation staff to get the item for you.

- |                   |                            |
|-------------------|----------------------------|
| -bat and baseball | -pool noodles              |
| -hoola hoops      | -hockey ball               |
| -scooters         | -sling shots               |
| -gator balls      | -goalie nets               |
| -basketballs      | -bases                     |
| -parachute        | -volleyball & net          |
| -rope             | -orange cones              |
| -dice             | -group building challenges |

## LEARN OUTSIDE

**Nature-Deficit** is a concern for many about today's children because of the ubiquitous use of technology and misguided parenting. This deficit contributes to children not appreciating and being curious about God and His creation, as science initially used to do (tried to learn about God by figuring out the world God created). Twin Pines Camp is a great location to address this issue and has fantastic opportunities for campers to learn about creation and the Creator.

**First**, on the Summer Camp Director Paperwork web page, a sheet lists nature activity programs ready to be used with little to no preparation. There are also many websites with activities outside which you can use in your camp program.

A study in 2019 found that being outside helped:

- the children showed an increase in their personal wellbeing and health over time
- 90% of children felt they learned something new about the natural world
- 79% felt that their experience could help their school work
- 81% agreed they had better relationships with their teachers
- 79% reported stronger bonds with other children in their class
- After the activities, 84% of children felt that they were capable of doing new things when they tried

<https://www.countryliving.com/uk/wildlife/countryside/a29712170/wildlife-trusts-children-nature/>

**Second**, camps are strongly encouraged to be outside as much as possible during their week. This meeting outside means meeting out of doors for the lesson - there are many spots around camp where you can do a lesson; planning games at different locations around camp; planning a picnic at a location not often used. Such experiences add to camper's learning; being in a different environment can relate a lesson to that location instead of the same place each time.

While a video may be part of a lesson, how about be in a room to show the video and then move outside somewhere to continue the lesson?

Often slides are used to emphasize points during a lesson. To move it outside, print the slides and have campers and staff hold the printout or use a poster-board or a whiteboard. These small modifications can help campers associate a lesson point with the person holding it.

**Please** take advantage of being outside learning about God's character in His creation as much as you can.

## **NATURE PROGRAM RESOURCES**

God's creation is an important aspect of camps. Not only are programs encouraged to learn outside, but also to learn about the outside. The Nature Center at Twin Pines has resources available to help campers interact, experience, and learn about God's creativity.

### **Animals**

The Nature Center has part of the animal collection at camp. Although most are not to be touched, there are a few samples that campers may touch for a tactile experience. However, more animals are located in other buildings of camp, Dorney Lounge, Aspen Lodge, Snack Shop, and Dining Room. Depending on the location, campers may be permitted to browse those animals as well.

### **Pond Study**

There are two ponds on the property of Twin Pines Camp. The familiar one which campers fish and boat in. And then another one on the other side of the road, past the corral. These ponds, especially the one across the road, are great to do a pond study at. Recreation Staff can get nets and buckets for campers to collect samples, get a look at them, and try to figure out what it is. Anything taken out of the pond **MUST** be returned to the same pond. **NO SWIMMING IS ALLOWED IN ANY OF THE PONDS!**

### **Trails**

There are numerous trails around camp to take campers on a walk (short distance) or hike (more prolonged and more strenuous). Such a nature activity is excellent for observing nature, doing a scavenger hunt, checking out fantastic distant views, chatting with campers to learn about them, and much more.

### **Pre-planned Activities**

On the Summer Camp Director Paperwork webpage ([twinpines.org/resources/summerdirforms](https://twinpines.org/resources/summerdirforms)) there is a link to a document with Pre-planned Nature Activities with a supply list of items available to use for the nature activities.

### **Plethora of Ideas**

Don't forget to search the Internet for nature activity ideas by age and grade level. There are a plethora of ideas available to sort through. Or speak with Shawn or Sam for more ideas.

### **AVAILABLE SUPPLIES FOR PROGRAM PLANNING**

While Twin Pines Camp understands the need for such a list, it is difficult to create and maintain such an inventory. Instead, please contact either Shawn or Sam to see if a certain item is available to use for your program. We may either tell you we have it, camp will purchase it for you (using our tax exempt status), or go ahead and purchase it and include it on your budget.

