

# CAMP LEGACY



## *Junior Counselor* **HANDBOOK**

**2020**

Camp Legacy

Junior Counselors

## **Welcome**

*This handbook is for informational purposes only.*

## **Volunteer Program**

*Camp Legacy has created a Junior Counselor Volunteer Program. Junior counselors will be scheduled based on their availability and be expected to arrive at their scheduled time. Junior Counselor hours are from 8:45-3:30. If you need extended care hours there is a \$25 fee each week payable to Camp Legacy.*

## **Absence**

*When a junior counselor is ill or has another necessary absence, he/she is required to contact Taylor or Jenni by 7:45 am by calling Camp Legacy (402-884-2242). Only phone calls (NO EMAILS, TEXTS) are acceptable means of reporting an absence.*

*If a junior counselor is absent repeatedly during their scheduled times without calling Taylor, Jenni, or Camp Legacy, then a meeting will need to take place.*

## **Drug and Alcohol Policy**

*Any alcohol, illegal drug use, or prescription drug misuse during Camp hours will result in IMMEDIATE termination. Camp Legacy, upon reasonable suspicion that a junior counselor is under the influence of or impaired by drugs or alcohol at camp, will terminate that junior counselor's partnership with camp.*

## **Privacy**

*Junior counselors are expected to treat all information regarding members of the camp community (campers, parents, staff, volunteers) with strict confidence. Gossip will not be tolerated. A camper's progress, health, or other personal information is never to be discussed with anyone other than the camper's parents, legal guardians, or the other directors of Camp Legacy. Unprofessional conduct will be a cause for dismissal.*

## **Harassment and Intimidation**

*Camp Legacy promotes a positive, healthy work environment. Camp Legacy will not tolerate any acts of harassment or intimidation, either verbal or physical, at any time. This includes but is not limited to harassment and intimidation based on race, gender, religion, age, national, national or ethnic origin. Any junior counselor engaged in such behavior against another junior counselor, counselor, or camper will be subject to disciplinary action or possible termination. Any language that is disparaging or demeaning to others will not be tolerated. If a junior counselor is having an issue with a counselor or another junior counselor, it is best to try and resolve the issue privately together rather than involving administration. If a problem needs to be reported to the administrators or director, a formal, written complaint must precede any verbal discussions. Camp Legacy administrators/director will then decide what the next plan of action will be.*

## **First Aid**

A simple first aid kit is found in each counselor bag. As a junior counselor, you will be assisting counselors. They will have a bag with a simple first aid kit at all times, as well as a walkie-talkie. A cabinet in the camp house (laundry room) contains all extra necessary medical supplies.

Camper medication must be kept in the medication lock box located in the Director's office. At no time should medication be taken out of the Camp Office (not even cough drops). Campers are only to be given medication if a consent form is filled out by the parents. Medication can only be administrated by Camp Legacy Administrators/director.

If a camper becomes injured while at camp, a staff member is to take necessary steps in first aid AND contact the directors immediately via walkie-talkie. CPR and first aid certification is encouraged with all Camp Legacy staff.

## **Employee Accident Report**

If a junior counselor is injured while on duty, he/she is to immediately notify an administrator/director and be sure to complete an Accident Report. Failure to do so can cause delays or refusal of payment by insurance.

## **Camper and Staff Illness**

State policy requires Camp Legacy to exclude campers, counselors, and junior counselors who exhibit any illness associated with fever, diarrhea, vomiting, ringworm, impetigo, head lice, pink eye, chicken pox, and scabies. A camper/counselor may return to Camp when he/she is FEVER FREE FOR 24 HOURS, diarrhea/vomiting free for 24 hours, non-contagious, and rested, ready for camp. If a camper or counselor becomes ill while at camp, the administrators/directors need to be notified so that accommodations can be made.

## **Severe Weather Conditions**

In the event of severe weather, Camp Legacy's main effort is the safety of the staff and campers. See Camp Legacy's Standard Response Protocol for further details.

## **Security of Personal Belongings**

Camp Legacy is not responsible or liable for the damage or loss of personal property. Purses and other personal property should not be left out. Placing personal belongings on shelves in the staff break room is strongly encouraged. Junior counselors will have an assigned area within the staff closet to place personal belongings.

