



**DAY CAMP  
STAFF  
HANDBOOK  
2015**

**A hundred years from now  
It will not matter what my bank account was,  
The sort of house I lived in,  
Or the kind of car I drove....  
But the world may be different  
Because I was important in the life of a child.**

*The Jewish Community Center of Staten Island  
1466 Manor Road, Staten Island, NY 10314  
1297 Arthur Kill Road, Staten Island, NY 10312  
JCC/Lillian Schwartz Day Camp at Henry Kaufmann Campgrounds  
1131 Manor Road, Staten Island, NY 10314*

Summer, 2015

Dear JCC Day Camp Staff:

We are very happy to welcome you as a member of the best day camp staff! We know this summer will be a terrific experience for you.

The goal of our camp is to provide our campers with a happy, healthy and enriching summer in a Jewish environment. One step towards achieving this goal is to hire the most qualified, enthusiastic and professional Camp Staff; you embody these qualities.

This staff handbook will answer many of your questions while it provides valuable information. Please keep it with you during pre-camp training and as a reference all summer long.

Please know, that we are always available to answer any questions you might have.

Welcome to Camp!

Glenn Wechsler and Stephanie Feldman  
Camp Co-Directors

Glenn (September through June) (718) 475-5231

Stephanie (September through June) (718) 475-5232

Glenn & Stephanie (July and August) (718) 983-9000

## TABLE OF CONTENTS

1. Camp Philosophy
2. Camp Structure
3. Specialty Camps
4. Ruach
5. Specialist Programming
6. Friday Celebration
7. Jewish/Israeli Connection
8. Swim Program
9. Field Trips
10. Weather
11. Rainy Day Site
12. Arrival
13. Dismissal
14. General Counselor Responsibilities
15. Staff Dress
16. Camp Policy regarding Social Media
17. Staff Meetings
18. Staff Transportation to Camp
19. Staff Parking
20. Extended Hours
21. Absences
22. Pay Period
23. Relating to Parents
24. Security and Safety
25. Abuse and Neglect
26. Health and Safety
27. Lunch
28. Snacks
29. Lost and Found
30. Camp Office
31. Camper Attendance
32. Camper Disciplinary Policies and Procedures
33. Staff Disciplinary Policies and Procedures
34. Daily Self-Evaluations for Counselors
35. Hints for Counselors During Week One
36. Working with Groups
37. About Adolescents

- 38.Kosher Symbols
- 39.Hebrew Vocabulary
- 40.Words of Encouragement

## JEWISH COMMUNITY CENTER OF STATEN ISLAND STAFF GUIDE

### 1. Philosophy of Our Camp

The goal of our camp is to provide a happy, meaningful and enriching experience for our campers. We want to help children grow and feel good about themselves. We believe that kids can mature emotionally through their participation in a group with an interested accepting role model.

One way children feel good about themselves is by learning skills. **Skills acquisition**, whether it is in art, sports, crafts, or drama gives a child confidence. For example, a child who learns how to swim by the end of the summer has achieved a great accomplishment. Creating also gives children satisfaction. A group that puts on a skit or makes a new crafts project feels positive about what they are doing.

**Decision-making** is an integral part of emotional maturity and camp life. We begin the process of teaching decision-making by giving children choices. We help campers get involved in program planning for their group. **We have found that the most enjoyable and successful programs are those that the children chose to create.**

We also help children grow by involving them in **group problem solving**. Some problems are individual and are handled by the counselor with the camper alone. Others are group problems and we involve the group in finding its own solution. This process of discussion is important for the group's development. As counselors, your sensitivity to campers' needs is important. We encourage expression of feelings, both in the group and individually.

We work with children through activities. Our programs include swim, Judaica, sports, arts and crafts, nature, singing, drama, dance, Israeli Culture, special themed activities, shows and trips. These are the means by which our campers have fun, grow and feel comfortable with themselves in our camp.

