



Camp Cedarbrook in the Adirondacks, Inc. Volunteer Policy

PURPOSE

The purpose of this policy is to enable Camp Cedarbrook in the Adirondacks, Inc. (Camp) to include Volunteers in the accomplishment of Camp's mission, to create expectations and guidelines for Volunteers and for Camp, and to minimize risk to and protect the interests of all involved.

1. INTRODUCTION

- 1.1. This policy sets out the broad principles for voluntary involvement. It is of relevance to staff, volunteers, clients and trustees of the organization.
- 1.2. Changes to this policy will be routed through the Director.
- 1.3. Exceptions to this policy are at the prerogative of the Director.

2. WHY VOLUNTEER AND WHY VOLUNTEERS

- 2.1. Volunteering at camp enables individuals to use the skills, knowledge and experience that God has invested in them in a role that is as critical to camp fulfilling its mission as it is enriching to the lives of the volunteers. Volunteering also strengthens the relationship between camp and the community it serves.
- 2.2. Volunteers are an established and integral part of the work of Camp. Without the commitment of volunteers, we would not be able to accomplish Camp's mission.
- 2.3. Volunteering provides a live example of the many parts of Christ's body working together, using their diversity to benefit each other and choosing to give of themselves and serve the body rather than serve themselves. The fact that God raises up Volunteers as a necessary complement to paid staff, and that Volunteers respond by stepping up, shows that God is at work in sustaining Camp.
- 2.4. Volunteering is an inclusive act of participation that in itself fulfills some of Camp's mission.

3. DEFINITIONS

- 3.1. **Camp:** Camp Cedarbrook in the Adirondacks, Inc., including its director, staff, board, campers and/or volunteers, as appropriate.
- 3.2. **Director:** The executive director of Camp and/or those to whom s/he has delegated specific responsibilities. The Director is included in the Staff.
- 3.3. **Policy:** The public statement of guidelines to be followed by all people who serve Camp in any role. Exceptions to Policy are at the discretion of the Director and normally granted only in extreme or extenuating circumstances.
- 3.4. **Staff** (or Paid Staff): A person who serves camp in the role defined by a contract and for an agreed-upon compensation. A person cannot be simultaneously a staff member and a volunteer.
 - 3.4.1. Summer staff: A person who serves at camp normally during the time beginning at the start of pre-camp and ending at the end of post-camp. Summer staff may serve outside of that time either as Volunteers or as Staff for a pre-defined time or task.
 - 3.4.2. Year-round staff: A person who serves according to a contract that extends outside of the normal summer season.
- 3.5. **Volunteer:** A person working at Camp who gives of their time and efforts freely without coercion and without expectation of compensation in monetary or in-kind benefits. N.Y.C.R.R. § 143-3.12(c)(5) defines a volunteer as "a person who works for the non-profit making institution under no contract of hire,

express or implied, and with no promise of compensation, other than reimbursement for expenses as part of the conditions of work." Due to logistics, volunteers may receive room and board during the normal summer camp season, which runs from pre-camp to post-camp. Volunteers outside of the summer season may receive room and/or board as conditions permit.

- 3.6. **Volunteer Coordinator:** The Staff member who serves as liaison between the Director and the Volunteers. Upon arrival, Volunteers will check in with the Volunteer Coordinator to ensure all required paperwork and training is complete, and to receive housing location, introduction to their Supervisor and any other necessary information.
- 3.7. **Supervisor:** A Supervisor is the person to whom a Volunteer is "attached". This person is Staff and serves as the conduit of information flow between the Director and the Volunteer. If the Volunteer has questions or concerns, they should direct them to their Supervisor.

