

WELCOME TO KOKRINE HILLS BIBLE CAMP

Where are we?!

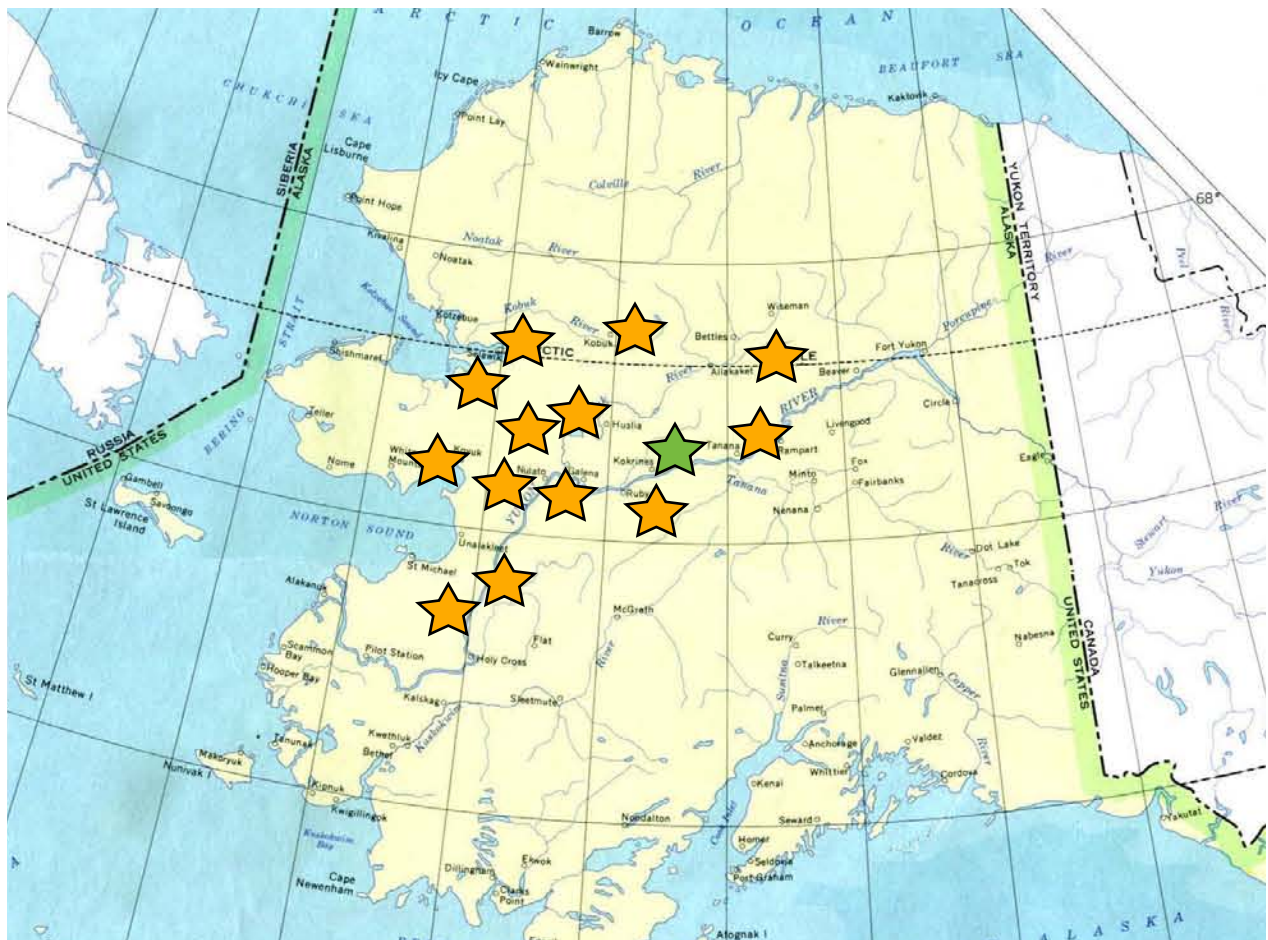
Kokrine Hills Bible Camp (KHBC) is a “bush camp” operated each summer by an Alaskan group called Koyukon Camp Ministries Inc. (KCFMI), of which Roger Huntington is the president. The camp is located in the interior of Alaska on the Yukon River. It is 300 miles north of Anchorage, and 175 miles west of Fairbanks. The only modes of transportation in and out of camp are by river boat, or by plane. The camp is 110 miles east (upriver) from Galena, 55 miles east of Ruby, and 65 miles west (downriver) of Tanana.