## **2. Camp Structure**

Camp is divided into units according to age groups. The units are given names to develop spirit and to provide thematic material for unit programs. Traditional Camp units are:

K'Ton Ton	-	Preschool through entering Kindergarten
Shalom	-	Entering 1 <sup>st</sup> and 2 <sup>nd</sup> grades
Chalutz	-	Entering 3 <sup>rd</sup> and 4 <sup>th</sup> grades
Maccabiah	-	Entering 5 <sup>th</sup> and 6 <sup>th</sup> and 7 <sup>th</sup> grades
Nesiyah (Teen Travel)	-	Entering 7 <sup>th</sup> and 8 <sup>th</sup> and 9 <sup>th</sup> grades
CIT I	-	Entering 9 <sup>th</sup> and 10 <sup>th</sup> grades
CIT II	-	Entering 10 <sup>th</sup> grade
Tikvah/Marvin's Camp	-	Campers with special needs
Independence	-	Campers with diabetes

## **3. Specialty Camps**

Campers may attend Specialty Camps in addition to Traditional Camp. The JCC Specialty camp "Ramah, Sports Camp" is located at the Bernikow JCC building and "Gymnastics Camp" is located at the South Shore building. \*Refer to a camp brochure for more details on the Specialty Camp Programs.

## **4. Ruach at Camp**

We start and end each day with ruach. "Ruach" is our camp spirit activity. Ruach includes such things as cheers, singing, joke of the day and announcements. It is a wonderful way to start the day. In the afternoon, before we transition to the cars and busses, afternoon ruach is followed by snack. With morning and afternoon ruach, we start and end the day together.

## **5. Specialist Programming**

Everyday your group will be scheduled for certain specialty periods. A specialist will supervise these activities. The camp counselor will assist the specialist in running the activity. Activities will rotate on a daily basis according to your weekly schedule. The Unit Heads will block in times for the individual counselors to use their creativity in planning some sessions with their own groups. Periodically during the week we hope to incorporate some camper and staff programming choices as the schedule and facilities will allow.

The benefit of this program is to allow campers a greater variety of activities, with specialized instruction, and allow counselors to develop a better rapport with their individual campers.

Use the activity periods to enjoy camp and have a great time with your campers!

## **6. Friday Celebration**

We have a weekly special program that is held on Friday's. Songs, stories, special games and plays can add greatly to the spirit of the celebration and it is a wonderful way to end the week. On Fridays, campers will enjoy challah in and a special snack. To make this a truly special camp experience we will have special white t-shirts to be worn on Fridays.

## **7. Jewish/Israeli Connection**

Jewish programming should not be isolated from regular camp activities. The Jewish and Israeli nature of the program should be prevalent and interwoven with every piece of activity and camp routine i.e. arts and crafts, swimming, etc. Our goal is to provide a meaningful Jewish experience for our campers, both Jewish and non-Jewish. For many of them, it will be the first time they are in a positive Jewish environment. Children should come out of the summer and be able to say, "Being Jewish is Fun!!" Above all, Jewish and Israeli content is the commitment of the entire staff. Only through our active cooperation will there be a comprehensive Jewish program.

### **How?????**

How do we achieve this goal of providing a meaningful, yet fun-oriented, Jewish experience?

Here are some ways:

Hebrew Language - Staff are encouraged to use Hebrew terms when appropriate. Using Hebrew vocabulary right from the first day will make it natural for the campers to use it. (See page 30 of this manual which lists commonly used camp words in Hebrew.)

Song - Music is an excellent opportunity to introduce Jewish Life in a natural and beautiful way - through traditional songs sung together, such as David Melech Yisrael and Hine Ma tov.

## **Who?????**

Some confusion usually exists among counselors as to the exact roles of the Israeli staff members. What is the difference between the "Shlichim" and "Scout Caravan"? Camp is fortunate to have all of the above, but what are they doing at camp anyway? The following lines will try to give a description of the Israelis in camp and the difference between them.