4. RESPONSIBILITIES

- 4.1. **Board:** The Board of Directors permits the Director to interpret and implement this Volunteer policy at his/her discretion.
- 4.2. **Camp:** Camp shall provide clear guidelines to create a synergistic relationship among all those who serve its mission, including the Board, Director, Staff, Volunteers and others, as applicable.
- 4.3. **Director:** The Director shall ascertain the individual has adequate experience, qualifications and training for the task s/he will be required to perform. The Director shall assign tasks, roles and responsibilities to Staff and Volunteers so as to most effectively accomplish Camp's mission. The Director may delegate as s/he deems necessary. The Director shall ensure Volunteers know to whom they are to go with questions or concerns. NOTE: The role and responsibility of terminating a volunteer may not be delegated. Exceptions to this Volunteer Policy may also not be delegated.
- 4.4. **Staff:** Staff shall comply with his/her tasks, roles and responsibilities as defined by his/her contract and as assigned by the Director. Responsibilities may include directing, instructing, and/or assisting activities, tasks or events of all varieties.
- 4.5. **Supervisor:** A Supervisor shall provide the Volunteer direction and guidance, help the Volunteer feel welcome and appreciated as part of the Camp Team, and resolve in a timely manner any issues or concerns that may arise. If unable to quickly resolve issues, concerns or questions, the Supervisor shall elevate these to the appropriate Staff in a timely and constructive manner.
- 4.6. **Volunteer:** Volunteers shall comply with tasks, roles and responsibilities as assigned by the Director or his/her delegates. Responsibilities most often include assisting Staff with activities, tasks or events. See Volunteer Roles and Restrictions, Section 5, for more clarity.
- 4.7. **Volunteer Coordinator:** The Volunteer Supervisor shall ensure a Volunteer's application is complete, assign living quarters, meet with Volunteer on the day they arrives and provide them with all necessary information and training, field/route questions and concerns from staff regarding Volunteers, and provide a general point of contact for any questions, concerns, suggestions, etc., that a Volunteer may have. This person who fulfills these responsibilities will have other Staff responsibilities and may differ from off-season to summer.

5. VOLUNTEER ROLES AND RESTRICTIONS

- 5.1. Volunteers may serve in any of the following roles. For all positions, due to the nature of camp, it is impossible to list all tasks a Volunteer may be asked to do. The following is a very general description. For more details and for information on required qualifications, please see Camp's website.
 - 5.1.1. **Activity assistant** - assist instructor with logistics, maintaining discipline, safety, neatness of area, set-up and take-down of equipment and other similar tasks.
 - 5.1.2. **Maintenance assistant** - assist maintenance staff with a wide variety of tasks, such as general camp maintenance like wood staining or painting, repairing broken items, or vehicle maintenance, inspection and repair.

- 5.1.3. **Health service assistant** - assist with dispensation of medication, caring for physical needs of campers and staff, supervision of sick campers in Health Hut, record keeping, checking cabins for compliance with health and safety standards, and maintenance of a clean and neat facility.
- 5.1.4. **Food service assistant** - assist the kitchen staff as assigned, which may include among other tasks, food preparation and serving, helping with clean-up tasks, and adhering to sanitation standards and regulations.
- 5.1.5. **Office assistant** - assist office staff with tasks such as answering phones, managing mail, helping with radio communication, running the public address system (bugles), greeting guests, helping with secretarial tasks. Familiarity with computers and various common software is highly desired.
- 5.1.6. **Staff kid assistant** - assist with supervision and direction of staff kids, from babies to camper age; tasks may include a wide variety of activities from accompanying kids to scheduled activities to initiating impromptu activities for staff kids within the bounds of camp guidelines.
- 5.2. Volunteers will NOT normally serve as counselors or activity instructors.
- 5.3. Other services that DO require a Volunteer agreement, application and background check:
 - 5.3.1. Professional services, such as those performed by accountants, architects, engineers, services.
 - 5.3.2. Any services that involve working with animals, access to confidential information, or working with minors.
- 5.4. Serving in these roles does NOT require a Volunteer agreement, application or background check:
 - 5.4.1. Volunteering during a Work Weekend
 - 5.4.2. Off-season or Out-of-camp work, such as mailing newsletters, making phone calls, doing maintenance outside of the normal camp season, or helping with other administrative tasks that do not involve work with minors
- 5.5. Volunteers are prohibited from serving in any role normally filled by paid staff or any role that involves supervision of paid staff. This arises from New York State regulations and the State's interpretation of them. Specifically, RO-09-0068, New York State Dep't of Labor (July 24, 2009), excludes "from the definition of 'volunteer' individuals performing work in a similar capacity to other paid individuals at that place of business, in a position customarily performed by paid employees, or where the use of volunteers would otherwise displace the employment of a paid worker." Supervision of paid staff is understood by NYS to be an indicator of employment and not permitted for Volunteers.
- 5.6. Volunteers are required to attend all applicable staff meetings and training, and highly encouraged to attend staff Bible study with the organizational area in which they are serving.
- 5.7. Exceptions to these guidelines are at the discretion of the Director.

6. RECRUITMENT, APPLICATION, SCREENING, TRAINING

- 6.1. As with paid staff, Volunteers, campers and staff are the best source of future Volunteers, campers and staff. Please spread the word and invite those you know who would fit well on the team!
- 6.2. Who may volunteer? Anyone, including retirees, students, alumni, seasonal employees or others may provide volunteer services to the Camp Cedarbrook, within the restrictions listed below.
- 6.3. Restrictions on who may volunteer:
 - 6.3.1. A current year-round employee may not serve as a Volunteer for Camp in any capacity in which s/he is employed at Camp; his/her volunteer work must be entirely different from paid work.
 - 6.3.2. Seasonal paid staff may volunteer in any capacity while not under their seasonal contract.
 - 6.3.3. The nature of service must not be that of an employee. If the Department of Labor determines that the nature of a person's service was that of an employee, their time of service will be compensable.
 - 6.3.4. Volunteers must be eligible to work in the US.

