



# Work Camper Handbook

For 2022/2023 Season

We prepare a sacred space in a natural setting for all to  
**grow** in community and **connect** with **Christ**.

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# Welcome Work Campers!

We are thrilled to welcome you to Warren Willis United Methodist Camp and Conference Center and on behalf of the staff and myself, we are so grateful to have you with us for this unique 2022/2023 season.

Some may know Warren Willis UMCCC started as the Florida Methodist Youth Camp in 1948. Rev. Warren Willis served as the first director of the Leesburg camp, and under his leadership FMYC grew to become one of the premier Methodist camps in the country.

As those first generations of campers grew into adulthood, they realized a need for another facility geared toward adult use. Plans were made to purchase and build on the property across the street from the youth camp. The dream was realized in 1979 the Life Enrichment Center opened with 200 lodging rooms and multiple meeting spaces. This property housed huge gatherings of United Methodist Men's and Women's retreats, couples' retreats, clergy training, and spiritual formation retreats. Over the years, the LEC has added new friends as other denominations and nonprofit groups have come to see the site as a home away from home.

The two sites operated separately for decades, each with its own staff, budget, and client base. In 2016, the decision was made to merge the youth camp and the conference center into one cohesive site. Today, the Warren Willis United Methodist Camp and Conference Center continues its mission of 70+ years, as we prepare a sacred space in a natural setting for all to grow in community and connect with Christ.

From our history to our present, the last two and a half years have been a very difficult time. The pandemic has created an environment of uncertainty in which we had to cancel our summertime programs in 2020 for the first time in our history. Thousands of kids and our staff were incredibly disappointed, but it was decided to maintain a guiding United Methodist principle of "do no harm". The possibility of having even one child become sick was not worth the risk. Uncertainty continues with the numbers and frequency of guests we will have in the coming months. We were able to have a reduced number of campers the summer of 2021. We were back open fully this past summer and had more campers than we did in 2021. We also restarted our After School Adventures program last fall and are currently full for the fall 2022 season. This fall and next spring are shaping up to be very busy as we continue to welcome groups back to this sacred place.

But we do have certainties, first from Romans 8: 38, "For I am convinced that neither death nor life, neither angels nor demons, neither the present nor the future, nor any powers, 39 neither height nor depth, nor anything else in all creation, will be able to separate us from the love of God that is in Christ Jesus our Lord." Second, everyone who works here believes this place is where people connect with Christ, and they will continue to do all in their power to preserve that tradition.

Work campers are a large part of that tradition and I thank you for your willingness to share your time, talents, and experience with all those you will cross paths with here be it staff or guests.

Sincerely,



Mike Standifer  
Director

## Work Camper Code of Conduct

Every Work Camper is welcomed into the Christian hospitality team of the Warren Willis United Methodist Camp and Conference Center (WWUMCCC). Every individual encountered on the property will be treated with respect and compassion. WWUMCCC is open to people of all faiths and backgrounds. Work Campers, like our full-time staff, understand *radical Christian hospitality* is meeting the needs of the guests on the property as their primary duty. *Radical means “drastically different from ordinary practice, outside the norm,” and so it provokes practices that exceed expectations, that go the second mile, that take welcoming the stranger to the max. By radical, don't think wild-eyed, out of control, or in your face. Instead, imagine people offering the absolute utmost of themselves, their creativity, their abilities, and their energy to offer the gracious invitation and reception of Christ to others.* (Definition from Bishop Robert Schnase of the Rio Texas Conference of the United Methodist Church)

## Work Camper

**Definition-** WWUMCCC welcomes a variety of people who come to serve on the property throughout the year. In addition to Work Campers, we welcome Nomads, Drop-In Nomads/Volunteers, and Local Volunteers. To avoid confusion, it is important to distinguish a Work Camper from these other roles as our Work Campers may find themselves working alongside these other volunteers from time to time. A Work Camper is an individual that provides **a minimum** of a three-month commitment and completes a minimum of 18 or 24 hours of work a week per site in exchange for full site hookups. Two people per site will be required to work the minimum of 24 hours per week, with each person sharing the total 24-hour requirement. One person per site will be required to work a minimum of 18 hours per week. These hours can include weekends. Allocation of hours will be coordinated with the department heads to which you are assigned. Special requests regarding hours worked should be made to the Work Camper Coordinator (WCC).

- **Scheduling:** This is accomplished by your department lead. If you are sick, have an emergency, are unable to work specific days or hours, or will be gone for a specific amount of time, communicate with your department lead as soon as possible so other arrangements can be made. If there is any scheduling conflict, discuss with the department lead first. Should the issue go unresolved, speak with the WCC or Operations Manager (OM) for assistance.
- Additional hours above the 24 required are always welcome. Please check with your department lead, the WCC, or the OM before providing additional unscheduled hours.

- Our mission is, ***We prepare a sacred space in a natural setting for all to grow in community and connect with Christ.*** To that end, regardless of the areas normally assigned when we have groups arriving on property, they are the priority.
  - As it says in the code of conduct, we will provide radical Christian hospitality which means pulling together and ensuring all tasks are accomplished to prepare, care, and recover from the groups on the property.
  - Every Work Camper is here because of a servant's heart and a strong desire to bring people to Christ. We have an incredible opportunity daily to provide a positive Christian experience to all we encounter. This may mean working out of our comfort zone. In light of this we ask that you exhibit a flexible attitude with the schedule and, more importantly, with each other and the staff.
- **Proper Attire:** the uniforms while working on the property are plain Polo's or the T-shirts provided last year with the WWUMCCC logo or a plain T-shirt and your name tags. Hats can be worn with the new WWUMCCC logo or no logos while working. Although we are unable to guarantee providing Polo work shirts due to the current financial situation, we will try to make them available as we are able. We will provide name tags and Warren Willis T Shirts.
  - When financially possible a total of one to four shirts will be provided with additional shirts and Warren Willis merchandise available for purchase at the camp store.
  - Please wear the appropriate shirt and name tags whenever working. They identify you as a member of the staff when you may be approached by guests with questions.
  - **Please do not wear previous shirts with old logos (Life Enrichment Center \*LEC\*).** This can be confusing to guests and does not represent the Camp and Conference center as one property.
- **Political or offensive attire:** We ask that everyone respect the sanctity of WWUMCCC. Guests come here to Reflect, Renew and Relax. Our primary focus is on spiritual concerns and preparing a sacred space in this natural setting for ALL to grow in community and connect with Christ. Please refrain from wearing or displaying anything that may distract from that goal while on property. If there is any question in regard to attire, please contact the WCC.
- **Behavior:** WWUMCCC believes that we are each a unique part of the body of Christ. As a group we represent many different personalities, traits, backgrounds, abilities, gifts, and viewpoints that may or may not always coalesce. As the Apostle Paul once wrote, "As it is, there are many parts but one body." All these differences are welcomed but our actions towards one another