The Summer Shlichim - The Summer Shlichim are Israeli specialists arriving from Israel for the summer only, working full time with Camp staff and campers.

The Summer Shlichim this year were carefully selected and well trained, and their job will be to introduce Israel into the camp program. More specifically, his/her duties include:

1. Introducing Israeli life and culture through stories and discussion.
2. Implementing with the campers and counselors the weekly Jewish projects.
3. Specialist for Israeli games, outside pioneering activities, and crafts common to Israel.

Israeli Scout Friendship Caravan - The Israeli Scout Friendship Caravan is a group of nine English speaking Israeli boy and girl scouts aged 16-17, an adult Israeli scout, and one American leader. They travel in a van to visit summer camps in the United States. The Caravan will be at Camp during Israel week. They will engage and involve the entire camp in folk dancing, games, and discussions, and present an hour camp-wide performance, introducing Israeli culture in a unique and delightful way.

Moreover, the Israeli staff in the camp will be at your disposal as a resource in regard to any of the above aspects - supply information, pictures, authentic facts, program materials, Hebrew words, Israeli songs, stories, games, and general ideas.

## **8. Swim Program**

Once again this summer we are pleased to announce that the swim program will be led by the Lenny Krayzelburg swim school. There will be an orientation for staff prior to camp to introduce and explain the new program. There will be a JCC Aquatics Liaison at the pool during scheduled JCC swim time. You can go to them with any pool related concerns or issues.

The swim program will continue to be divided into two components, instructional and free swim.

1. **DURING INSTRUCTIONAL SWIM, YOU WILL BE EXPECTED TO WEAR BATHING SUITS AND ENTER THE POOL TO ASSIST A SWIM CLASS.** It is important that you ensure your campers get to the correct instructors when they arrive at the pool. The swim instruction program is designed to improve your camper's skills in the water. Some of the skills will be challenging for them and some will be easier. Help them work on all of their skills. **YOU WILL BE ASKED TO HELP RECORD THE SKILLS THE CAMPERS MASTER.** Help the instructor maintain a high level of safety by constantly watching your group. Watch for signs of fatigue or distress.

### **CAMP COUNSELORS RESPONSIBILITIES DURING INSTRUCTIONAL SWIM TIMES:**

- Escort campers onto pool deck for instructional swim in a timely manner
- Maintain locker room cleanness while division is swimming and be responsible for clean up before leaving
- Make sure that no camper is left unsupervised before, during and after swim period
- Take campers to the appropriate pools and then proceed to assigned area
- Do NOT leave the pool deck during instructional swim if assigned to a lane
- BE READY to be in the pool helping out swim instructors during lessons to supervise the campers and assist with lesson plan per instructors direction
- Escort campers off the pool deck to change within 5 minutes of swim period completion
- Ensure campers in division have caps when coming to the pool at all times

- Wear proper swim attire at all times when entering the pool (no cotton)
  - Sneakers are not allowed on the pool deck. Flip flops or sandals can be worn,
  - DO NOT BE LATE reporting to your assigned lane during instructional swim
  - When assigned to a lane be ready to record student skill's onto charts
2. **DURING FREE SWIM** your campers are able to play in the pool. You may be expected to suit up, swim, and help the lifeguards monitor the campers in and out of the pool. In addition to watching the pool area you are still responsible for watching the campers in your group.

### **CAMP COUNSELORS RESPONSIBILITY DURING FREE SWIM:**

- Follow pool and safety rules to avoid creating any safety hazards
- No horse playing by anybody at the pool
- DO NOT have casual conversations with lifeguards while they are on duty watching the pool
- If not assigned to work counselors can use the pool during free swim, however no jumping or diving in the pool.
- Due to the large number of kids in the pool at the same time, Counselors will have assigned spots around pool deck where they have to stand and watch the pool to assist lifeguards in pool safety. These will be short 10 - 15 minutes shifts and will be assigned by your camp's aquatic director.

