

Lafayette Recreation Dept.

SUMMER STAFF MANUAL

CONTACT INFORMATION:

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EMPLOYEE RESPONSIBILITY:

All summer employees are responsible to read, understand and abide by the rules and information include in this manual. From time to time employees may have to adapt to changes or new items involving their jobs. Changes will be discussed so everyone understands what's expected of them.

HOURS, ATTENDANCE & PUNCTUALITY:

All employees are expected to report to work on time! If you have an emergency and cannot come to work, please notify Kris immediately by phone to give as much notice as possible so that coverage can be scheduled. Our program relies on a full staff and if you are not on time to your job, the safety of the participants may be in jeopardy and other staff may need to take on your responsibilities. Repeated tardiness is cause for dismissal.

The Summer Rec. Program runs Monday through Friday from 8:00am to 4:00pm. Employees from time to time will be asked to come in early (7:30am) or stay late (4:30pm) to ensure participants are being cared for. Summer Rec. Program will be based at the Lafayette Regional School, but there are other locations such as the Dow Field, Gale River Motel pool as well as field trips, hikes, biking trips or other activities where counselors are required to be.

You are expected to be ready to work at your scheduled time each day of the program. That means that when you are scheduled to begin work, you are ready to interact with participants. If any time changes occur, you will be notified in advance. If you need time to settle in, please arrive a few minutes early to do so.

TIME CARDS, PAY PERIOD & PAY CHECKS:

All staff must complete time sheets each week. Your signature must be on the time sheet. The pay period starts Friday and ends on Thursday. Timesheets will be dropped off on Thursday afternoon so please ensure your timecard is complete (with signature) before then.

Paychecks are issued on a weekly basis, on Thursday afternoons. An effort will be made to bring your check to you (if you are working). If you didn't receive your paycheck please stop by the Town Hall (main office) and ask for your check.

ACCIDENTS / INJURIES:

Any injuries that occur while on duty must be reported immediately to a supervisor. All accidents and injuries will be documented in writing and a copy submitted to the Recreation Department within 24 hours or as soon as possible.

MEETINGS & EVALUATIONS:

There will be a staff training before the summer program begins (you will be notified of date and time). You are expected to attend this training as important information will be presented and questions can be answered. Outside of meetings, supervisors are always available to meet with staff and discuss any issues that may arise. At the end of the summer, each staff member will meet with the program director for an evaluation to assess performance and consider areas of success, as well as improvement.

DRESS CODE:

Please dress appropriately for a youth camp setting. Your appearance should be neat and clean. Except for beach use, sandals are not appropriate to wear at work due to the nature of playing with children. When swimming, bathing suits should be appropriate for family areas and should not be too “revealing”. Bathing suits should be an appropriate style to move freely in the water (no thongs, Speedos, etc.) Please refrain from wearing clothing with inappropriate messages. You will be given a camp staff shirt for the season. These shirts should be worn on all field trips and days away from camp. Remember you are representing yourself, the Lafayette Recreation Dept. and the Towns of Franconia, Easton and Sugar Hill.

CELL PHONE USE:

Cell phones for personal use are prohibited during program hours. This includes text messaging, Snapchat, Facebook messenger and any other form of social media. Phones may be used between counselors for work purposes and on field trips. If employee use of a personal cell phone causes disruption or loss in productivity, the employee may become subject to disciplinary action. This is a privilege, not a right.

SOCIAL NETWORK ACCOUNTS:

If any staff member owns or operates any social network accounts, you should add Franconia’s Dow Park and Program Director Kris Kappler to your friends list. Please **DO NOT** accept the friend requests of any program participants. These sites are viewable by anyone in the public so they must be appropriate. If you have any pictures or wall posts that would not be appropriate for a parent or child to see take it off your wall or page immediately! Take a look at your friend list and see if all on the list should be.

LUNCHES / SNACKS:

Employees are responsible to provide their own food. No staff member is allowed to leave the program during the workday, unless approved by a supervisor.

Counselors **will** eat their lunch with the campers. On a field trip, try to pick a shaded area, and make sure that everyone is seated until they are all done eating, and that they clean up after themselves.

REPORTING & PAPERWORK:

Staff members are expected to complete any required paperwork for campers at the program. Some of these reports may be: accident or incident reports, daily sign in / out forms, or timesheets.

