

CAMP COUNELOR/HELPER/VOLUNTEER TERMS AND CONDITIONS

These terms and conditions apply to camps organized by Camp Swamp Africa whose registered office is at Umoja Spine road, Nairobi Christian Church building ,off kangundo road ,48841-00100 Nairobi Kenya.

The contract for the supply of service on a particular camp is between Camp Swamp Africa and you. Your contract incorporates these terms and conditions and by booking to volunteer with us you confirm your acceptance of these Terms and Conditions.

In these terms and conditions: “we” or “us” or “our” means Camp Swamp Africa “you” or “your” means the relevant Participant(s) named on the volunteer form or where any Participant is under the age of 18, then that Participant’s parent or guardian who submits our registration form “Participant” means the person(s) named on the relevant registration form taking part in the relevant camp and where that person is under 18 includes where applicable his or her parents or guardians.

We are very grateful for your heart of service and choosing to volunteer with us for our life changing camping activities. This document is prepared on good faith and any arbitrations arising there-to shall be treated on such foundation.

Please read the following documents before your volunteer participation with Camp Swamp Africa. Once you have read each document, please sign below and submit. Contact the Camp Swamp Africa Volunteer Recruiter if you have any questions.

Job Description

Camp Swamp Africa

Job Title: *(tick as appropriate)* Volunteer Counselor, Volunteer helper

Department: Camp Programming

Reports to: Camp Director, Volunteer Recruiter

Position Summary:

Working with seasonal/fulltime staff to provide supervision, leadership, guidance and emotionally safe environment for children that attend Camping activities at Camp Swamp Africa.

The position is not subject to financial compensation except where facilitation for various activities is required .

Duties and Responsibilities:

- To work with campers serving as a leader, supervisor and role model.
- To guide campers through the programming schedule, assisting them in an experience that is safe, uplifting and empowering.
- To facilitate positive and appropriate interactions between campers to increase group interaction and bonding.

- To treat all campers in a manner that fosters and maintains their individuality, dignity and respect.
- To maintain positive interactions and communication with fellow staff members.
- To seek out resources (camp director, leadership member, co-staff member) when in need of support.
- To ensure that language reflects the fruits of the holly spirit and underpins our mission and core values core values. (*read mission and core values here*)
- To supervise and assist campers in all aspects of daily camp life, including: all lodge activities, program area rotations, rainy day plans, meals, and evening programming.
- To instruct campers in emergency procedures such as fire and severe weather drills.
- To adhere to and implement the policies and procedures of the Center for Courageous Kids.
- To assist campers and co-counselors to maintain a clean and neat environment in both program and living areas.
- To assist in doing a thorough clean-up of lodges at the end of each session.
- To assist in any tasks deemed necessary by the Camp Director.

Qualifications:

- At least 18 years of age
- A counselor must be a born again, baptized follower of Jesus.
- A helper must carry the character that is above reproach.
- Must be able to independently provide personal self-care
- Assisting staff in transferring camper stuff weighing as much as 115kgs
- Navigating various terrains on camp such as concrete, grass fields and dirt trails.
- Ability to gauge and recognize camper behavior that may be harmful to camper or others and utilize appropriate behavior techniques as needed.
- Ability to identify health challenged camper and report to camp doctor/nurse as appropriate.
- Ability to recognize potential safety hazards and enforce appropriate safety regulations and emergency procedures
- Ability to physically and mentally lead and assist in taking care of 8 campers during the entire session, navigating camp schedule and any required adjustments
- Ability to attend to mild personal care needs as necessary including some showering, transferring, and changing of campers
- Ability to accept supervision and guidance
- Ability to function in a team atmosphere

Living Arrangement: Housing provided on camp. Shares cabin with fellow staff members/volunteers and campers as directed by the camp director.

Volunteer/Staff Dress Code

Camp Swamp Africa strives to ensure that employees' clothing is dignified, modest and reflects the appropriate balance of campy and professional. These guidelines are in effect at all times on camp grounds. It is expected that all staff/volunteers will make choices in dress that will appropriately convey them as role models. The following guidelines are in place for clothing selection.