During these shifts Counselors:

1. Cannot talk with other counselors
2. Must BE STANDING in the assigned spot
3. CANNOT leave their assigned spot until relieved by another counselor
4. CANNOT be playing or having casual conversation with the kids while on the shift duty

**This means that every day you must bring a bathing suit (one piece or Tankini for**

females) and plan to go into the water. This applies to water parks, lakes or other venues visited. Remember to pack a swimsuit and towel every day! Have a great time with your campers while keeping them safe!

### Pool Protocol - Safety First and Always!

Please understand that the pool area is often the most fun place to be but can also be the most dangerous. It is not a time or place for counselors to be socializing. The lifeguards and instructors need your help to keep all of our campers safe when in or near the pools. Your supervisors or pool staff may direct you to certain areas of the pool that need to be monitored.

*Understand that we are all responsible for the well-being and safety of All of the campers at camp.*

### **9. Field Trips**

Many of our camp programs involve regularly scheduled field trips. Field trips are great fun and offer a chance to do something different. Please make note of the following:

#### **Staff Procedures for Field Trips**

1. Your Unit Director will carry a list of all campers' names and emergency contact information.
2. You will carry the Day Camp office phone number: **(718) 983-9000** and Unit Director's Cell number.
3. **NEVER LEAVE CAMPERS UNATTENDED.**
4. Pair each camper with a buddy.
5. When arriving and leaving at a destination do a head count and do constant head counts throughout the trip.
6. Be sure that one staff member is at the front of the group and one staff member is at the rear of the group at all times.
7. Report any incidents or difficulties to the Unit Head.

8. Have a great time with your campers. Be enthusiastic and involved in all activities of the field trip.

### **Bus Procedures For Field Trips**

#### **Staff Responsibilities**

The day camp is involved with traveling to and from field trips by bus. Staff have the following responsibilities:

1. Make sure all campers are fastened with a seatbelt and remain seated and belted for the entire trip.
2. Watch that campers keep hands, heads, etc. inside the bus.
3. Conduct head counts when campers board and depart the bus and double check that no camper is left on the bus. The first counselor to the bus should count before any camper boards the bus.
4. **NEVER LEAVE CAMPERS UNATTENDED ON THE BUS.**
5. Keep campers engaged on the bus through songs, games and ruach building activities.
6. Report any inappropriate bus conduct to the Unit Director.

### **10. Weather**

On hot days, swim times are extended and there are more water activities in the Fields such as sprinkler games. Campers should have plenty of water breaks. Each shelter has a water cooler that can be used throughout the day. It is important to keep campers hydrated on hot days. It is recommended that all campers bring a bottle of water (a good idea for staff as well) to camp everyday. Games in the shaded areas often will help. Campers/staff should wear sunscreen and hats.

In the event of sudden rain/thunderstorms campers are to be brought to the shelter, or the nearest covered area and stay there for further instruction. Storms may frighten campers so help keep them calm and comfort them by singing songs, playing games, holding hands, etc.

### **11. Rainy Day Site**

This season our rainy day site is the JCC Bernikow Building at 1466 Manor Road. If you drive to camp please park your car along Manor Road and not in the JCC Bernikow building parking lot. We need to leave the lot open for JCC members and camp families. If it is raining prior to arrival, camp may meet at the Bernikow Building. On rainy days alternate activities and/or local trips will be scheduled.

## **12. Morning Arrival**

Each morning, children will arrive, starting at 8:00a.m. by bus or by car. Each unit or camp program has a designated point along the driveway where the campers are greeted by staff.

\*Campers must be escorted to their shelter area by staff. Campers are never to be on the camp grounds unattended.

The best way to start the day is with a warm welcome for your campers! This is also a great time to spend some time talking with them and getting them excited for the day ahead!