### **PROGRAMMING ITEMS PURCHASED**

Do not expect that Twin Pines Camp will not want programming items you purchased through your budget for your week. Please ask Shawn or Sam if camp can use the item for future programming use. Please do not assume that item is personally yours now, unless you purchased it with your own funds and is not reimbursed for it through your programming budget.



## **DEVELOPING A PROGRAM WHICH MAKES A LASTING IMPACT**

### **–DIRECTION and not just INSTRUCTION**

In camp programming, relationships are essential. The most important thing to do is learn a camper's name and recall it without assistance later. Based on trust, these relationships allow you to craft the program to give direction, not just instruction, to a camper's life. The guidance given comes out of personally knowing the camper. While it may also include offering instructions, your instructions provide direction for that camper's life situation. And the guidance given will be personally applicable to a few campers—thus the importance of knowing each camper, their home, and spiritual needs as much as possible

### **–TOOLS and not just TALK**

Please take advantage of the time you have with the campers to train them to use discipleship tools. Of course, Bible-reading and prayer are part of the program. Nevertheless, how much time includes teaching the use of tools with the result of looking into Jesus' face? You can evaluate your program to determine if campers will spend any time training to use tools and consider how tools might improve the program's effectiveness in this area.

### **–MEMORIES and not just MEETINGS**

Memories impact people for a long time; meetings do not. However, meetings are a great place to create and share memories. The camp program can offer campers opportunities to create memories about the week, both non-spiritual and spiritual. Hopefully, in the future, campers will recall and celebrate God's actions during the week as they develop in their discipleship of Jesus.

### **–PARTICIPATE and not just HEAR**

Develop a program that encourages campers to participate in it throughout the week. For example, in lessons, have campers actively involved for most of it, instead of a director speaking to the campers. A camper's participation in the program should encompass the different learning styles: visual, auditory, kinesthetic/tactile, and reading/writing.

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## **PREPARING A GREAT LESSON**

### **–Hook**

Start with a “hook” into the lesson. The reason for a hook is to grab the camper’s attention, help campers focus on the topic, and get their thinking on the upcoming lesson. Campers come to the lesson with many things on their minds, such as: What will be bought in the snack shop this evening, not happy with a cabin-mate, got a letter from home which triggers some emotions, and so on. This step gets their attention.

### **–Book**

Dive into the Holy Book. During this part of the lesson, campers interact with the Bible. It is a time to look at God and see how He acted in this world, to learn about His character, and learn how we live as a citizen of the Kingdom of God. If possible, develop a memory of the portion of the Bible taught.

### **–Look**

Guide the campers to look, or maybe even stare, at applying the Bible to their life. Relationships with the campers are applicable now because you want each camper to change their lives to live out God’s Kingdom every moment of their life. Develop several camper responses about what they can do in their lives differently because of the investigated Bible passage.

### **–Took**

Help campers choose an action from the Look section to “Took” home and apply it to life. It is an integral part of helping to create a disciple. This application, and living as a citizen of the Kingdom of God, can lead to another opportunity to create memories of God working in the camper’s life.

Incorporating learning styles into your lesson will help campers learn and internalize the lesson more effectively. There are four primary learning styles:

- visual: this person learns best by seeing or watching
- auditory: the way this person learns best is by hearing
- kinesthetic/tactile: through experience and doing, they learn the best
- reading/writing: the written word works best for this person to learn

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To learn more about these teaching aspects, search online for “Hook, Book, Look, Took,” and for “learning styles.”



## SUPPORT AREAS

- A** Main Lodge  
Office, Shack Shop, Dining Hall
- B** Brownback Center  
Chapel, Craft Room, Brownback Lounge
- C** Gymnasium
- D** Dorney Lounge

## LODGES

- 1** Aspen
- 2** Blue Spruce
- 3** Cedar
- 4** Hemlock
- 5** Keystone
- 6** Laurel
- 7** Lookout
- 8** Pine

## MISCELLANEOUS

- P** Pool/Pond
- P** Parking
- R** Restrooms
- X** Maintenance
- X** Private Residences

## POINTS OF INTEREST

- P** Archery range
- P** Basketball courts
- P** Fire pits
- P** Gazebo
- P** Kayaks
- P** Mini-golf
- P** Paddleboats
- P** Pedal cars
- P** Playground
- P** Tennis courts
- P** Volleyball court

## GETTING AROUND

- R** Road
  - S** Sidewalk/Patio
  - T** Trail
- (see reverse for full trail map)