should be tempered with humility and grounded in love and respect for the other. Work Campers are encouraged to “pursue what makes for peace and mutual upbuilding.” (Romans 14:9) Should an interpersonal conflict arise between Work Campers or Work Campers and staff that cannot be resolved between yourselves please inform the WCC. “A soft word turns away wrath, a harsh word stirs up anger.” Proverbs 15:1 Let’s agree to find ways to build one another up each and every day, especially in light of areas we may disagree.

- Work Campers are encouraged to participate in services, parties, or other gatherings of the full-time staff. The hospitality committee will work with the staff to ensure information is provided and effectively communicated.

### **Additional Reservations and Fees**

- Work Campers are granted two complimentary nights and four nights in a hotel-style room in buildings 1-4 at a special rate of \$26.00 (includes all taxes) per room per night or a campground reservation with two complimentary nights and four nights at a special rate of \$15.00 per site per night. Any combination of the two for a total of 6 nights may be used in the season. All rooms and camping sites are subject to availability and must be coordinated with the Reservations and Group Services Coordinator. Standard rates applied for stays longer than 6 nights. \$86/night per room for hotel rooms or \$33.50/night per site for RV sites.
  - Rooms range from a king bed to two twin beds or bunk beds with an additional bed for a total of three guests in the room. Many rooms are adjoining.
  - Room reservations must be made no fewer than 21 days in advance of the desired date with the Group Services Coordinator and are subject to availability.
  - Buildings on the camp side may be rented subject to availability but are not included in the complimentary or special rate. Reservations can be made no fewer than 21 days in advance of the desired date with the Group Services Coordinator
- **Sites are not guaranteed. We strive to keep Work Campers on their preferred site during their entire stay. Due to unforeseen circumstances, we may ask a Work Camper to move to another site either temporarily or permanently depending on the situation.**
- **Temp storage /Long-term Storage:** It is possible to store your RV on site. During our Prime Season, January 1<sup>st</sup> – March 31<sup>st</sup>, the storage cost is \$150/week per site; the rest of the year (non-Prime Season), the cost is \$37.50/week per site. Any number of days after 7, leading up to 14, will be considered two weeks, and will be billed as such. In the same manner, any number of days after 14, leading up to 21, will be considered three weeks, and so on and so forth. For both

short-term and long-term storage, payment should be made in advance - preferably all in one payment - for the length of time needed and a liability waiver will need to be signed for each RV.

## **Communication, Meetings, Training**

- **Communication:**

- WWUMCCC employs a text app called Remind to send regular text messages regarding any announcements or updates directly to your phone.
- Work Campers also share a private Facebook page for current Work Campers. Work Campers can upload and share pictures and special announcements that pertain only to their time while Work Camping at Warren Willis.

- **Gatherings**

- Devotions: A brief devotional gathering will take place each weekday at 8:00 am in the Pavilion located on the Conference side. All are welcome to attend. These devotions will be organized by the WCC. Anyone interested in helping to organize and/or lead can contact the WCC.
- All staff members and Work Campers should plan to attend the weekly lunch meeting that will take place on Wednesdays at 12pm in the location designated by the food service manager. Immediately following lunch will be a time for announcements. In addition, department leads may request individual breakout sessions to follow. Please inform your supervisor if you are unable to attend.

- **Training**

- Work Campers will receive safety training on pertinent equipment that WWUMCCC employs as needed. This training will be documented on all equipment needed to complete the tasks assigned. It is the responsibility of all to take the training seriously, look out for each other, and practice good safety habits. Personal protective equipment (PPE) needed when working will be provided and worn when operating WWUMCCC owned equipment.
- WWUMCCC owned Vehicles- Per WWUMCCC policies, anyone operating a vehicle owned by WWUMCCC will attend a training session for that specific vehicle. Once training is accomplished and documented the use of the vehicle will be authorized. This includes anything with a motor, electric, or fuel.

- Work Campers may operate WWUMCCC owned vehicles only on the property. Only full-time staff may operate WWUMCCC owned vehicles off property due to insurance issues. WWUMCCC golf carts cannot be guaranteed to our Work Campers. Although some are available, they will serve a primary purpose of assisting Work Campers in their daily tasks. Work Campers will need to have a flexible attitude regarding using WWUMCCC golf carts as it may be needed elsewhere at any time. No Work Camper should consider any of these golf carts their personal cart.
- Work Camper-owned golf carts will need a liability waiver signed and completed before use is authorized on property. If interested in renting a golf cart during your time with us for your personal use, we recommend that you contact Don's Golf Cart at 352-326-2327.

### **Amenities and Keys**

- **The Pavilions:** A pavilion is located at each RV site. They remain unlocked during the Work Camper season and include the following: a living room style area with a TV and DVD player, basic cable channels, WIFI, a small lending library, games, kitchen area with refrigerator and freezer, connecting bathrooms and showers, and laundry area. The Pavilion located on the Conference side is larger and is usually the site for large gatherings, morning devotions, potlucks, game nights, and events for our work campers. This Pavilion also has an ice maker, shuffleboard, ping pong, pickleball, materials for disc golf, ladder golf and corn hole. A Work Camper hospitality volunteer will have coffee made each morning as well as tea, and hot chocolate available.