**It is mandatory (unless you ride a bus) that you arrive by 7:45 so that you can be in place for the arrival of your campers.**

## **13. Dismissal**

Counselors must watch all campers during car pool dismissal and make sure they arrive safely to their cars. Counselors are required to remain until campers are picked up which is by approximately 4:30p.m. Exceptions would include late night trips, overnights, or days a particular unit has parking duties. Please note that some camp divisions are bussed from the campgrounds to the Bernikow building in the afternoon for PM dismissal and your Unit Director will advise you on this.

## **14. General Counselor Responsibilities**

The camp counselor is the person who, in the final analysis, determines whether or not the camper has "fun" in camp. By your empathetic understanding of the camper's concern, by developing programs *with* them rather than *for* them, by an attitude of wanting to help, the counselor makes it possible for the camper to have a "meaningful" experience.

As a counselor, you are in many ways a "parent substitute". You are responsible for the health and safety of the children in your care. This includes checking each child daily for symptoms of illness, taking appropriate steps when such symptoms are found and helping the group keep the camp safe and clean.

As the person to whom the campers will look to for guidance you will be handling many adjustment problems which often develop in a group when children are together. Your warmth with campers and your understanding of the meaning of their behavior will be most important in helping the children learn to work

creatively and positively together. This, and not the activity, is the main focus of the camp.

Everything that happens in camp is a "program". You will constantly be listening to your campers for their suggestions for programs, as well as making suggestions of your own for both group projects, and unit or camp programs. The specialists are in camp to help with advice if your group project calls for more technical skills than you have. Don't be afraid to "think outside the box" and collaborate with specialists or other groups! By working together we will be able to create a meaningful camp experience for everyone. Remember, "There is no "I" in team". While safety is always the primary consideration, creative activities and programs are next!

Your group is the basic unit of camp, and you are its most important resource. All of the rest of camp is designed to help you with your job of working with your group in order to make the camp experience a happy and productive one for your campers. Creativity, thoughtfulness and a devotion to your job will add to your success as well as your own enjoyment of the summer. We hope that you will get as much (or more) out of the summer as your campers.

### **Counselor Tips**

- i. Know your children as individuals, their strengths and their weaknesses, (physical and emotional). Help each camper to begin to overcome these weaknesses.
- ii. Set a good example by being a positive adult role model.
- iii. Watch over the health of each child; look for signs of illness.
- iv. Plan ahead and have your campers get to activities on time.  
Be part of your group. Sit with them, walk with them, work with them, eat lunch with them, talk with them.
- v. Assist specialists in developing and implementing programs for your group.
- vi. Be particularly helpful in the locker rooms before and after swim.
- vii. Remind children to bring home camp projects.
- viii. Just be yourself - and DON'T BE AFRAID TO ASK FOR HELP.

### **What to Bring to Camp**

Each day, you will need the following in your backpack:

- Swim suit and towel (one piece or tankini for females)
- Kosher peanut free lunch

Water bottle  
Insect repellent  
Sunscreen  
Sunglasses and hat  
Pen and Paper  
Watch

#### What NOT to Bring to Camp

Bringing these items is a safety hazard and will result in disciplinary action or deduction in pay. These items will be confiscated immediately.

Ipods  
Electronic hand held games of any kind  
Knives of any size  
Alcoholic beverages  
Any illegal substance  
Glass or other breakable items/containers  
**Cell phones may be held but only for emergencies, not personal use**

#### **15. Day Camp Policy Regarding Social Media**

As a camp, it is our responsibility to provide physical safety for our campers as well as emotional safety. Many high school and college students spend time on the Internet, sharing information as well as pictures and videos with friends through social networking websites. Some examples of these are Facebook, Twitter, Instagram, YouTube and Snapchat. As a member of the JCC community, it is your responsibility to keep the emotional safety of our campers in mind when using these websites.