- 6.4. Application: This process must be completed annually for return Volunteers Note: The Director may delegate some or all of these responsibilities.
- 6.4.1. Potential Volunteers must fill out the Volunteer application either online or in print, unless the role is one that does not require an application, agreement or background check and the Director waives this process.
- 6.4.2. Potential Volunteers must attest that they agree with the Statement of Faith by signing it.
- 6.4.3. Potential Volunteers must sign and abide by the Statement of Christian Conduct.
- 6.4.4. The Director will review the application, interview the applicant, review the applicant's proof of age, check the applicant's references and initiate the necessary background checks, as permitted by the Background Check Release Form and Voluntary Disclosure Form.
- 6.4.5. Once the application is completed satisfactorily, the Director and Volunteer will agree on a description of the duties and services to be performed by a Volunteer, making sure that the individual and the role are a match, based on the individual's interest, experience, qualifications, training, etc.
- 6.4.6. All completed forms are confidential and Camp will retain them in an appropriate manner for three years from when the Volunteer's service ends.
- 6.4.7. Necessary training will be given as agreed/appropriate. Some training is required for all Volunteers and will be given, along with orientation, upon arrival at camp. If training would be required by the Staff Manual for Staff for a given activity, then that same training will be required of and provided to Volunteers who will do that activity (for example, for driving camp vehicles).
- 6.4.8. If the individual is a returning volunteer, but the break in their service is greater than one year, all applicable forms and processes described above must be completed once again.
- 6.4.9. If the individual is a current volunteer but their duties are changed, all applicable forms and process described above must be completed once again.

7. COMMITMENT, VALUES AND EXPECTATIONS

- 7.1. Camp is committed to involving the community it serves in its activities for several reasons: it helps ensure that Camp has the larger camp community's support, it provides a means for the community to have input into Camp's activities and it provides benefits beyond those of statutory services which improve the quality of peoples' lives.
- 7.2. Camp is committed to making the best possible match between a Volunteers' knowledge, skills and experience with tasks which will best serve Camp's needs.
- 7.3. Camp is committed to recruiting a diverse population of Volunteers, and accepts Volunteers with no consideration of race, status or background. Camp provides to all Volunteers equal opportunities for active involvement within the appropriate scope of the Camp's needs and resources.
- 7.4. Camp greatly values Volunteers and the diversity, perspective, enrichment and special skills they bring, and therefore strives to maintain a balanced, effective and mutually beneficial Staff/Volunteer partnership. Open communication and feedback through the appropriate channels are desired and intentionally sought after.
- 7.5. The volunteer role is a gift relationship, binding only in honor, trust and mutual understanding. Volunteers are under no enforceable obligation to camp. However, as with Staff, Camp expects Volunteers to be reliable and trustworthy, to be on time to appointments and scheduled activities, and to serve similar hours to those they assist, which may vary with position, day and workload.
- 7.6. Camp also expects Volunteers to strive to balance time working with time enjoying the unique opportunities camp provides, within reasonable limits. Questions/clarification can be directed to the Volunteer's Supervisor upon arrival, or to the Director in advance.

- 7.7. Since Volunteers (like Staff) represent Camp to all who come to camp and all with whom they interact in a Camp-associated role, and since Camp as an organization reflects ultimately on our Lord Jesus, Camp expects Volunteers (like Staff) to maintain Camp's high standards and to represent Camp well, both at camp and away.
- 7.8. Volunteers are expected to abide by the Camp policies, procedures and external regulations that govern their actions, including but not limited to those relating to ethical behavior, safety, confidentiality, protected health information, computer use, financial responsibility and drug use.