### **Amenities**

- **The Pool:** scheduled swim times and full use of the pool will be coordinated by the WCC. The Pool is closed December 1 - March 1 each year.
- **The Gym:** access to a small workout room on the conference side will be available when it becomes refurbished
- **Access to boats and canoes:** scheduled fishing or pleasure trips, use of canoes and sailboats will be coordinated through the WCC
- **Special day trips using Warren Willis busses can be coordinated through the WCC**
- **Fishing docks on both the camp and conference grounds are available**

- **Disc golf is available on the camp side**
- **Log Cabin:** The cabin is only available for active clergy utilizing renewal leave and others in vocational ministry positions. It is not available for rental.
- **Keys:** Work Campers will be provided keys needed to perform the required tasks assigned. Any keys no longer required should be turned into the WCC or the OM if the WCC is unavailable. Lost or broken keys should be reported immediately to your assigned Supervisor, the VC or the OM.

## **Request for Time Off**

We understand that there will be times when our Work Campers need to take some time off to run errands, schedule appointments, and do some traveling. Time off should be scheduled in advance, so that we can ensure continuity of work. If plans are made to take 1-4 days off, this must be coordinated with the department leads to ensure the required 18 or 24 hours are worked within the week(s) of absence. However, if plans are made to take 5-7 days off, Work Campers will need to inform the WCC and a weekly site payment of \$150 (Prime Season) or \$37.50 (non-Prime Season) will be expected.

## **Holidays**

The Florida conference of the United Methodist Church will declare certain days each year as paid holidays for full-time staff of WWUMCCC. We expect that Work Campers will also take those days off. However, there are occasions when year-round staff and work campers will be scheduled on those holidays to care for our guests' needs. Some examples include:

- Labor Day
- Veteran's Day
- New Year's Eve
- New Year's Day
- MLK Day

## **Thanksgiving & Christmas**

We anticipate that some of our Work Campers will want to celebrate these two special holidays by traveling and spending time with family and/or friends. Therefore, Work Campers will be given 1 week for Thanksgiving and 1 week for Christmas when no working hours will be expected. If the absence is to be greater than the 7 days allotted, the “Request for Time Off” section above should be used to determine how to request additional time away.

## **Hospitality Committee**

This committee will be responsible for planning, coordinating, and implementing special events, social gatherings, functions and trips that Work Campers may want to participate in. This committee will establish volunteers to work alongside committee members to assist in daily Pavilion operations and Pavilion event management. This committee will be overseen by the WCC who will serve as a liaison between WWUMCCC and this committee. The Hospitality Committee will comprise no more than 5 members and anyone wishing to serve on this committee should contact the WCC. All events and plans are subject to approval by the WCC and OM and must adhere to the policies and procedures that govern WWUMCCC.

## **WWUMCCC Safety Protocols**

**Safety and Security:** The protection of our guests, staff and property is everyone’s responsibility. If someone or something seems out of place report it immediately to your supervisor or any staff member nearby.

- **FIRST AID (Emergency numbers begin on pg. 17)**
  - First aid boxes are located in the main office and kitchen area on the camp side and in the kitchen on the conference side.
  - AEDs are located in the main office on the camp side and in the lobby of the dining room on the conference side. There is an AED at the pool but is for pool use only as it remains locked.
- **INTRUDERS**

- Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with the intent to do harm to persons or property.
  - Do not antagonize the intruder. Be polite, give assistance, if possible, refer the person to the camp office, or ask them to leave.
  - This is private property and not open to the public.
  - Observe to determine that the person leaves the site.
  - If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member.
  - If the person seems threatening in any way, do not approach or take any chances.
  - Remove yourselves and all others from the area, notify the camp office, or your supervisor and observe the whereabouts of the person.
  - If you see or suspect an intruder on the property at night, immediately and quietly notify the on-call host.
- **Active Shooter**
    - An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation
    - Quickly determine the most reasonable way to protect your own life.
      - 1. Evacuate
        - If there is an accessible escape path, evacuate the premises. Be sure to:
          - Have an escape route and plan in mind
          - Evacuate regardless of whether others agree to follow
          - Leave your belongings behind
          - Help others escape, if possible
          - Prevent people from entering an active shooter area
          - Keep your hands visible
          - Follow the instructions of any police officers
          - Do not attempt to move wounded people
          - Call 911 when you are safe
      - 2. Hide out

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
      - Be out of the active shooter's view
      - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
      - Not trap you or restrict your options for movement
    - To prevent an active shooter from entering your hiding place:
      - Lock the door
      - Blockade the door with heavy furniture
    - If the active shooter is nearby:
      - Lock the door
      - Silence your cell phone and/or pager
      - Turn off any source of noise (i.e., radios, televisions)
      - Hide behind large items (i.e., cabinets, desks)
      - Remain quiet If evacuation and hiding out are not possible:
      - Remain calm
      - Dial 911, if possible, to alert police to the active shooter's location
    - • If you cannot speak, leave the line open and allow the dispatcher to listen
- 3. Take action against the active shooter
  - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
    - Acting as aggressively as possible against him/her
    - Throwing items and improvising weapons
    - Yelling
    - Committing to your actions
- Good practices for coping with an active shooter situation
  - Be aware of your environment and any possible dangers
  - Take note of the two nearest exits in any facility you visit
  - If you are in an office, stay there and secure the door
  - If you are in a hallway, get into a room and secure the door
  - As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
    - Put down any items in your hands (i.e., bags, jackets)
    - Immediately raise hands and spread fingers
    - Keep hands visible at all times
    - Avoid making quick movements toward officers such as holding on to them for safety
    - Avoid pointing, screaming and/or yelling
    - Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises
  - Information to provide to law enforcement or 911 operator:
    - Location of the active shooter
    - Number of shooters, if more than one
    - Physical description of shooter/s
    - Number and type of weapons held by the shooter/s
    - Number of potential victims at the location
- **Buildings**
    - Unless directed otherwise, the Campground Community Buildings should remain unlocked at all times. Exceptions may occur depending on user groups on the property, which will be discussed at the Thursday lunch meeting.
    - All conference side guest rooms should be locked when a guest, housekeeper, or maintenance staff is not inside.
  - **Hurricanes**
    - Hurricane season runs from June 1 through November 30, but the most active months for the formation of the storms are usually August through October. Although rare in the winter months, we will keep an eye on any approaching storms. If hurricanes come ashore, it is not a good idea to ride out the storm in your RV. It is best to pack and use RV evacuation routes.
    - If an evacuation is ordered for this area, we will ask Workcampers to vacate moving to a safe location until the storm has passed and the all-clear to return is given.
  - **Electrical Storms/Thunder Storms**