By agreeing to this policy you are committing yourself to the following:

- 1. Never discuss campers or members of the JCC on media/websites.**
- 2. Never use the internet, e-mail, blogs or any other sites as a vehicle for camp gossip, rumors or speak in a derogatory manner about camp or the JCC.**
- 3. Never allow pictures or videos of oneself to be seen on the Internet, use the Internet or email that would be considered unprofessional, lewd or compromise your ability to be considered positive role model for children.**
- 4. Staff are not allowed to accept campers as "friends" on internet sites or ask campers**

to accept you as "friends" on their pages. Campers may not be allowed access to your postings and you may not be on theirs. All communications with campers via e-mail or through instant messaging and texting, must be kept "camp appropriate" and be kept to a minimum.

5. Under no circumstances should you ever publish a picture of a camper on the Internet or send pictures via cell phone, e-mail or instant message.
6. If you currently have any material on the internet that you think is in violation of this Internet code of conduct it should be removed immediately.

Use of cameras, photos, blogging, websites and the internet - to protect the children we work with and to ask employees to be respectful of our camp community, we prohibit employees from disclosing or discussing confidential or proprietary information through emails, websites, photos, blogging or other internet services. We prohibit employees from using the logo or trademarks. Furthermore, all employee and alumnae last (sur) names are asked to be withheld from websites; all campers first and last names are prohibited from posting on websites. All first and last names are prohibited from being used in blogging. Please be sure that any reference to the JCC or Camp be respectful and be clear the views are from your own viewpoint.

## **16. Staff Dress**

All staff will be required to wear appropriate attire:

- Camp staff shirt - you will be given 3
- **Closed-toe shoes (flip flops are only to be worn at the pool)**
- Shorts or pants
- **One-piece or tankini bathing suits for females**

We suggest that you not wear loose jewelry (i.e. hoop earrings, bracelets etc.) as this could be a safety hazard. A watch is recommended since it will help when following a schedule.

Camp staff shirts are required every day of the week. Please do not cut staff shirts in an inappropriate manner. Please do not wear open-toed shoes, platforms, expensive clothes or jewelry. Remember, this is camp!

## **17. Staff Meetings**

There will be staff meetings periodically during lunch with your unit heads. If there are any items you would like to place on the staff meeting agenda, please communicate with the camp directors or your unit heads. Attendance at meetings is mandatory.

## **18. Transportation to Camp**

### **Bus Duty**

Counselors may ride the bus free of charge or request to work as a paid bus counselor. When you are a bus counselor:

- You can be picked up at and dropped off at your own house if it works with the bus route. With this option, you will be the first one picked up and the last one dropped off.

When you are on Bus Duty, you help the bus driver and insure the safety of the campers. While on bus duty, you are responsible for watching out for the camper's safety both on and off the bus. You must prevent children from hurting each other or themselves by running or pushing in front of a moving bus, or wandering away from the pick-up area. You will also insure that they stay seated on the bus. When a child is dropped off at the end of the day, the bus driver will wait until the camper enters his/her home before leaving.

### **Bus Attendance**

1. The bus counselors must record campers' attendance on the daily bus list as campers enter the bus in the morning.
2. Notes for early dismissal or change in the bus schedule are to be collected by the bus counselor when the camper boards the bus. These notes should be handed to the Transportation Coordinator.
3. At dismissal, the bus counselor records each child on the bus.
4. Any early dismissals will be recorded on the bus attendance list during the day.
5. Buses do not depart in the afternoon until every child is accounted for.  
Everyone can help insure a prompt and orderly departure by doing their part in getting campers to the correct buses, and aiding with attendance procedures.
6. Bus counselor's are responsible for checking that the camper enters home before the bus drives away.
7. **Bus counselors ALWAYS need to check that every last camper is off the bus before he/she exits the bus.**

**8. Bus counselors are required to ride the AM and PM bus EVERYDAY. If unable to on a particular day, the Transportation Coordinator must be notified.**

**Bus Duty should be FUN!** Once on the bus, you will lead *singing* and *games*. The campers will be safe and still have a great time on the ride to and from camp! Arrival at camp is one of the most important parts of the day and a good start is crucial for a successful day. Their bus ride home will be the last thing they remember of their camp day!