Russ Arnold started the camp in 1964 while he was a missionary living in Ruby. He felt the need to establish a place where Native Alaskan kids could get away from their villages and hear the Lord speak while also enjoying the company of other believers.

Where are our campers from?

All over Alaska! Tanana, Ruby, Galena, Nulato, Grayling, Anvik, Koyuk, Huslia, Hughes, Allakaket, Selawik, Kobuk, & Buckland were all represented during the 2014 camp season. (Green star is KHBC, yellow stars represent villages which send kids to KHBC)



Organization's Goals, Vision & Mission

1. KCMCI shall function as a ministry for the proclamation of the Gospel of God as it is written in the Holy Scriptures, in context of the whole Bible. KCMCI is committed to the proclaiming of the Gospel of Jesus Christ as commanded in the Great Commission (Matt. 28:19-20) and that is to “making disciples” and “teaching them” to live in obedience to God’s Word. Just as Paul’s heart was to preach “Christ crucified,” (1 Cor. 1) and to “equipping the saints for the work of service,” (Eph. 4:12-13, Jn 15:8) so shall KCMCI strive to do the same.
2. Ministry activity shall involve provision of Bible camps for youth and adults, retreats, evangelistic outreach efforts, leadership training, village visits and other such activities as are appropriate for Biblical discipleship.
3. The end purpose is that KCMCI by all of its endeavors is to glorify the Father through His Son Jesus Christ (1 Pet 4:11, Col 3:17).
4. Vision: Loving God and Loving People by proclaiming Biblical Truth.
5. Mission: Loving God by obediently and actively proclaiming the Gospel of God and discipling those who put their faith in Christ Jesus for the express purpose of works of service.

A Glance Around Camp

The following collection of photos will help give you some idea of the facilities at Kokrine Hills Bible Camp. There are various work projects happening all summer long, so facilities are constantly changing for the better!



Above & Right: Porcupine Hall is home to session twice a day and is also used as a multipurpose recreational space in case of bad weather.



Below & Left: The Old Kitchen, now referred to as the craft shack, is only open to campers for organized activities. Also doubles as an office at times so privacy is needed on occasion.





Upper Right: Out the back door of the craft shack is our basketball court; probably the most popular place for campers to hang out and play ball.

Left & Upper Left: the pavilion attached to the court provides cover for rainy weather and is home to foosball, ping pong and bean bag tossing.



Above: the waterfront is home to our canoes, kayaks, Big Bertha tube, river boats and the occasional float plane. Campers are not to be at the waterfront unless for scheduled activities and with a staff person present.



The above grouping of photos is the recently built dining hall, wash room and kitchen put in by Samaritans Purse. It is a tremendous blessing as we used to use Porcupine Hall which meant setting up and taking down tables and chairs to rearrange for each meal, session, and any other indoor activities.

Facilities and Equipment Safety Tips

Camp Boundaries - In general, if you can't see the main building then you're too far away! If you stand at the Old Washhouse facing north, the five cabins to the right are the "girls side" and the five to the left are the "boys side." Girls stay on the girls side, and boys stay on the boys side! There's no need to wander outside of the ring of cabins unless on a specific group activity; we will often take groups to the rifle range, the water front, the mountain and the airstrip, but staff and campers shouldn't be in any of these places without a purpose.

North Boundary - Cabins

East Boundary - The Creek

South Boundary - The hill leading down to the Water Front

West Boundary - Cabins



Treat every gun as if it is loaded, usually they are! We keep them ready to go in case of furry visitors (like bears) who we need to get rid of as quickly as possible. Do not handle guns without permission and do not keep guns in the cabins without permission from the Camp Program Director.