CAMPER ATTENDANCE:

You are responsible for all campers at our program. Please greet them when they arrive and see them off when they leave. All children must be checked in and signed out using the daily attendance form. Any child leaving early from camp with a parent or other approved caretaker must be signed out and the adult needs to be listed on the release form. If they are not listed, the parent needs to be called to gain verbal permission for the child to leave. If we cannot reach the parent the child may not leave with the person.

CHECK and RECHECK / COUNT and RECOUNT:

- Each staff person can be involved in maintaining the daily attendance roster. The supervisor keeps track of all written notes or requests from home. If given a note, be sure to communicate and provide them to a supervisor. Employees have to physically see who is picking up a child from camp.
- It is also the employee’s job to conduct roll calls on the buses, during field trips or hikes to ensure everyone is present and that no one is left behind! Do not just do a head count. Always use names and a head count (do a roll call as many times as needed to ensure you have everyone)!
- Once participants have been verified on the bus, they should not get off until they arrive at their destination and should stay with their group.

DAILY EXPECTATIONS:

Take the time to take care of the children; for example, remind them to put on sunscreen and to drink plenty of water. You are a motivator - your attitude sets the tone, so be enthusiastic! Working with children can sometimes be a challenge mentally and physically. Remember that you and your fellow staffers are there for each other. If you have a problem with another staff

member, be sure to address it in private and not in front of participants. Take the time at the end of the day to talk with parents and let them know how their child is doing. Always show the utmost courtesy and respect for children and their parents, be professional at all times. Take an interest in what participants and parents have to tell you. If a situation comes up in a conversation that needs to be addressed or warrants further discussion, encourage them to speak to your supervisor. Communication is essential to running a successful program.

EXPECTATION FOR SUMMER REC. ACTIVITIES:

- All children must be supervised at all times.
- Groups to the bathroom.
- Keep a head count at all times.
- Plan ahead for each activity, and be sure to have all the supplies necessary.
- Have a back-up plan in case your activity fails or Mother Nature takes over.
- Be sure to use the entire designated time block for your activity so participants are engaged, busy, and entertained.
- After each activity, put away all supplies and equipment, and be sure the area is clean.

EXPECTATIONS FOR WATER ACTIVITIES:

- All counselors must be **extremely** vigilant when we are at the pool or any other water facility.
- At no time should participants be in the water without adequate supervision. If you are uncomfortable with the participants in the water, you always have the right to set depth limits: (for example you can tell the participants that no one can go in above the knees, etc.)
- No sitting, unless you are playing a group sit down game.
- Do not engage in 1 on 1 activities as there are not enough workers to watch every participant.
- Participants must report to their counselor before they enter the water to swim.
- Please ensure all equipment is neatly returned to its proper place, so it may be found and use again by other participants.

FIELD TRIPS / BIKE TRIPS AND OFF SITE ACTIVITIES:

- The supervisor should familiarize themselves with the site upon arrival and designate a meeting spot.
- All children must be supervised at all times.
- Please wear proper footwear.
- Staff should pace themselves and have one at the front of the group and one at the rear.
- Have the list of pertinent information for each camper with you.
- Always stay in areas designated for our group during our visit.
- Keep a head count at all times.
- Pick up after participants and ensure areas are clean when leaving.
- Stay together.

BUSES:

During an emergency you will defer to the bus driver's instructions unless he or she is incapacitated. Remain calm and exit the bus in the safest and fastest way possible. Gather the group a safe distance away from the bus and away from other danger. No sleeping, no personal music, no reading books. Do not sit with or near another counselor. Counselors need to be spread out, with counselors in the front, back and middle of the bus. Counselors are responsible for the discipline during the trip, so that the driver is not distracted. While riding the bus there should be no standing or moving in seats. Counselors should remind campers to stay facing front and keep themselves and their possessions out of the aisles. The aisle and back door must be kept clear at all times. At no time should any body part, trash or other items be outside of the windows of the bus.

Emergency Plan:

Incident/Injury to child

Incidents can be: behavioral, accidental, medical, observational, property destruction or emergency related. This can and will happen. You need to be prepared to deal with emergencies when they occur. These situations include, but are not limited to: bruises, scrapes, cuts, broken bones, loose teeth, bee stings, allergic reactions, etc.

- Assess the scene and injury (is it real? does 911 need to be called?)
- Can the injured be moved out of playing area?
- Always use gloves when fluids are present.

- Apply first aid to your ability that you feel comfortable with
- Send a child to get director/another counselor/ 911
- All incidents regardless of the severity should be reported to the program director

Missing Child-

SECURE REMAINDER OF CAMPERS!