- Thunderstorms and lightning can pop up quickly in Florida. If you are inside a building during a storm with thunder and lightning, do not leave the building until the weather clears.
- If you are outside, please seek shelter immediately.
- Lightning will seek tall objects, so stay away from lone trees
- Keep away from metal objects including bikes, golf carts, umbrellas, fencing, machinery, etc.
- Get indoors if possible or get in a hard-topped vehicle.
- Remain in shelter for 30 minutes after the last flash of lightning.
  
- **Fires**
  - **Small fires** can be put out with fire extinguishers located around the property. To use a fire extinguisher, remember **PASS**
    - **P**ull the pin
    - **A**im at the base of the fire
    - **S**queeze the handle
    - **S**weep the nozzle back and forth
  - **Other than small fires**
    - Make people aware by yelling Fire, Fire, Fire.
    - Activate the fire alarm if indoors
    - Evacuate the area
    - Call 911
    - Verify everyone is out of the building or area
    - If inside and doors or door handles are hot do not open, find an alternate route
    - If there is smoke stay low to the ground and keep a hand on the wall to prevent disorientation and get to the closes exit
  
- **Sun**
  - **Dehydration**
    - **Prevention** is really the most important treatment for dehydration. Consuming plenty of fluids and foods that have high water content (such as fruits and vegetables) should be enough for most people to prevent dehydration.
    - People should be cautious about doing activities during extreme heat or the hottest part of the day, and anyone who is exercising should make replenishing fluids a priority.

- Since the elderly and very young are most at risk of being dehydrated, special attention should be given to make sure they are receiving enough fluids.
- **Signs of mild or moderate dehydration include:**
  - Thirst. Dry or sticky mouth.
- **Signs of severe dehydration include:**
  - Not peeing or having very dark yellow pee.
  - Very dry skin.
  - Feeling dizzy.
  - Rapid heartbeat.
  - Rapid breathing.
  - Sunken eyes.
  - Sleepiness, lack of energy, confusion or irritability.
  - Fainting.
- **Sunburns**
  - The Best Ways to Avoid Getting Sunburn
    - Avoid the sun during peak hours of 10am – 2 pm.
    - Seek shade.
    - Wear clothing with UPF protection (ultraviolet protection factor) UPF 50+ helps block 98% of UVA/UVB rays.
    - Wear sunglasses with UV protection.
    - Wear a wide-brimmed hat.
    - Always apply sunscreen at least 15 minutes before going outdoors, even on a cloudy day.
  - **Once sunburn occurs**
  - To reduce your pain and discomfort:
    - Take a pain reliever. If needed, an over-the-counter pain reliever such as ibuprofen (Advil, Motrin IB, others)
    - Cool the skin. Apply to the affected skin a clean towel dampened with cool tap water. Or take a cool bath.
    - Apply a moisturizer, lotion or gel. An aloe lotion or gel or calamine lotion may be soothing.
    - Drink water to prevent dehydration.
    - Leave small blisters alone. Don't break them if they are smaller than your little fingernail. If a blister does break, clean it with mild soap and

water. Then use an antibiotic ointment on the wound and cover it with a nonstick bandage. If you develop a rash at the site, stop using the ointment and see a doctor.

- Treat peeling skin gently. Within a few days, the affected area may begin to peel. This is your body's way of getting rid of the top layer of damaged skin. While your skin is peeling, continue to moisturize.
  - For severe sunburn, try an over-the-counter hydrocortisone cream, which may ease the discomfort.
  - Protect your sunburn from further sun exposure. Stay out of the sun or protect yourself from sunlight when you go outside.
- **Heat exhaustion-** is a heat-related illness that can occur after you've been exposed to high temperatures, and it often is accompanied by dehydration.
- There are two types of heat exhaustion:
    - Water depletion. Signs include excessive thirst, weakness, headache, and loss of consciousness.
    - Salt depletion. Signs include nausea and vomiting, muscle cramps, and dizziness.
  - Symptoms of Heat Exhaustion
    - Confusion
    - Dark-colored urine (a sign of dehydration)
    - Dizziness
    - Fainting
    - Fatigue
    - Headache
    - Muscle or abdominal cramps
    - Nausea, vomiting, or diarrhea
    - Pale skin
    - Profuse sweating
    - Rapid heartbeat
  - Treatment for Heat Exhaustion
    - If you, or anyone else, has symptoms of heat exhaustion, it's essential to immediately get out of the heat and rest, preferably in an air-

conditioned room. If you can't get inside, try to find the nearest cool and shady place.