8. MISCELLANY

- 8.1. Other information and documents applicable to Volunteers include the Staff Manual (Camp philosophy, policies and procedures) and Volunteer position descriptions (available online).
- 8.2. Volunteers are not considered employees under the Fair Labor Standard Act and is therefore exempt from Minimum Wage requirements.
- 8.3. Camp carries a blanket Accident and Health insurance package for Volunteers.
- 8.4. Prohibited Activities:
 - 8.4.1. Activity considered inappropriate for any employee.
 - 8.4.2. Entering into any contract on behalf of the Camp Cedarbrook.
- 8.5. Settling differences: Camp is committed to resolving differences in an expeditious manner and arriving at a solution that is mutually agreeable. Communication should begin with the Volunteer's Supervisor. If that is insufficient, communication is next with the Volunteer Supervisor then the Director.
- 8.6. Dismissal: If unable to arrive at a mutually agreeable resolution, or if the Volunteer has violated applicable policies or standards, the Volunteer's term of service may be terminated. See the Staff Manual for further detail, as Volunteer dismissal follows the guidelines therein, except that the 1-week delay is not required.
- 8.7. A Camp Volunteer's term of service may be terminated at any time and without prior notice.

9. REFERENCES AND RESOURCES

- 9.1. New York Labor Law Section 652 - Minimum Wage (see below)
- 9.2. New York Codes, Rules and Regulations 142-3.12 Employee (very similar to the above)
- 9.3. NYS Request for Opinion, RO-09-0068 on Volunteering and Interns
- 9.4. NYS Correctional Law Article 23-A discusses employers rights when a person has a criminal conviction.
- 9.5. Fact Sheet: Wage Requirements for Interns in Not-For-Profit Businesses: <https://labor.ny.gov/formsdocs/factsheets/pdfs/p726.pdf>
- 9.6. National Council of Nonprofits: (202) 962-0322 x112, www.councilofnonprofits.org
- 9.7. New York Council of Nonprofits (www.nycon.org) can help ensure legal compliance
- 9.8. "Supervisory capacity is evidence of employment." Email from Peter L. McCarthy, Policy Associate and Legal Service Coordinator, NYCON, New York Council of Nonprofits, Inc., 272 Broadway, Albany, NY 12204, (518) 434-9194 extension 104
- 9.9. New York Labor Law Section 651
 - 9.9.1. Part 5. "Employee" includes any individual employed or permitted to work by an employer in any occupation, but shall not include any individual who is employed or permitted to work: ... (k) in or for a summer camp or conference of such a religious, educational or charitable institution for not more than three months annually; (l) as a staff counselor in a children's camp; ... The exclusions from the term "employee" contained in this subdivision shall be as defined by regulations of the commissioner; ... Any such volunteer shall be at least 18 years of age. A business seeking coverage under this paragraph shall notify every volunteer in writing, in language acceptable to the

commissioner, that by volunteering his or her services, such volunteer is waiving his or her right to receive the minimum wage pursuant to this article. Such notice shall be signed and dated by a representative of the business and the volunteer and kept on file by the business for thirty-six months.

9.9.2.Part 8. "Non-profit making institution" means any corporation, unincorporated association, community chest, fund or foundation organized and operated exclusively for religious, charitable or educational purposes, no part of the net earnings of which inure to the benefit of any private shareholder or individual.

9.10.New York Codes, Rules and Regulations 142-3.12 Employee

(a) *Employee* means any individual permitted to work by an employer, except as provided below...

(c) *Employee* also does not include any individual permitted to work in, or as:

(5) Volunteer. The term *volunteer* means a person who works for a nonprofitmaking institution under no contract of hire, express or implied, and with no promise of compensation, other than reimbursement for expenses as part of the conditions of work...

(13) Staff counselor in a children's camp.

(i) A *staff counselor* is a person whose duties primarily relate to the guidance, instruction, supervision and care of campers in a children's camp, whether such work involves direct charge of, or responsibility for, such activities, or merely assistance to persons in charge. The term *staff counselor* includes but is not limited to: head counselor, assistant head counselor, specialist counselor or instructor (such as swimming counselor, arts and crafts counselor, etc.), group or division leader, camp mother, supervising counselor, senior counselor, counselor, general counselor, bunk counselor, assistant counselor, co-counselor, junior counselor, and counselor aide.

(ii) *Children's camp* means any establishment which, as a whole or part of its activities, is engaged in offering for children, on a resident or nonresident basis, recreational programs or supervised play or organized activity in such fields as sports, nature lore, and arts and crafts, whether known as camps, play groups, play school, or by any other name. The term *children's camp* does not include an establishment which is open for a period exceeding 17 consecutive weeks during the year.

(14) In or for a summer camp or conference for not more than three months annually.

(i) A person who works in not more than 13 calendar weeks in a calendar year in or for a summer camp or conference is deemed to have worked for *not more than three months annually*. A person who works in more than 13 calendar weeks in a calendar year is deemed to be an employee for the entire period of employment.

(ii) A *summer camp or conference* means a camp or conference which is open any part of the period from June 21st to September 21st, and which is operated by a nonprofitmaking institution.