Do not drive boats, four-wheelers, or heavy equipment without safety training and permission from the Maintenance Director or Camp Program Director.

If you are helping refuel any type of vehicle, be VERY careful about it. Some of our 55 gallon drums have diesel, some have motor oil, some have aviation fuel and some have regular gasoline. Certain vehicles require mixed fuel. If you're not 100% sure which fuel a specific piece of equipment needs, ALWAYS ask. Try to avoid fueling in bad weather as static electricity can be extremely dangerous during a thunderstorm; if you must fuel in these conditions, always use a ground wire first inserting it into the fuel and then attaching it to the equipment a safe distance away. NEVER take fuel from a drum without running it through a water-separator filter (large black plastic filters) as almost every drum we own has water and dirt contaminants in the bottom.



Things of a Natural Know How

The bugs are bad at KHBC, possibly the worst you have ever experienced. Though they are not poisonous, they are a serious pain in the rear and we recommend everyone bring bug dope/insect repellent with them. Keep in mind, that bug dope will eat the finish off of many plastic surfaces, specifically the finish on musical instruments, cameras, boat covers, watches and some synthetic clothing to name a few.

Please don't peel birch bark off or carve anything into live trees; this causes disease and ultimately, the death of the forest surrounding camp.



The Rifle Range and Runway are two of the most heavily populated areas of camp in terms of mosquitoes. We have a limited number of nets for the cabins but feel free to bring one of your own if you feel it's a necessity to your survival.

Keep your distance from wild animals and move calmly away from moose or bears. Do not scream unless an animal is attacking you. If you are being attacked, curl up in the fetal position and cover your face. In most cases, wild animals are just as afraid of you as you are of them. If a moose is charging you, wait until it gets close and then step directly out of the way and head for the nearest building; they are unable to turn while running which will give you a head start to get to safety.

Forest fires are a major problem in Alaska and if we start one, it will cost the camp hundreds of thousands of dollars to extinguish it. For this reason, we do not allow fireworks at KHBC. We ask that camp fires only be built in the main fire pit at the center of camp. (pictured left) Also be

careful when you're lighting PIC; always make sure to break off a small piece and set it in a #10 can to catch the ashes. It is not healthy to breathe in large amounts of PIC so never light a full coil inside. It is typical to have a mild sore throat if you breathe in more than you should.



If you want to go hiking make sure the Camp Program Director knows where you're going (1st, 2nd or 3rd hill). Always take a radio and make sure to have at least one person who knows the trail, and one who's comfortable with and qualified to carry a firearm. Do not shoot while hiking unless in self defense; if we hear shots from the direction of

the mountain, we will assume someone is in dire trouble and send a group up to help unless we hear on the radio that the situation is under control. Be sure to stay on the trail, especially between 1st and 2nd hills as many people get lost in this area. It's always a good idea to mark the trail using bright plastic ribbon, especially in areas that may prove trickier to move through. If you do get lost, climb to higher ground to get your bearings, call on the radio and if all else fails, fire three shots in rapid succession to alert us that you're lost and in trouble.

If you take out a canoe or kayak, always make sure that someone in camp knows you are going out. Always wear a life jacket, paddle upriver, and stay within 30 feet of the north bank. Do not intentionally tip over a canoe as the current can take you downriver quick! We will occasionally tow Big Bertha behind the red ski boat, as an organized activity with permission from the Camp Program Director; Anyone in the ski boat, or on the tube must wear a life jacket.

What Do I Bring to Camp???

Because of our limited travel capabilities at camp, we ask that you pack as light as you can. Only use soft duffle bags (no framed suitcases) and make sure your bag weighs no more than 40 lbs. We do have laundry facilities available so if you're staying for an extended period of time, you only need to pack for one week and we can do wash in between camps. Do not bring your finest and fanciest; only bring clothing that you're willing to get dirty and stained as we will be playing outside most of the time. When packing clothes, try to bring things that will layer; summer in Alaska can be extremely warm at some times, and extremely cool at others, especially if it rains.