## **Attendance**

**Junior Counselors:** One is required to report to camp 10 minutes prior to when scheduled time begins to prepare for the day and gather any necessary supplies needed for that day's events. You will also need to check in with Taylor at the extended care doors at 9:00am before joining flag ceremony or heading to your assigned station. Your stations will be assigned daily. It may not be the same group every day.

### Dress Code

All junior counselors are required to dress in comfortable Camp attire. They are to wear either Camp Legacy t-shirts or Camp Legacy tank tops. Shorts may be worn as long as they are an appropriate length. **No short shorts will be allowed.** (If you are unsure about whether the length of your shorts is appropriate, bring them in **PRIOR** to the day you want to wear them and an administrator/director will let you know). No two-piece swimsuits are allowed in the pool. We strongly encourage that you purchase a one-piece, as our counselors are required to wear that. Avoiding red is also encouraged, since lifeguards are the only ones to wear a red suit.

If you have any questions regarding our dress code, please ask. If there is abuse to our relaxed dress code, a strict dress code will be established. There must be a balance between clothing that is conducive to working outdoors with children, but still professional. If you come to Camp and your attire is not appropriate, you will be required to go home and change.

### Phone Policy

A walkie-talkie will be assigned to each camp counselor. As a junior counselor, you will be assisting a camp counselor, so if necessary, a walkie-talkie will be assessable. Landline phones are located in the Camp House, Pool House, and Gymnasium. The use of camp phones is limited to official camp business. Under no circumstance should a long-distance call be charged to the camp number.

Cell phones are to be turned off and put away at all times when campers are present. Texting is not allowed at any time during volunteer hours. (Catch up on phone calls/texts during breaks.) The best place for your phone will be in your bag in the Junior Counselor closet. Wearing a watch to keep track of time is suggested.

### Security

All visitors to Camp Legacy must have permission from the administrators/director. An adult is granted entrance to the Camp through the Welcome Center only. If a visitor is unrecognizable to a counselor, they are not to be admitted and an administrator/director must be notified immediately.

Counselors are to make sure that all campers are kept the designated distance from the roads and perimeters. If a counselor or junior counselor sees anyone or anything suspicious on the property, a director is to be notified immediately. All visitors arriving before or after dismissal times must be escorted on the property. The safety of our campers, counselors, and junior counselors is our number one priority!

### Release of Campers

Campers may only be released to a parent/guardian. Written authorization must be obtained through the camp office to release a camper to anyone else. This person must have a photo ID, be identified on the camper's release form, and sign the camper out in the binder. If a counselor member is uncertain, they are to immediately contact an administrator/director.

### Camp Care

All counselors and campers are responsible for maintaining neat and orderly camp areas. If you are asked to clean an area, be sure to return it to its original condition. It is a shared responsibility amongst everyone to keep Camp Legacy a clean outdoor environment.

### Activity Supervision

Camp Legacy has many activity areas. The campers will constantly need to be monitored for their own safety, as well as your own.

\*Camp Stations-While visiting each station, make sure that the campers are following all safety procedures. If you need a refresher course at any station, just ask. Encourage campers to explore the activities and have fun, just be safe about it.

\*Pool-The pool is not a place for visiting with other counselors. Counselors cannot solely rely on the lifeguards to watch the campers. You must help camp counselors watch over their campers. There is no rough housing of any sort or diving allowed in the pool. There is no running while in the pool area.

### Interactions with Campers

All staff are expected to remain calm and professional at all times when working with the children. All counselors will be trained on our behavior management policy upon hiring. Camp Legacy holds the upmost standards when it comes to counselors interacting with the campers. At no times is raising your voice tolerated. When on duty, counselors are to be completely interacting with the campers. **Simply sitting and observing campers play or standing and visiting with other counselors is not considered interacting.** Connecting with the campers includes playing games, sitting with the campers, engaging in the activity station, playing in the pool, teaching a lesson, managing behavior, etc. Camp Legacy junior counselors are not just observers. Be sure you are getting involved.