- Other recommended strategies include:
  - Drink plenty of fluids, especially sports drinks to replace lost salt (avoid caffeine and alcohol).
  - Remove any tight or unnecessary clothing.
  - Take a cool shower, bath, or sponge bath.
  - Apply other cooling measures such as fans or ice towels.
  - If such measures fail to provide relief within 15 minutes, seek emergency medical help, because untreated heat exhaustion can progress to heatstroke.
- **Heatstroke**- the hallmark symptom of heatstroke is a core body temperature above 104 degrees Fahrenheit. But fainting may be the first sign.
- symptoms may include:
  - Throbbing headache
  - Dizziness and light-headedness
  - Lack of sweating despite the heat
  - Red, hot, and dry skin
  - Muscle weakness or cramps
  - Nausea and vomiting
  - Rapid heartbeat, which may be either strong or weak
  - Rapid, shallow breathing
  - Behavioral changes such as confusion, disorientation, or staggering
  - Seizures
  - Unconsciousness
- **First Aid for Heat Stroke**
  - If you suspect that someone has a heat stroke, immediately call 911 or transport the person to a hospital. Any delay in seeking medical help can be fatal.
  - While waiting for the paramedics to arrive, initiate first aid. Move the person to an air-conditioned environment -- or at least a cool, shady area -- and remove any unnecessary clothing.
  - Cooling strategies:

- Fan air over the patient while wetting his or her skin with water from a sponge or garden hose.
- Apply ice packs to the patient's armpits, groin, neck, and back. Because these areas are rich with blood vessels close to the skin, cooling them may reduce body temperature.
- Immerse the patient in a shower or tub of cool water.

- **UTILITY FAILURE**

- Water:

- Our precious resource! Our camp has a self-contained water system. When it fails, we have serious problems. Practice conservation and restrict the amount of water used.
    - Loss of pressure or unusually rusty-looking water is a symptom of a problem in the system. Immediately notify the camp office or the on-call host if you suspect a problem.
    - Should a major leak/break in the line occur in your area, notify the camp office or the on-call host.

- Electrical:

- A power loss may occur from sources inside or outside the camp.
    - Wires and electrical equipment substations and large green transformer boxes are dangerous and off-limits.
    - Complete a Request for Repair for the maintenance staff if you see one unlocked.
    - Downed power lines are extremely dangerous. Stay clear and don't touch them. You risk death if you contact energized lines or appliances or if you touch a victim who is in contact with them.

## Job Descriptions

- Housekeeping
  - Reports to Misty Padgett, Housekeeping Manager
  - Responsibilities include but are not limited to: cleaning all spaces used by WWUMCCC guests, outside building cleaning, using PPE while working with cleaning chemicals, laundry, restocking, removing trash, web removal, windows, and other duties as assigned by the Housekeeping Manager.
  - Training will be provided for use of cleaning equipment, removal and replacement of bedding, setting up and tearing down of rooms, and restocking.
- Food Service
  - Reports to Jen McCullough, Food Service Manager
  - Responsibilities include but are not limited to: assisting in preparing meals, serving meals, cleaning dishes and the kitchen after meals, restocking as directed by the Food Service Manager, using PPE while working at all times, removing trash, and other duties as assigned by the Food Service Manager.
  - Training will be provided for use of kitchen equipment, food preparation, cleaning, and serving.
- Grounds Maintenance
  - Reports to Scott Ennis, Grounds Maintenance Lead
  - Responsibilities include but are not limited to: assisting in using mowers, weed eaters, edgers, blowers, hedge trimmers, tree trimming/removal, planting and maintaining established beds, weed removal, log splitting and stacking, mulching, and other duties as assigned by the Grounds Maintenance Lead.
  - Training will be provided for all tools and equipment used. Specialized training must be provided for certain equipment by the Grounds Maintenance Lead, or the Maintenance Manager. PPE will be provided as needed.
- Building Maintenance
  - Reports to Bob Ennis, Building Maintenance Lead
  - Responsibilities include, but are not limited to: repairing, replacing, or refurbishment of all WWUMCCC buildings and structures to include carpentry, plumbing, electrical, metal fabrication, painting, ceiling and drywall, and other duties as assigned by the Operations Manager.
  - Training and PPE will be provided as necessary.
- Vehicle Maintenance
  - Reports to Swain Padgett, Maintenance Manager
  - Responsibilities include but are not limited to: assisting to repair all WWUMCCC vehicles, golf cars, grounds maintenance equipment, boats, order and maintain all shop tools, and other duties as assigned by the Maintenance Manager.
  - Training and PPE will be provided as necessary. Specialized training must be provided for certain equipment by the Maintenance Manager.
- Administrative/Clerical

- Reports to Lori Buonasera, Reservations and Group Services Coordinator
- Responsibilities include but are not limited to: cleanliness of office space, assisting to make phone calls, filing, organizing, stocking, printing, shredding, managing the RV campground host phone, greeting and welcoming RV campground guests and ensuring they locate their site, mitigating any issues during the guests stay or referring them to the on-call host, helping retrieve and sort the mail for WWUMCCC as well as for the Work Campers, ensuring the Pavilion, bathhouse, and laundry rooms are orderly and alerting Housekeeping for any cleaning needs, submitting maintenance requests, working closely with Reservations and Group Service Coordinator to be aware of all incoming and departing guests, ensuring Campground Host book is updated and contains all forms and paperwork required, and other duties as assigned by the Reservations and Group Service Coordinator.
- Training will be provided by the Reservations and Group Service Coordinator.

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### **Important Phone Numbers (Remove this section and place on your RV fridge)**

In case of an emergency, call 911.