Below is a recommended packing list:

- Bible
- Notebook
- Pen or Pencil
- Tennis Shoes (closed toe)
- Flip Flops/Crocs
- Sleeping Bag
- Travel Pillow
- Toiletries
- Towel
- Bug Dope
- 1 Weeks Worth of Clothing
 - Socks & Underwear
 - Long Johns
 - Pants/Shorts
 - Short & Long Sleeve Shirts
 - Sleepwear
 - Sweatshirt
 - Light Jacket (Waterproof)
 - Swimwear (1 piece for girls)

Other things to consider:

- Activities and or gifts/candy for campers during cabin times
- Any specific medications, vitamins or wellness supplements
- Sunscreen
- Hat
- An eye mask for sleeping (if you aren't used to 24 hour daylight)
- Baby Wipes/Hand Sanitizer
- Rain Boots

JOB DESCRIPTIONS

Camp Program Director:

The camp program director needs to be someone who everyone can talk to and has good management skills. All other positions report to the camp program director. The camp program director's main job is to ensure camp is ready for campers, and that camp flows smoothly both for campers and volunteer staff. The camp director will receive all counsel, but will have the overriding authority to make the final decision when needed.

Duties During Camp Season:

1. Starting in December, keep in close contact with the food coordinator, cook, travel director/fundraising, group leaders, activities director, camp Bible teacher, and maintenance director, to ensure that all areas of camp will be ready for campers.
2. Create a daily schedule with consultation from the cook, activities director and camp Bible teacher.
3. Communicate needs between various groups of camp volunteers (ie: activities director to maintenance, cook to counselors)
4. Take the lead on discipline issues and lead campers to Roger or Carole when necessary.
5. Make sure things flow smoothly once volunteers and campers have trickled in.
6. Develop, support and discipline staff appropriately.
7. Provide personal guidance to campers and counselors by example, leadership and with compassion.
8. Be involved in as many camp activities and staff meetings as possible as circumstances allow.
9. Be alert to the health and safety concerns of all campers and staff.
10. Be responsible for the stewardship of all camp facilities and equipment; identify any problems and inform the maintenance director for resolution.
11. Understand, interpret and maintain all the standards and policies of KHBC.
12. Provide a positive Christian influence for campers, keeping alert to their spiritual needs.
13. Assist in support areas where need arises and expertise allows.
14. Schedule travel both for campers and for staff into and out of camp until someone is assigned the role of Camp Transport Coordinator.

Duties Outside of Camp Season:

1. Further develop the summer youth camp program.
2. Assist in staff recruiting and training.
3. Public Relations and Marketing (ie: update forms and website, keep in touch with village contacts as well as various church groups who have supported KHBC)

Camp Transport Coordinator:

The camp transport coordinator is responsible for coordinating travel in and out of camp by boat or plane, both for campers and for staff. Currently, this position ties in to the camp program directors responsibilities, however this will change in years to come.

Travel Director/Fundraising:

This individual does not have to be at camp. There needs to be one official contact person from each supporting church who will coordinate travel, job assignments and fundraising for their group. This person will communicate closely with the camp program director, beginning in December and continuing through the months leading up to the summer camp season.

Duties:

1. Establish and carry out fundraising opportunities for individuals on your team to earn the necessary money to get to KHBC.
2. Arrange transportation to and from KHBC for all team members from your church. (Communicate with the camp program director to discuss different options)
3. Be very familiar with the details of your team getting to and from camp, as well as the operations of camp, in order to answer any questions or address concerns of parents.
4. Get people excited about the opportunity of serving at KHBC. Spread the word among your church and communicate opportunities for those not traveling to camp to still support the ministry (ie: set up prayer groups, provide financial support for team members or campers to attend KHBC etc.)
5. Review the various job descriptions in detail so you will be able to encourage people to serve in their gifting.
6. If not attending camp with your group, the travel director is responsible for assigning someone who is attending to be the group leader and communicate closely with that individual in preparation for them serving at KHBC.