- Check bathrooms in all locations and surrounding area
- Check water stations in all locations and surrounding area
- Notify supervisor/director

FIRST AID KITS:

You will be provided with kits supplied with band-aids, cleaning wipes and gloves to be carried with you at all times. There is an AED machine located in the lobby.

CLEANING UP:

Make sure all of participants clean up after themselves (lunch, games, arts / crafts, etc.). Campers often leave their things behind, so become familiar with what participants bring to the program and be sure to check all areas thoroughly (this will make the lost & found job much easier). If participants do not clean up after themselves, stop the activity, have a group meeting, and discuss that the fun and games will not continue unless everyone cleans up their mess.

CAMPER SAFETY:

If a child is behaving in an unsafe way it is your responsibility to address them. Be sure to get down to his / her level and explain why the action was unsafe and why it cannot continue. Ask them to repeat back to you what you have talked about. If a child is harming another camper or behaving inappropriately it is your responsibility to intervene and speak with them. Take them aside to talk to them (not in front of their peers). Listen to both sides of the story. Explain to them what they did wrong. Try to have them acknowledge their error(s). Ask them to apologize (if necessary). Give them a time out from an activity and then WELCOME them back when they are ready. If the incident is serious, a supervisor should be notified. First Aid: be familiar with supplies that are in the first aid kit. Be sure to report any injuries to a supervisor and fill out an incident or accident report. If supplies in the med kit are low, inform the supervisor.

CONDUCT:

“The first time is a mistake the second time is being stupid”

First Incident- depending upon infraction written warning and discussion will occur; if severe it could mean termination of employment.

Second Incident-JOB LOSS!

*There will be no consumption of alcohol or alcohol types of beverages during working hours. Smoking is prohibited at Rec. Dept. programs, trips, and any time you are with the summer program campers. No smoking during the hours of 8:00 am - 5:00 pm. during summer program. Staff members are reminded **not** to wear their staff shirts in a social setting that could reflect negatively on the Colebrook Recreation Department. Failure to adhere to this will result in disciplinary action and may include suspension or dismissal.

*All Staff are to act appropriately at all times during working hours. Swearing, vulgar language, harassment of fellow Staff members, campers, parents, or inappropriate behavior/attitude will not be tolerated and can result in your dismissal.

*Staff members at no time will be permitted to use any physical force or strike a camper or fellow staff member.

ABUSE & REPORTING:

If you suspect or a child reports that he/she has been abused physically, emotionally, or sexually, you are bound by law to report it. Contact the Recreation Director immediately. The director will then notify the police department. NH RSA 169-C:29 requires any person, who suspects that a child has been abused or neglected, shall report the abuse immediately to DCYF or local Police Department. Anyone who reports, in good faith, is immune from liability.

CHILD PROTECTION

Child Abuse—“Child abuse and neglect means the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child under the age of eighteen.”

Physical abuse occurs when someone inflicts bodily harm that leaves a physical injury. Visible external injuries include bruises, burns, black eyes and cuts. Internal injuries, head trauma and broken bones resulting from an abusive encounter may go unnoticed.

Neglect occurs when parents or guardians fail to provide for the child. There may be a lack of proper food, shelter, clothing, medical care or supervision. Neglect may be due to ignorance or to deliberate maltreatment. Not all neglect is physical; there is also emotional neglect. In some cases children are provided with all the physical necessities but are given little or no emotional support.

Sexual abuse, which encompasses a wide variety of inappropriate behaviors, generally involves the sexual mistreatment of a child by an adult or an older child. These behaviors may be direct or indirect in nature.

Indirect sexual abuse includes voyeurism (observing a child undress, bathe or urinate), an adult or older child exposing his or her genitals to a minor and pornography (photographing nudity or explicit acts, or showing pornographic materials to a child).

Direct sexual abuse may consist of lingering and intimate kissing, fondling (the adult touching the child’s private parts or the adult having the child fondle his or her genitalia), masturbation (either child or adult with the other observing or both together), oral-genital contact, or digital or penile penetration (vaginal or rectal).

Emotional abuse occurs when a child is made to feel worthless, unwanted or unloved. A child suffers from emotional abuse when someone continually puts him or her down by yelling, calling names and making him or her feel “no good”. Emotional abuse leaves the victim with insecurity, low self-esteem and self-doubt that may linger throughout his or her lifetime.

Unintentional abuse can be physical, sexual or emotional. Those who work with children need to be aware of what constitutes as abuse in order to judge their actions, to protect themselves and the children they care for.