### Camper Management

Camp Legacy believes in a proactive management program with a belief that children who are actively engaged are less likely to be disruptive. It is your job as a junior counselor to assist camp counselors and be aware of your surroundings and campers actions.

### Greeting/Dismissing Campers

Camp Legacy counselors and junior counselors are to greet every camper and parent (if applicable). Even if the activity area is busy, a child and parent should never enter without being greeted. Dismissal times are just as important. Counselors and junior counselors must say "hello" to the parent and "good bye" to the family as they leave. It is so important for the staff working with our campers to make these connections with parents and campers at arrival and dismissal times.

### Getting camper's attention

When a counselor or junior counselor needs to get the attention of a group of children, yelling across the group is not an option. It is always productive to sing and have the campers join to get their attention. ("We are waiting..., "If you're listening touch your...", etc.). Counselors will practice attention-getting techniques during training week.

### **Transitioning Campers**

*At Camp Legacy, our campers are always on the move! It is so important counselors make these transitions as smooth as possible. When finishing up at a particular station, counselors must keep the campers engaged so their behaviors stay in check. When waiting for campers to finish up their activity or clean-up, counselors must always have a transition activity for the campers as they get done. This could be as simple as playing "I Spy", singing camp songs, or admiring nature. If you are assisting a camp counselor in moving campers from one station to another, be sure campers know what is expected of them ("We are going to the Arts/Crafts Shack and I need you to sit at the tables..."). Camp Legacy has found it is more fun for our campers when they move from activity to activity by being creative (flying like birds, tip toe like mice, stomp like elephants, etc.). Counselors should take the end of the line during transition times and have a responsible camper lead the group to their destination.*

### **Child Abuse and Neglect**

*If a counselor suspects that a camper is a victim of abuse or neglect, he/she is to report concerns to an administrator/director as soon as possible. The director and counselor will work together on documentation if a child seems unkempt or has unusual marks or bruises. Counselors are to always make the director is aware of any documentation that has occurred.*

### **Role of a Junior Counselor**

*Your role as a junior counselor will consist of multiple duties. Junior counselors will assist camp counselors at stations. The main stations where assistance will be needed are zipline, archery, front lawn, back lawn, and more. Junior counselors may also be asked to help clean stations after an activity has taken place. Be sure to always welcome campers and their families with a friendly smile. You also will be scheduled for time at the pool, gym, or sports fields. As a junior counselor you also have the important role of interacting with campers. Engage in activities and conversations, get to know the campers, have fun with them, and so much more. Camp Legacy's mission is to give children their summers back one adventure at a time and you will be a part of this fun filled adventure for every camper that enters our gates!!*

### **What We Are About**

*At Camp Legacy, we participate in many fun activities such as sports, swimming, arts and crafts, team building, and more! Campers come to have fun and interact with friends. Camp Legacy also has a weekly theme filled with activities that will blow your summer away! Camp is not like school where campers should be quietly working and walking everywhere they go. We encourage fun and if you get messy, that is okay! As a junior counselor you will be a key part to our campers summer and you can make an impact!!*

**\*\*Tear off this page, read and sign below, and turn back in to a  
Camp Legacy Administrator:**

*The policies in this manual are to be considered guidelines. Camp Legacy may change, delete, suspend, or discontinue any part of parts of the policies in this manual at any time.*

*Please read the following statements and sign below to indicate your receipt and acknowledgement.*

1. *I have received, read, and understand the Camp Legacy manual.*
2. *I have received, read, and understand my job descriptions for Camp Legacy.*
3. *I am aware that during the course of my volunteerism confidential information will be made available to me, i.e., parent, camper, counselor records.*
4. *In the event of termination of my volunteerism, whether voluntary or involuntary, I agree not to utilize or exploit this information.*
5. *I understand that, should the content be changed in any way, Camp Legacy may require an additional signature from me to indicate that I am aware of and understand any new policies.*

*Junior Counselor's Name* \_\_\_\_\_

*Junior Counselor's Signature* \_\_\_\_\_

*Junior Counselor's Parent Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

*Owner/Administrator Signature* \_\_\_\_\_

*Date* \_\_\_\_\_