- All staff members/volunteers must wear appropriately at all times. *Exceptions will be made when swimming.*
- When in outdoor and active program areas all staff members/volunteers are expected to wear sport shoes or appropriate closed shoes for the activity. The barn and fun and games require sneakers (this is our Wear Your Shoes policy). Only at the lodges and at the pool, staff is welcome to wear flip flops.
- Socks will be needed for anyone participating in bowling. *You'll thank us later.*
- All shorts and skirts must be at least an arm's length (*If you can drop your arms down to your sides and touch your skin, the garment is too short*).
- Spaghetti strap tank tops or white undershirt tank tops are prohibited. Low cut tops are prohibited at all times.
- No undergarments should be visible at any time.
- T/Shirts should be long enough to cover the mid-section at all times. Free enough not to expose body parts. T/ Shirts with messages that glorify sex, drugs, alcohol or violence are prohibited. Concert shirts are acceptable if they do not include the previous mentioned messages.
- Two-piece bathing suits and Speedos are not acceptable.
- Thematic costumes are always acceptable!
- Shirt and short dress code policy apply to pajamas.

Volunteer Agreement

1. Policies and Procedures:

Volunteer agrees to comply with all items contained in his or her job description, to fulfill any additional responsibilities required by the Camp Director, or his/her designate, and abide by all Camp rules, regulations, policies and procedures.

2. Termination:

Volunteer's service with The Camp is "at will" and may be terminated at the discretion of The Camp. Without limiting the foregoing, the following shall constitute grounds for immediate termination by The Camp:

- a. If the volunteer is absent from The Camp without the permission of the Camp Director or without justification as determined by the Camp Director.

- b. If the volunteer's services, conduct or influence is/are deemed to be unsatisfactory or detrimental to the best interest of The Camp or:
- c. If the volunteer fails to comply with any of the terms of this Agreement or policies or procedures delivered to the volunteer during his/her term of service.

Special Requests

If you have a special request, we will do our best to help, but we cannot guarantee it except as set out below. We promise to comply with any special request which we have specifically agreed to and confirmed in writing. General confirmation that a special request has been noted or passed on to the supplier or the inclusion of a special request on your Confirmation page or on the acknowledgement of your registration or any other documentation is not confirmation that the request will be met. Unless and until specifically confirmed in writing all special requests are subject to availability. If any additional cost is applicable, it will either be invoiced to you prior to departure or should be paid for locally.

Documentation

You are responsible for ensuring that all documentation required for volunteering satisfy all passport, visa, travel insurance and health certificate requirements and we accept no responsibility for any refusal of travel or entry into any destination or for any liabilities, losses, delays or expenses incurred through any irregularity in such documentation. If you have any queries with regard to documentation and insurance requirements you must raise them with us well in advance of the camp commencing. Any information provided by us with regard to travel documentation is given in good faith but without responsibility on our part.

HEALTH AND SAFETY

1. Safe Guarding Policy.

- a. Read and agree to the terms of the safeguarding policy ([HERE](#))
- b. You are individually liable for the awareness, ignorance and/or actions captured as your fiduciary duty by the Kenya sexual offences act no .3 of 2006. ([read here](#))
- c. It is required that you report to the safe guarding officer any suspicion or activity of sexual abuse.
- d. At camp, you will be required to read and implement the requirements of the camp staff handbook.
- e. The camp is not responsible for Communications, activities or attachments between you and camper/s or parents /guardians after the camping period. Such interactions shall be the sole liability of the volunteer, including verbal, written, printed or picture, videos whether electronic or physical.

2. Volunteer Injury policy:

- a. The camp will not be held liable for injuries incurred during camp. Otherwise the camp undertakes to carry its Fiduciary responsibility to ensure volunteer health and safety to acceptable limits.
- b. If the Camp deems it is in the best interest of the volunteer to use outside medical assistance or have the volunteer hospitalized, volunteer hereby agrees that The Camp shall bear no liability for the medical care provided or the cost thereof. Further, the camp is not responsible for injury or illness incurred while off Camp during free time and session breaks.