DISCIPLINE:

By setting clear limits in a positive, respectful way, children learn how to control their behavior and set their own limits. Effective discipline focuses on the development of the child. It also preserves the child's dignity and self-esteem. Avoid disciplinary actions that insult or belittle a child. Teaching children discipline is a demanding task. It requires patience, thoughtful attention, cooperation, and an understanding of the children in our program.

RULES:

Rules should be explained fully and clearly. Try to use visuals to establish rules. Whenever possible, have children be involved in the rule making. Frame rules in a positive way, like “Please Keep Your Hands to Yourself,” instead of “Don't Touch!” Keep rules to a minimum. Use only rules that are necessary to maintain a safe environment. Remember that rules should accomplish something that the children understand and should help achieve the goals of an activity. All rules should be fair and enforced equally among children. When you set a rule, be prepared to lead by example and follow it yourself.

BEHAVIORAL MANAGEMENT POLICY:

We strive to provide each child with a fun summer experience. It is our responsibility to ensure that the environment is safe for every child and staff member. We have created a discipline policy to aid in creating this safe environment.

DISCIPLINE POLICIES

Kris needs to be made aware of all incidents regardless of how small the matter may be.

Handle the problem yourself when possible. If the problem is too disruptive (fight, swearing, etc.) ask for help from another counselor or the Program Director.

Only raise your voice when necessary. When disciplining a camper, be sure you speak to them away from the group so as not to embarrass them and make a bad situation worse. Be clear on the rules so that the campers understand them, and be consistent in enforcing them!

Remember that there are three sides to every story and get all of the facts before you decide on a course of discipline. Try to find out why the behavior is taking place and what alternatives you have.

Keep your promises, **show no favoritism** and only ask the campers to do things you would do yourself. If talking isn't effective in stopping a fight or unnecessary disturbance, take the camper to a quiet spot for cooling off.

Be sure there are other counselors within sight. When they have a chance to calm down you should speak with them again.

Be careful to avoid physical restraint or contact when disciplining. Don't make threats.

Don't allow campers to put down others or be disrespectful. Rolling their eyes or talking back is not acceptable.

Do not talk about a camper with other campers or on the outside of camp with friends and family.

Campers are not allowed to have boyfriend/ girlfriend relationships at camp (such as holding hands, kissing, etc.) If physical contact is an issue, report it to the Recreation Director.

Our Discipline Policy uses a warning system as follows:

The **first written warning** will be given after a number of verbal warnings have been given or for a serious offense. (Example: You have repeatedly asked a camper to stop hanging on the basketball hoop. If you pull them aside and they still choose not to listen, then you need to fill out an incident report. A camper tells you that he/ she doesn't have to do what you've asked, and continues to be disrespectful. Time to fill out an incident report form).

The **second written warning** will require a camper to stay out of camp the following day. This would be given to a camper that has received a first written warning and is continuing to act out. (Example: A camper was given a first warning by another counselor this week. He/ she still refuse to do what they are asked. Fill out an incident report form).

ALL INCIDENT REPORT FORMS NEED TO BE SIGNED BY THE PARENT AT THE END OF THE DAY!

If a **third written warning** is given, the camper will be removed from camp for the remainder of the session, and another written warning will result in suspension for the remainder of the summer.

Automatic suspensions, and "upgrades" due to the seriousness of the offense will be at the discretion of the Program Director.

If you are having a problem dealing with a particular camper you should ask for the help of another counselor or the Program Director and give yourself a time out from the situation.

EMERGENCY PROCEDURES & IMPORTANT PHONE NUMBERS:

Police (dispatch) 823-8123

Police (station) 823-7025

Emergency - 911

Town Hall 823-7752

The director will have a cell phone at all times throughout the day. If the director doesn't answer, text first or LEAVE A MESSAGE and someone will get back to you as soon as possible.

Make a fast evaluation of the situation. Call for professional help at once if needed or assign someone to call. Know what your ability / first aid training level is and that of the people that you are working with. While you are on duty or riding the bus, rehearse possible scenarios in your mind. Consider what you would do and why. Try to be accurate, complete and realistic.