Group Leader

The group leader from each church group is responsible for overseeing the spiritual and emotional well being of the staff who came from their church. This individual needs to be comfortable addressing a number of different situations that may arise among their group including safety, discipline, health and most importantly be an encouragement for the members from their church.

Duties:

1. Work closely with the travel director/fundraising person from your church to help and encourage participation in meetings and fundraising opportunities before camp.
2. Establish a relationship with each member of your churches team.
3. Pray for the physical, spiritual and emotional well being of your team members before and during camp.

Activities Director

Each camp session needs to have an activities director; it may be the same individual for multiple camp sessions, or a different individual for each camp session. The activities director is in charge of all recreational activities and needs to be at least 18 years

of age. They need to be someone who's comfortable in an upfront role as they will be making announcements regarding activities and competitions throughout the day as well as directly supervising cabin leaders and activity leaders in their specified roles.

Duties:

1. Work closely with the camp program director before and during camp to organize activities
2. Communicate with the camp director to create a daily schedule.
3. Oversee the various specialized activity leaders including but not limited to:
 - a. Lifeguards
 - b. Firearms Instructor - Rifle Range & Skeet
 - c. Archery Instructor
 - d. Crafts Director
 - e. Ski Boat Driver
4. Organize 2-3 large group activities each day which all campers will participate in.
5. Organize 2-3 cabin/team activities for small group interactions.
6. Make a list of required materials for planned activities before arriving at camp. (Needs to be discussed with the camp program director to see what needs to be purchased.)
7. Oversee all large and small group activity times, utilizing counselors to supervise campers.
8. Communicate with maintenance director to have certain activities set up/cleaned up.
9. Communicate with kitchen staff to have meals or snacks adjusted to fit certain activities (ie: sandbar, hike, campfire cookout, etc.)
10. Communicate with the camp Bible teacher to schedule certain activities that would correlate with the teaching during sessions.

Activity Leader

Each activity leader needs to be at least 18 years of age; exceptions will be made based on an individuals maturity communicated from the travel director/fundraising person or the group leader and agreed to by the camp program director. They need to be comfortable leading small groups of 10-20 campers in their area of expertise. Preferably the camp store person would have some sales experience and would be in charge of stocking and opening the store on a daily basis.

Camp Bible Teacher

The camp Bible teacher must have an in depth knowledge of the Bible and study aids as well as a heartfelt burden for rural Alaskan youth. He must possess cross-cultural ministry skills and sensitivity in presenting Scriptural truth to children in a mature, loving manner. He must whole heartedly subscribe to the KHBC Statement of Faith, Camp Standards, and Philosophy of Ministry. He must be a good listener and an effective communicator of the Word.

Duties:

1. Develop daily Bible lessons and material which are age appropriate for campers.
2. Present two Bible lessons daily, one at morning session and one at evening session.
3. Develop questions/guidelines for counselors to use during evening devotions with their

cabin; teach counselors how to present evening devotions and coach them as needed throughout the week.

4. Assist in the development of a camp theme, curriculum, and programmatic/thematic tie-ins. (ie: Scripture memory verses, object lessons, skits, games)
5. Help find, and work closely with the camp worship leader to bring in songs that are spiritually applicable to the teaching at morning and evening sessions.
6. Help in other areas of camp as needed and available.
7. Support counselors throughout the off season in corresponding with their campers.

Camp Worship Leader

The camp worship leader needs to be a spiritually mature individual who is willing to lead worship in front of a crowd and is capable of bringing the worship team together as a cohesive unit in a short amount of time. They must be able to effectively tie in Scripture to the songs being presented in each session.

Duties:

1. Lead the worship team during morning and evening sessions.
2. Put together groupings of songs that “mesh” spiritually with the teaching for each session.
3. Work with the worship team heavily before campers arrive to ensure the team is comfortable with the songs which they’ve chosen to present.
4. Ensure that an individual from the worship team is comfortable in opening each session in prayer; this should be a shared responsibility among the team.

Maintenance Director

The Maintenance Director will work closely with the camp program director and activities director to oversee the daily maintenance of camp facilities as well as to assist in prepping areas for camper activities. They must be at least 18 years of age and possess skills in the operation of lawn care equipment and four wheelers.