Your location is:

Warren Willis Camp, 4990 Picciola Rd, Fruitland Park  
or

Conference Center, 4991 Picciola Rd, Fruitland Park

After calling 911, call to notify the on-call host

Camp side: 352-978-9014

Conference side: 352-409-7871

Non-emergency numbers:

AMBULANCE: 352-383-1200

FIRE: 352-360-6727

POLICE: 352-360-6655

POISON CONTROL: 800-222-1222

ANIMAL POISON CONTROL: 888-426-4435

Leesburg Regional Medical Center: 352-323-5762

For campground related issues (water leaks, electrical, etc.):

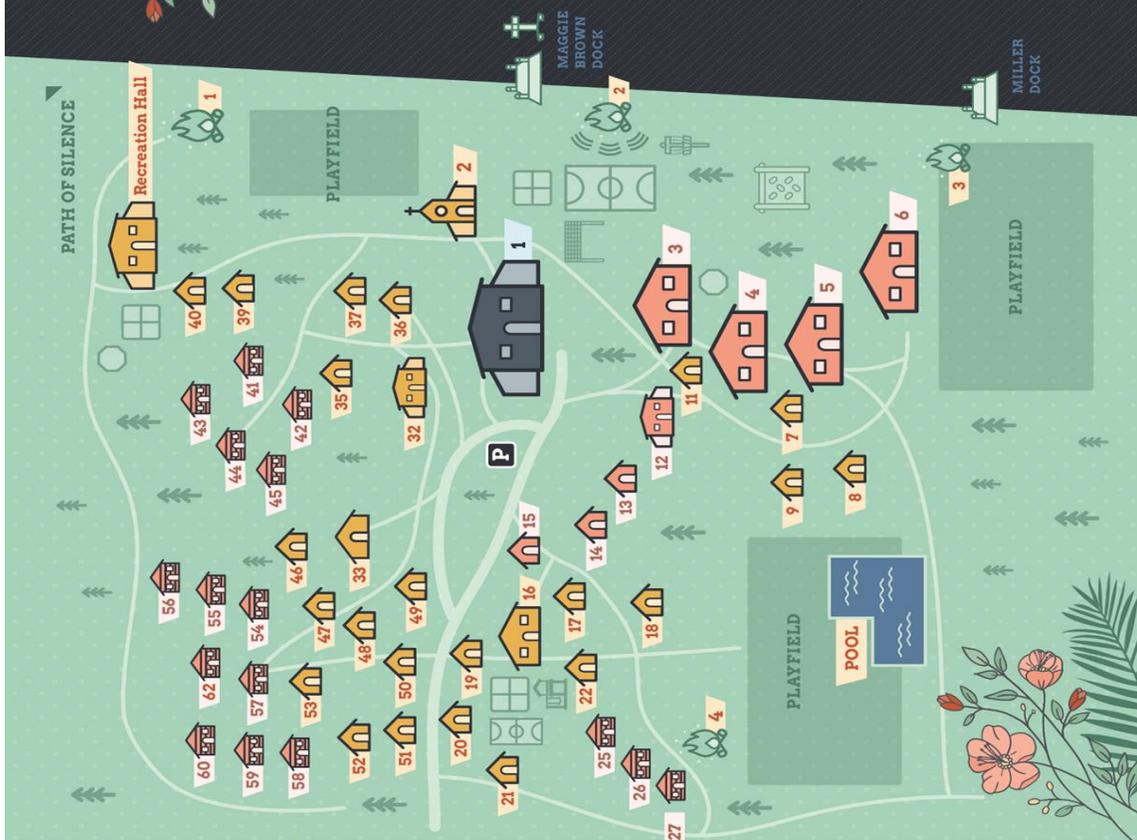
RV Campground Host, 352-360-9389

For all office needs (room/campsite/meeting space reservations etc.):

Reservations and Group Services Coordinator 352-787-4345 ext. 4158

Work Camper Coordinator can be reached @ 352.901.6255 or by email: [mikec@wwumccc.org](mailto:mikec@wwumccc.org)

## CAMP MAP



### Gathering Spaces

- 1. Barnett Lodge  
Includes: Dining Halls, Lake Room, Fellowship Hall, Administrative Offices

### Sleeping Spaces

- Lodges 3-6
- Cabins 25-27
- Cabins 41-45
- Wilderness Cabins 54-60 and Shower House 62

### Group Meeting Spaces

- 2. Graham-Sapp Chapel
- 18. Mini-Lodge
- 33. Bowron Building
- Craft Huts
- Recreation Hall

### Recreation Areas

- Playground
- Gaga Pit
- Dock
- Basketball Court
- Volleyball Court
- 4 Square Court
- Disc Golf Tee #1
- Boulder Wall

## CONFERENCE CENTER MAP



### Gathering Spaces

- 1. Chatos Building  
Includes: Coffee Lobby, Dining Room, Florida Room,
- 2. Annie Mae Room

### Sleeping Spaces

- Lodging 1-4
- Log Cabin

### Group Meeting Spaces

- 3. Scott Auditorium
- 4. Pearson Building
- 5. Cokesbury Building
- 6. Gold Room
- 7. Green Room
- 8. Blue Room

### Recreation Areas

- Playground
- Gaga Pit
- Dock
- Prayer Chapel
- Prayer Labyrinth

Lake Griffin



## RV STORAGE AGREEMENT

This RV Storage Agreement executed in the City of Fruitland Park, State of Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

between \_\_\_\_\_ ("Lessee"), whose address is \_\_\_\_\_

and Warren Willis United Methodist Camp and Conference Center a nonprofit organization and ministry of the Florida Conference of the United Methodist Church. ("Lessor"). It is agreed between the Parties (Lessor and Lessee) hereto as follows:

1. Lessor hereby leases to Lessee and Lessee rents from Lessor, upon the terms and conditions hereafter set forth a portion of the premises (to be determined by Lessor in its sole and absolute discretion) located at 4990 or 4991 Picciola Rd Fruitland Park, FL 34731 for the storage of Lessee's (Year, Make, Model,) \_\_\_\_\_

License plate # \_\_\_\_\_ ST \_\_\_\_\_ Vin # \_\_\_\_\_

2. The term commences on the date above (prorated for month) and will be for a recurring thirty (30) day (month) period from the first of the following month unless cancelled by either Lessor or Lessee at any time upon thirty (30) days prior written notice to the other party.