FIRE EMERGENCIES:

Stay **Calm, Evacuate, and Check for everyone.** Kris will contact the **Fire & Rescue Department** and will notify the proper **agencies** if an incident occurs at Lafayette Regional School. In the event of a fire elsewhere (field trip), follow the procedures and directions of the people in charge or ownership of the building or facility. There are clearly marked emergency exits in the Lafayette Regional School gym

Evacuate the area/building immediately in an orderly and safe manner,
Do a head count immediately upon reaching the “safe zone”, (Garnet Hill parking lot)
Keep all campers and staff with you at all times **NO ONE GOES ANYWHERE!**
Kris will take the camp attendance list and run through it for the day’s attendance
Kris will designate one person (if conditions warrant) to check bathrooms, closets, etc.
Notify Kris with your total head count correct or incorrect.

HANDLING A DIFFICULT PARENT / PATRON:

If a participant / parent / patron complains about a program, event, facility or is in any way upset, you should take the time to listen to what they have to say. You may come into contact with someone who is raising his / her voice or using insulting and / or abusive language. Do not trade insults or lose your cool. If you do, you could end up making a bad situation much worse. Remain calm and do your best to calm the person down so that he or she can discuss the problem in a reasonable manner. Try to get a supervisor as soon as possible so the situation does not escalate. If a supervisor is not available and you feel the situation is out of control or you feel threatened, call a Director or Police Dept. if necessary.

SUSPICIOUS VISITORS:

In the event that you notice someone that looks out of place or that makes you feel uncomfortable, you should notify a supervisor. If the supervisor feels the situation is “not right” they should contact the Police Department.

FIELD TRIP PROTOCOL:

Know who is in your group and stay with them. During the field trip, counselors must stay with their assigned groups. The group should always set up an assigned meeting place in the event that they are separated.

Lunch at the same time for all groups.

In the event of a lost camper the counselor should notify Kris immediately, as soon as you have someone else watching your campers, so that you can go find Kris or have her paged. The responsible counselor should leave their remaining group with another counselor and look for the lost camper. If the field trip site uses an intercom system you should have the camper paged. Remember to ask the other campers if they know where the missing camper went, to re-check where the group has just been, and to check the restrooms.

THUNDER & LIGHTNING:

In the event that there is thunder or lightning, staff should move children indoors where available or undercover (gazebo, tent, building). Children and staff should not be outside or in the water for a minimum of ½ hour after the last rumble of thunder or visual of lightning. This ½ hour count restarts each time you hear thunder or see lightning. Staff should survey the environment at any new location to identify where children may be moved. If you are caught outside during a thunderstorm, you must act immediately:

- In the woods, take shelter under shorter trees
- Swimming - get to shore quickly, find shelter
- Stay away from trees, poles or metal objects.

PORTA POTTY:

There is two portable toilets on the Dow during the season. The company that supplies the toilet is responsible for cleaning and resupplying the unit. However, in the event that the potty needs immediate attention, contact the Rec. Director.

DAILY POLICIES & RESPONSIBILITIES

VISITORS Camp staff are encouraged to not have visitors. Please notify your friends of this policy. Your first responsibility is to the participants in your care. Please keep socializing with friends to after work hours.

PARTICIPATION Always be doing something! Everyone should be participating ALWAYS, finding new ways to make old games fun can be a challenge, but a great opportunity to explore new ideas. Sometime you need to adapt, have the resources to change gears quickly. Including yourself by leading and taking part makes the campers feel more comfortable with the staff.

RESPECT Respect each other's ideas, beliefs and backgrounds. Diversity is a wonderful thing! Respect the kids as individuals

LUNCH Campers are required to bring their lunch on a daily basis this includes field trips, unless otherwise specified. This same rule will apply for counselors; you will not be permitted to leave camp to go get your lunch. Please remember to bring your lunch, it does not set a good example to campers to be unprepared. Counselors will eat lunch with the campers and always position yourself to see the largest number of campers as possible.

DAILY JOBS Each staff member will be assigned a weekly job that they are expected to perform. Daily jobs will include cleaning, playground area, supply closet, bathrooms, and stage area.

ATTENDANCE You will be responsible for taking regular attendance for you group and recording any incidents on a daily basis. This information should be shared at the end of the day. Check your group each week for summer school kids, medications, allergies, etc. Be aware of any medical conditions in your group. All attendance sheets should remain on the attendance clipboard throughout the day/week.

CROSSWALKS Counselor stands in the middle of the street until the last camper comes across or the next counselor takes their place. DO NOT let children cross without a counselor in road.

BIKE HELMETSAll staff must wear a bike helmet when riding a bike on public roads and trails. You never know when you may hit a pothole, root or skid. Road rash heals, head injuries may cause permanent damage.