Duties:

1. Obey and enforce all camp rules applying both to campers and staff.
2. Be responsible for the stewardship of camp facilities and equipment; identify and report any problems to the camp program director.
3. Assist the camp program director in the daily maintenance and cleaning of camp. (ie: prepping boats, trash removal, restocking and cleaning washhouses and outhouses)
4. Assist the activities director in prepping various areas of camp for camper activities. (ie: fire pit, waterfront, water balloons, gathering specific supplies)
5. Assist pilots as they land or take off to refuel and prep the planes for flight.
6. Ensure vehicles are fueled up and ready to use after the camp program director teaches proper fueling methods/mixes for the various types of equipment around camp.
7. Oversee and direct maintenance assistants while continually reflecting Jesus Christ both in attitude and action.

Maintenance Assistants

A maintenance assistant will help the maintenance director in both upkeep of camp grounds and facilities, as well as prepping (and when able participating) in camper activities. They need to be 15 years of age and possess strength and endurance for moderate lifting, digging loading etc.

Duties:

1. Help clean public areas around camp. (ie: bath houses, dining hall, Porcupine Hall)
2. Assist with current building projects around camp as needed and available.
3. Help the maintenance director and activities director prep various areas of camp for camper activities.
4. Occasionally participate in camper activities when it doesn't interfere with other job responsibilities.
5. Encourage campers in the Christian faith by conveying a welcoming attitude and joyful spirit.

Camp Medical Person

The camp medical person needs to be someone with experience in the medical profession. They need to be a licensed nurse or doctor and will be responsible for the health and wellbeing of campers and staff. This individual needs to be comfortable both in routine health matters, as well as emergency situations.

Duties:

1. Administer daily medication to campers as needed.
2. Assure temporary isolation of contagious campers or staff as deemed necessary.
3. Be aware of and familiar with those campers and staff who have allergies.
4. Document all healthcare given.
5. Be familiar with what supplies are available to use and the location of all medical supplies.
6. Inventory medical and first aid supplies at the end of their time of service at KHBC; let the camp program director know if additional supplies need to be ordered.

Kitchen Staff Responsibilities:

- Faithfully pray for all aspects of KHBC for the time you will be here.
- Manifest a Christ-like attitude and behavior at all times.
- Attend morning staff meetings as able when cooking responsibilities don't interfere.
- Encourage campers in the Christian faith by conveying a welcoming attitude and joyful spirit.
- Dress appropriately for the job.
- Watch your example closely; in language, dress, time management, and especially your attitude. Do not complain in front of campers, and do not say anything unkind or derogatory.
- Have a brief meeting each morning laying out the days responsibilities for each person.

Head Cook (1)

The head cook needs to be a dedicated individual who has completed high school and has some experience or training in a commercial kitchen. They need to be confident in cooking for groups as large as 150 people and must possess the skills and leadership required to manage additional kitchen staff. Ultimately, the head cook will be the authority in the kitchen, assigning tasks and making slight adjustments to fit the personalities of their team for the week. The head cook is responsible to the camp director.

Duties

1. Prayerfully prepare and be well grounded in the Word before coming to camp.
2. Review the prepared menu before arriving at camp so there are no surprises.
3. Guide the morning meetings and assign responsibilities to the other members of the kitchen crew. Be sure to start the day off in prayer and a brief devotional to encourage your staff.
4. Follow the prepared menu as closely as possible; If inclined to make adjustments to the menu, the head cook may bring extra ingredients with them as approved by the camp director.
5. Have meals prepared on time, according to the daily schedule.
6. Ring, or ask someone to ring the bell to announce when meals are ready to be served.
7. Supervise the serving of each meal, readying the rest of the kitchen crew to help with seconds and clean up.
8. Pack all food and drink for campfire, hikes, and other outings that involve eating outside of the dining hall.
9. Communicate closely with the serving and clean up leader to ensure that items are washed, dried, and put away in a timely manner that won't interfere with prep for the next meal.
10. Clearly assign food prep tasks to the assistant cooks and kitchen assistants so each staff knows they are a valued part of the team.
11. Always address staff or camper discipline issues with another adult present.
12. Closely oversee the completion of close down procedures to prepare the kitchen for the next group coming in.

