

ST 28.1

FROM PAGE 2 of STAFF HANDBOOK

Senior and assistant counselors are responsible for: Senior counselors greet campers and take attendance in the morning. Assistant counselors and specialists supervise Play Areas in the morning. Even if you know a child will be late, they must be marked absent until they arrive. All late arrivals must be checked in with the office. Always know how Page 3 many campers are present for the day and be certain to count heads as the group travels through camp.

When the group arrives and before it leaves an activity – count heads.

- o Developing a positive and appropriate counselor to camper relationship – enjoy each camper and make personal contact with him/her every day. Every camper deserves validation!
- o Helping campers place camp bags in cubbies, helping campers keep track of their belongings.
- o Organizing the group so that campers travel from activity to activity in an orderly way.
- o Helping campers to socialize properly. o Assisting the specialist by actively teaching, encouraging and reinforcing all campers in the planned activities.
- o Senior counselors should always be with the majority of the group. Assistant counselors should escort campers to the bathroom and nurse. o Interacting positively and respectfully with other staff members. The senior counselor will provide direction and guidance for the assistants.
- o Frequently communicating with the director and head counselors

FROM PAGE 5 of STAFF HANDBOOK

PLAY AREAS Campers must be introduced to the different play areas at camp. If the play area is not used properly it may become dangerous. When your group uses a play area for the first time, review the playing options. Before the campers begin to play, the senior counselor must position staff for supervision. Triangulate the playground so that counselors are positioned for maximum safety. Every child should be within the eye sight of a counselor. The senior counselor should have “Big Eyes” and view the group in its entirety. Assistant counselors should escort children to the bathroom and/or nurse. The senior counselor must always stay with the majority of the group. Running in the play area is prohibited as it can be unsafe. Except for the youngest campers, counselors may not push children on swings. Campers must use equipment only for its designated use (i.e. shovels are for digging only). When the period is over, counselors should help campers to return equipment to its proper location for the next group. The water used at the waterways is for play only, not drinking. All waterways should be turned off before the group leaves the play area. There will typically be two groups scheduled to use Play Area 3 (“Curly Slide”, bowling) during each period. Play Area 3 includes the adjacent gaga court. It is imperative that staff be stationed to supervise campers in all areas. If you cannot properly supervise all the areas, it is appropriate to “close” an area. A staff person must be at the bowling area to closely monitor for safety.