3. Insurance

- a. Each Participant must be covered by appropriate insurance (including medical, air evacuation, rescue and repatriation insurance).
 - b. We do not offer insurance cover for you. Please note that the contract of insurance is between you and the insurance provider and we accept no liability in respect of such insurance.
 - c. You are responsible for ensuring that all information provided to any insurance company is correct and not misleading and we cannot be responsible for any problems that may arise as a result of any policy of insurance becoming invalid as a result of any error or omission in respect of such information.
 - d. Carry your insurance cards prior to departure and it is your responsibility to ensure that the cover provided is suitable and adequate for the camp period and any particular needs.
- 4. Indemnification of The Camp:**
- a. The volunteer hereby agrees to assume full responsibility for any goods and/or merchandise brought by the volunteer to The Camp and further agrees that The Camp will not be held financially liable for the loss or damage to any such goods and/or merchandise whether through theft, fire, laundry, accident, vandalism, etc. Further, the volunteer hereby agrees to assume full responsibility for any damages or destruction of property incurred by the volunteer due to intentional misuse or abuse of any of The Camp's equipment/facilities. Said responsibilities shall include reimbursing The Camp for repairing or replacing equipment and/or facilities. In the event the volunteer becomes indebted to The Camp, The Camp is authorized to pursue any and all legal means to recover the remaining amounts owed.
- 5. Leaving The Camp During Session:**
- a. During the camp session, the volunteer may not leave The Camp without the expressed permission of the Camp Director. If the volunteer is absent from The Camp without the permission of the Camp Director or without justification as determined by the Camp Director the volunteer will be terminated.
- 6. If You Have A Complaint**
- a. If you or any Participant have cause for complaint whilst on the camp, you must bring it to the attention of our staff immediately. They will do their best to rectify the situation. If your complaint is not resolved locally, please follow this up within 28 days of your return home by writing to us at Camp Swamp Africa Umoja Spine road, Nairobi Christian Church building ,off kangundo road ,48841-00100 Nairobi Kenya. Or email us at info@campswampafrika.org giving all relevant information.

7. MISCELLANEOUS

Changes Due To Circumstances Beyond Our Control

We will not be liable to pay any compensation if we are forced to cancel or in any way change your arrangements as a result of unusual or unforeseeable circumstances beyond our control, the consequences of which could not have been avoided even with all due care. These include but not limited to unavoidable technical problems with transport, war or threat of war, civil strife, industrial disputes, natural disaster, bad weather, epidemic or terrorist activity. Please also note that given the nature of some of the activities on the camp these are subject to change or cancellation, often at very short notice.

PUBLICITY AND USE OF IMAGES

The volunteer does hereby release and grant The Camp perpetual and unrestricted rights in and to the volunteer's pictures and voice contributions employed in the creation of printed media, photographs, sound tapes and motion picture films while at The Camp premises or otherwise. The rights and contributions granted herein are more particularly described as follows:

1. To use name, photograph, acts, poses, plays and appearances made in connection with said production in any manner; to record, amplify and simulate the voice of the volunteer and to reproduce, distribute, publish, exhibit and transmit the same by a mechanical and electrical means for any purpose whatsoever.
2. To “double” or “dub” the voices, acts, poses and appearances to such an extent as may be desired by The Camp.
3. To use name, photograph and experiences pertaining to funded agencies in materials produced by The Camp for the purpose of promoting The Camp.

DATA PROTECTION

1. Information about you and Participants, including names, contact details and any special needs, disabilities or dietary requirements is collected by us. We may disclose this information to our service providers (who may be located outside of Kenya for the purpose of providing you with optimum services. Only information necessary for this purpose will be disclosed to them. Some information, for example relating to religion or health, may be “sensitive personal data” within the meaning of the Data Protection Act of 2019. We need this information to cater for Participants’ needs, but it is collected on condition that we have your consent. If you do not agree to our use of such information, we cannot accept your booking. From time to time we may contact you or Participants by post or email with information about further camps. If you do not wish to receive such information, you or they should notify us. You have the right to ask us in writing for a data subject access request form to obtain a copy of the information which we hold about you or individual Participants named on your booking. You will not be charged a fee for this. Any request should be addressed to us at Camp Swamp Africa, Kayole spine road, off kangundo road ,48841 00100 or email us at info@campswampafrika.org giving all relevant information.
2. **Confidentiality:** The volunteer will not release, divulge, discuss or otherwise use information gained from any source, written or verbal, about a camper’s records and charts except as required in the work assignment.

ACCURACY OF INFORMATION

All specific information supplied in any pre-departure camp itinerary or information pack or on our website is correct at the time of publication. Any other information contained in any marketing or preliminary information is designed to provide a general overview of the types of camps and activities we undertake and should not be regarded a representation forming part of the contract with you.

ADDITIONAL TERMS

In addition to The Camp’s policies and procedures for which the volunteer is made aware, additional terms and conditions of the volunteer’s service may be attached as an exhibit hereto, and if attached hereto, it is incorporated herein by reference.

JURISDICTION/GOVERNING LAW

Any dispute, claim or other matter of any description (and whether involving personal injury or not) which arises out of or in connection with the camp shall be brought first for local arbitration and when it fails shall be taken to the Kenya Courts only. In which case the Kenyan law shall apply to your contract.