Assistant Cook (3)

Duties:

1. Must be at least 16 years of age
2. Assist the head cook with preparation and serving of meals and snacks, as well as cleanup and dishes
3. Help maintain a clean and sanitary food service area (kitchen and dining hall)
4. May be asked to participate in camper games and activities as needed and available.

Serving/Clean Up Leader (1)

Duties:

1. Must be at least 18 years of age.
2. Be available to supervise kitchen assistants in setting tables and serving meals.
3. Assist in helping prepare meals when necessary.

4. Make sure the kitchen and dining hall are thoroughly cleaned after each meal.
5. Supervise kitchen assistants in the clean up process (clearing tables and washing dishes)
6. May be asked to participate in camper games and activities as needed and available.

Kitchen Assistant (6-9)

Duties:

1. Must be at least 13 years of age.
2. Aid in the preparation of each meal as the Head Cook directs at the daily meeting.
3. Be on time for all scheduled work shifts.
4. Set out place settings before each meal.
5. Place serving trays evenly amongst the tables.
6. Clear and wash dishes after every meal.
7. Sanitize tables after every meal.
8. Restock napkins & salt and pepper shakers as needed.
9. May be asked to participate in camper games and activities as needed and available.

Cabin Leader

Cabin leaders must be at least 18 years of age to serve in this capacity for Sr. High or Discipleship Camp and 16 years of age to serve in this capacity for Jr. High or Kids Camp. Exceptions will be made based on an individual's maturity communicated from the travel director/fundraising person or the group leader and agreed to by the camp program director.

They must display a living faith in the Lord Jesus Christ, evidenced by a lifestyle consistent with that described in the Scriptures. They need to have a love for kids and a desire to make the Gospel of Jesus Christ known to all people.

Responsibilities to Campers:

1. Care for the spiritual, physical and emotional well-being of your campers.
2. Make learning your camper's names a priority.
3. Spend as much free time with campers as possible, be *available* and *willing* to go with them and do what they want to do.
4. Participate in *all* scheduled activities alongside of your campers.
5. Make sure that all campers are participating during activities.
6. Know where your campers are at *all* times; *count them regularly*. Only a counselor is to go looking for a missing camper.
7. Make sure your campers are present and on time for scheduled activities and events.
8. Do not send campers out after evening cabin time except to use the bathroom.
9. Set an example for your campers in language, dress, how your time is spent and especially in having a good attitude. Do not complain in front of campers, and do not say anything unkind or derogatory about anyone.
10. Make sure that any ill camper is escorted to the camp medical person.
11. Encourage Bible study and Scripture memorization.
12. Lead evening devotions with your cabin and make sure campers are following along.

13. Manage the behavior of all campers as needed, not just your cabin.
14. Monitor the shower house to make sure there is no horse play or teasing; also make sure campers remove all personal belongings and clean up after themselves.
15. After camp is over, keep in touch with campers throughout the year; encourage them in their faith, or continue evangelism efforts.

Responsibilities to the KHBC Program:

1. Attend all morning staff meetings; make sure to bring an alarm to be up on time.
2. Act like an adult at all times and keep the proper relationship with campers as well as other staff.
3. Enforce KHBC rules and standards consistently.
4. Help maintain a clean and safe camp area by addressing issues as they become evident; If you see a potential safety hazard or problem, go to the camp program director with it immediately.
5. Ensure that your cabin is quiet after cabin time; any noise needs to stay within the cabin.
6. Let someone in leadership know immediately if you are struggling physically, spiritually or emotionally; your health is a top priority!
7. **Do not pursue a boyfriend/girlfriend relationship** amongst each other.
8. If already in a relationship with a staff member who is here, campers should not be able to tell that you are together, other than by you sharing (appropriate) stories with them.
9. Help with camp close-down procedures in prepping for the next camp session.

Your primary responsibility is to serve campers in every way possible while at KHBC!