Section 265:144 265:144 Riding on Bicycles. –

X. No person less than 16 years of age may operate or ride upon a bicycle on a public way unless he or she wears protective headgear of a type approved by the commissioner of health and human services

XII. A bicyclist shall wear at least one item of reflective outerwear apparel, such as a reflective vest, jacket, or helmet strip, during the period from 1/2 hour after sunset to 1/2 hour before sunrise.

MORNING DUTIES:

When you arrive in the morning be ready to work and carry out your weekly duties. Those with gym duty shall spread yourselves out among the children in the gym to make sure all areas and campers are supervised. The morning is not the time to socialize with other counselors about your social life. You are here to supervise the children in your care.

Gym – remain constant in the gym with games and supervised play. Monitor that the closet equipment is being used appropriately; have all gym equipment put away correctly before morning meeting.

Stage - remain on the stage, greet and welcome participants and families as lunches are being put away, play card games, puzzles, and draw or create crafts as an alternative to games in the gym. Clean up the stage area before the morning meeting.

Lobby & Bathrooms – lend assistance to children in showing them where things belong in the bathroom, cover for Kris for attendance, get swim groups organized, assist in the preparation for the day's activities.

Parking lot & bikes – be outside, standing and visible to campers and families. Offer cheerful and warm greetings to parents and campers by name. Assist in keeping bikes organized on the rack. Bikes cannot be parked in front of the school doors. Remind campers of biking rules while on the school grounds and in the loop.

AFTERNOON DUTIES:

Check the weekly schedule for your PM duty, staff maybe on the stage clean-up or the bathroom duty at the end of camp. Remember not to leave campers unattended to complete your weekly duty.

Bathroom & Lobby: Cleaning the sinks, bathroom stalls, mirrors, sweeping the floors, putting the trash in the can, bringing lost and found out to the table or kids and mopping the floors as needed. Clean up the Lost and Found box/area

Gym: This includes supervising the kids and making sure that they wait in the gym until their parents pick them up. This also includes checking for any highlighted names and letting those parents know that they need to meet with Kris about something that has occurred that day. After all of the kids in your group have been signed out, bring the clipboard back to the desk. If you are unsure about a person picking up that child double check with Kris.

Biker/Walker Duty- Campers should not be on their bikes, and they should be inside until 3pm. You need to make sure that everyone that is either biking or walking is signed out on the biker/walker sign out list. At 3:05pm you need to walk with them to the end of the sidewalk/driveway, they still need to be walking (even bikers). At the end of the driveway bikers can ride their bikes.

Outside: (EVERYONE WILL HELP WITH THIS DUTY) This includes picking up all outdoor lost and found items and game equipment, and bringing it all inside the building, and putting it where it belongs. This also includes putting away any additional equipment (hoses, tarps, badminton nets, etc), picking up any trash left outside from lunches or activities.

Inside/Stage: This includes picking up lost and found items and craft and game equipment that was used inside during that day, and putting it where it belongs. This also includes sweeping the floors, cleaning off the tables, sinks and counters, cleaning up the closet game room area, bleachers and gym stage area – behind the curtain too.

To counsel means to advise, admonish, instruct, or recommend. A camp counselor is one who performs these functions for the campers in his/her charge. Therefore he/she is not a dictator, or a policeman, or a servant, but one who guides and leads others in order to help them meet the situations, which arise in daily camp life.

Get to know each of your campers... their likes and dislikes, what they have been doing, where they have been, what your common interests are. Make each camper feel that you are interested in them.

Watch the health of your campers. If a child is listless, if they are sniffing or coughing, if they are flushed or pale, you should investigate to see if the camper is ill. Report all illnesses to the Recreation Director.

Build your group of campers into a unit. Do this by getting them to plan and do things together. Encourage them at all times!

Be Enthusiastic. You set the tone for how your campers feel about activities. Be creative and show them that it is OK to sing songs, dress up, be silly. In the case of competitive games such as soccer, knockout, or basketball, please remember that this is their program. We all know that you can play the games, so don't be overly competitive. Make sure that all campers feel that they are a part of the game.

Always be courteous and patient with the public. Go out of your way to be helpful. People will approach you with questions about the programs at inconvenient times. Smile and be pleasant.

Create an atmosphere of respect. Discourage name-calling and put-downs. Off color language and jokes will not be tolerated by any staff member.

Don't allow campers to be over familiar with you. Be careful of touching. We need to be aware that not all children can handle being touched in any way. Discourage it. Younger children often like hand holding and occasional hugs. Just use good judgment at all times.