3. Rent shall be payable in full (Short-term) or on the 1st day of each month (Long-term), at the rate of \$150 (Prime Season) or \$37.50 (non-Prime Season) per week. There will be no billing or invoices sent to Lessee.

4. This Agreement is for the storage of the recreational vehicle as previously described in this Agreement. Lessor will not be held responsible for any power outages or any unforeseen events beyond the reasonable control of Lessor. In the case of emergency, Lessor shall be permitted to enter the item without the consent of Lessee. The Term "emergency" shall mean any sudden, unexpected occurrence or circumstances which, in the reasonable judgment of Lessor, requires immediate action. No material may be stored that may be hazardous. This prohibition shall specifically prohibit explosives, combustible materials, chemicals, odorous or other inherently dangerous materials unless such materials are contained in a container specifically designed for

such use and of a type approved by the appropriate governmental entity. **All propane tanks must be turned off prior to storage.**

5. Nonliability of lessor for damage or loss. This agreement is made on the express condition and covenant that lessee agrees to relieve lessor and its principals, employees and agents from any and all liability for negligence causing any loss, harm, injury, or damage to lessee's property. Lessee agrees not to file suit or make any claim against and releases lessor and its principals, employees and agents and lessee hereby assumes responsibility and liability for any and all damages. Lessee acknowledges no one may be present on site of the premises and lessee assumes any and all risks.

6. Insurance obligations of lessee. Lessee shall at their own cost obtain and maintain current insurance to the extent of at least 100% of the actual cash value of the goods stored on the premises covering all loss and/or damage caused by fire, water, theft, vandalism, or any other risk of any kind or nature. Lessee agrees to seek reimbursement for damages to said property solely from the proceeds of such insurance, and Lessor and its principals, employees and agents shall not be responsible for any loss, theft, vandalism of any such property, or damage thereto caused by fire, water, theft or any other risk. Lessee acknowledges the possibility of any such loss including fire, theft, damage and vandalism and hereby agrees any such loss shall be solely the responsibility of Lessee. Lessee further agrees to obtain a waiver of any and all insurance companies' right of subrogation against Lessor and its agents related to the coverage of such insurance. To the extent Lessee fails to obtain or maintain insurance it will be deemed self-insured and to have assumed the risk of loss or damage.

7. This Agreement is for rental of space only. Lessor is simply renting space to Lessee. Lessor does not provide security at the premises and Lessee assumes all risk incidents to security at the premises.

8. In case of default in payment of rent by Lessee, Lessor is authorized to seize and take possession of Lessee's property, to store at the expense of Lessee or to sell same at public or private sale upon such notice as may be required by law, and in the event of sale, to apply such portion of the proceeds therefrom as payment of rent or other indebtedness hereunder to Lessor as is necessary to pay same.

9. Lessor's right following the abandonment of property by Lessee. The Lessor may consider any personal property belonging to Lessee left on the premises to have been abandoned, in which case Lessor may dispose of all such property, in which event Lessee hereby releases Lessor of any liability whatsoever.

10. In the event any action shall be instituted in any court to enforce any covenant herein or to recover rent due or to recover possession of the premises for any default or breach of this Agreement, the prevailing party shall be entitled to their reasonable attorney's fees incurred.

11. A service charge of \$25 per month shall be charged on all accounts delinquent for five (5) days or more.

12. Any provision of this Agreement determined to be invalid by a court of competent jurisdiction shall in no way affect any other provision herein.

13. All of the provisions hereof shall apply to, bind, and be obligatory upon the heirs, executors, administrators, representatives and successors of the parties hereto.

14. This is the entire Agreement between the parties, there are no other promises except as stated herein and Lessee hereby agrees not to rely on any oral promises of Lessor or Lessor's agents unless and except if stated in writing. This Agreement may only be modified in writing and signed by both parties.

15. The undersigned has read and understands the terms and nature of this Agreement.

LESSEE: SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Emergency Contact Information:** Cell Number: \_\_\_\_\_

If unable to contact Lessee please contact: \_\_\_\_\_ Relationship \_\_\_\_\_

at phone number: \_\_\_\_\_

LESSOR: Warren Willis United Methodist Camp and Conference Center

by: \_\_\_\_\_ / \_\_\_\_\_ DATE \_\_\_\_\_

Signature

Printed Name

## PERSONAL GOLF CART WAIVER AND RELEASE OF LIABILITY AGREEMENT

This Waiver and Release of Liability Agreement (hereinafter referred to as "Agreement") is entered into by \_\_\_\_\_ because I desire to operate and possess a motorized four-wheel cart (hereinafter referred to as "Golf Cart") on, in and around the Warren Willis United Methodist Camp and Conference Center Fruitland Park, Florida (hereinafter "Premises"), during the Month(s) of \_\_\_\_\_ to \_\_\_\_\_.

With full knowledge, understanding, and appreciation of the risks, and in consideration of the ability to operate and possess the Golf Cart on the Premises, and for other good and valuable consideration, I hereby acknowledge and agree as follows:

1. Assumption of the Risk: I acknowledge that operating and possessing a Golf Cart on the Premises subjects me to known and unanticipated risks, which could result in physical or emotional injury, paralysis or permanent disability, death, and/or property damage. Such risks include, but are not limited to: scrapes, bruises, musculoskeletal injuries, and broken bones; strains, sprains, and overuse injuries; concussions and other injuries or death caused by the negligence on the part of myself and/or other people around me; injuries or death caused by improper use or failure of equipment; medical conditions resulting from any activity; and damaged clothing or other property. I understand that such risks may be unavoidable and simply cannot be eliminated, despite the use of safety equipment. I further understand that the above list is not inclusive of all possible risks to which I will be subject by operating and possessing a Golf Cart on the Premises, and that the above list in no way limits the extent or reach of this Agreement or any provision of this Agreement. I voluntarily accept and assume all of the risks, known and unknown, that are associated with the operation and possession of a Golf Cart on the Premises, including those caused by the negligence of guests, employees, or agents, including, but not limited to, risk of injury, paralysis, and death. I voluntarily assume all such risks with full knowledge, understanding, and appreciation of the risks involved.

Initials: \_\_\_\_\_

2. I agree that my operation and possession of the Golf Cart on the Premises shall be undertaken at my sole risk. My operation and possession of the Golf Cart on the premises is purely voluntary and I elect to operate and possess a Golf Cart on the Premises despite the risks.

Initials: \_\_\_\_\_

3. Indemnification: I agree to indemnify and hold absolutely harmless Warren Willis United Methodist Camp and Conference Center for any and all injuries or damages to any individual or guest, including, without limitation, those injuries or damages resulting from acts of active or passive negligence on the part of Warren Willis United Methodist Camp and Conference Center

employees, or agents; those injuries or damages resulting from acts of active or passive negligence on the part of another individual or guest of the Warren Willis United Methodist Camp and Conference Center; and those injuries or damages resulting from the individual's or guest's own negligence, as it applies to my operation and/or possession of the Golf Cart. I agree to be fully liable to the Warren Willis United Methodist Camp and Conference Center for any and all such injuries or damages.

Initials: \_\_\_\_\_

4. Miscellaneous I represent that I have no medical or physical condition(s) which could interfere with my safety or others' safety during use of the Golf Cart, including, but not limited to, asthma, diabetes, epilepsy, or heart problems, or else I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by any such condition(s).

Initials \_\_\_\_\_

5. I represent that I have the necessary skill and fitness level to safely operate and possess a Golf Cart, and I am willing to assume and bear the costs of all risks that may be created, directly or indirectly, by the lack of such skill or fitness level.

Initials \_\_\_\_\_

6. I represent that I have adequate insurance or other assets and money to cover any injury or damage I may suffer or cause while operating or possessing the Golf Cart, and I agree to bear the costs of such injury or damage myself.

Initials \_\_\_\_\_

7. I fully understand that the Warren Willis United Methodist Camp and Conference Center, employees, and agents are not physicians or medical practitioners of any kind. With this understanding, I hereby consent to and release the Warren Willis United Methodist Camp and Conference Center employees and agents to render necessary first aid care and/or to solicit emergency medical services, including emergency medical transportation to the nearest medical facility for additional medical treatment, as deemed necessary.

Initials \_\_\_\_\_

8. I fully understand and agree to follow and adhere to the Golf Cart Rules and Regulations attached.

Initials \_\_\_\_\_

9. I affirm that this Agreement supersedes any and all previous oral or written promises or agreements, relative to my operation and use of a Golf Cart on the Premises. By signing this Agreement, I acknowledge and agree that I am relieving the Warren Willis United Methodist Camp and Conference Center and its successors, assignees, officers, employees, and agents of any and all liability for any loss, damage, injury, or death resulting, in any way, from my use of the Golf Cart and that I am waiving my right to maintain a lawsuit against the Warren Willis

United Methodist Camp and Conference Center or any of their successors, assignees, officers, employees, or agents on the basis of any claim. I further acknowledge that I have had sufficient time to read this entire Agreement and, should I choose to do so, consult with legal counsel prior to signing this Agreement. I also understand that I may not be able to operate and/or possess a Golf Cart on the Premises if I were to choose not to sign this Agreement, and I agree that the opportunity to operate and possess the Golf Cart in return for the execution of this Agreement is reasonable. I have carefully read this Agreement and understand that the terms of this Agreement are legally binding upon me and upon my heirs, representatives, executors, administrators, and assignees.

I am signing this Agreement of my own free will, after having carefully read it.

Signature \_\_\_\_\_ Initials \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Staff Initials \_\_\_\_\_

Below is a list of Golf Cart Rules and regulations that need to be followed:

1. You must have a signed golf cart waiver and release of liability agreement on file with the office before using the golf cart on property.
2. You must have a RV Site and only one golf cart per site is allowed.
3. The golf cart must have lights if driving at night and a manufactured standard exhaust if equipped. It is recommended that you have a horn.
4. The driver on the golf cart must be at least 18 years of age with a valid driver's license.
5. Speed limit signs are posted on the premises. The speed limit is 10 miles per hour.
6. The maximum number of persons that may ride on a golf cart will not exceed the manufactures specifications.
7. All riders on a golf cart must remain seated.
8. The operation of a golf cart while under the influence of alcohol or drugs is prohibited by state law. No person shall possess or consume alcohol or drugs while operating a golf cart on property.
9. Careless driving or behavior that endangers or would likely endanger any person or property will not be tolerated.
10. Additional golf cart rules will be mentioned in the orientation.

ANY VIOLATION OF THE ABOVE RULES WILL RESULT IN LOSING YOUR GOLF CART PRIVILEGES. THE DECISION AND THE DURATION OF LOST PRIVILEGES WILL BE DETERMINED BY THE OPERATIONS MANAGER AND CAMP DIRECTOR.



# Volunteer Liability Release Form

Print Name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

(Include both cell #'s if filling out form jointly)

*I/We* hereby acknowledge and understand that volunteering with Warren W. Willis United Methodist Camp and Conference Center may involve risks and dangers, to include the risk of serious bodily injury or death. These risks and dangers may be caused by the negligence of us or the negligence of others. By participating in this program, *I/we* expressly assume all the risk, consequences and liability related to these activities.

*I/We* hereby release, forever discharge, and hold harmless the Warren W. Willis United Methodist Camp and Conference Center, Florida Annual Conference of the United Methodist Church, it's officers and directors, employees, agents and Work Camper and volunteers from all actions, causes of action, injuries, claims, negligence, costs, or expenses, arising out of or related to any such activities.

*I/We* understand that this is a full and complete release of all injuries and damages which may be sustained as a result of being on property and all that *I/We* engage in while on property owned by the Warren W Willis Camp and Conference Center and the Florida Conference of the United Methodist Church.

Applicant Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_