**19. Staff Parking**

All staff may park their car on Manor Road.

**20. Extended Hours**

For an additional salary counselors may work in the AM or PM extended hours program.

**AM Extended Hours:**

Extended Hours counselors are required to arrive at the Henry Kaufman Campgrounds at 7:00 a.m. and supervise the campers from 7:15 a.m.- 8:00 a.m. at which time campers are escorted to their respective division meeting areas. During AM Extended Hours campers are served breakfast and engage in activities together at the Marvin's shelter.

**PM Extended Hours:**

With the exception of Kton ton, extended Hours counselors are required to report to the designated meeting area at about 3:30/3:45 p.m. with the PM Extended Hours campers, and are expected to supervise the campers until 7:00 p.m. at the campgrounds. The PM Extended Hours program includes sports, games, crafts, playground and snacks.

**21. Absences**

Staff members are required to report to work every day. Staff do not get paid for days off due to illness, etc. If staff cannot report to work on a given day, the camp must be notified the night before or by 7:00a.m. If you will be absent, contact your Unit Head on their cell phone.

## **22. Pay Periods**

Paychecks are issued at the end of weeks 3, 6, 8 and one week following the end of camp. The final check may be picked up at the JCC or mailed to your home.

## **23. Communications with Parents**

Aside from an initial call introducing yourself as a child's counselor, your unit supervisor or a camp director will handle any further calls. Report any concerns regarding a camper to your unit head. You are strongly discouraged from sharing your cell phone number with families. Any note which is brought from home by the child regarding any aspect of his camp experience, whether it be an explanation of why he will not be in camp for the next few days, or why he is going home early, should be turned over to your Unit Director so that it can be placed in the camper's file.

## **24. SECURITY AT THE JCC CAMP**

While we know that children come to camp for fun, the JCC Day Camp believes that providing a safe and secure environment for our campers is our number one priority. **Remember, fun at camp is important but safety and security come first.**

A comprehensive safety and security plan has been established in order to support and maintain an environment that is free and secure from known or anticipated hazards to campers or staff. For security reasons, Unit Directors will have access to the complete protocols. What follows are the key points for staff to remember. Additional information will be provided during Pre-Camp training.

### **Supervision and Notification:**

- 1. Constant supervision** of all of your campers is the first step towards a safe and secure camp. At camp and especially on field trips, your campers should *never* be out of your view. You need to know where all your campers are at all time
- 2.** If a camper should become separated from the group or become ill or injured **immediate notification** of other staff in the immediate area is essential. While one counselor notifies other staff, the other counselor stays with the group to insure their safety and supervision.
- 3.** If the first staff notified is not a Unit Head or other camp supervisor, that staff member contacts a Unit Head, Camp Director or, in case of illness or injury, the camp nurse.

4. The Unit Head or Director will direct staff on how to proceed

**5. Field Trips:**

1. On field trips, your first action is to insure the safety and supervision of your campers. In the event that a camper becomes separated from the group or becomes ill or injured, while one counselor remains with the group, the other counselor locates a Unit Head.
2. The Unit Head will contact staff from the field trip venue and continue with the emergency plan via assigned cell phone.
3. If the Unit Head is not readily available, one counselor remains with the group while the other counselor contacts the staff of the field venue in order to initiate medical care or search procedures.

It is the Unit Head's responsibility to complete an incident report and notify the camper's family in the event of an accident, incident of being lost from the group or illness.

**Lost Camper**

In case of a lost or missing camper:

1. First insure the safety and well-being of the children in your group and then notify your unit supervisor immediately.
2. One counselor must remain with the group while the other counselor is sent to notify the supervisor.
3. The supervisor, with the help of all administrative staff as well as staff who are not assigned to groups, will comb the area and return the camper to his/her group, the counselor is to return to his/her group and remain calm.
4. If you find a camper separated from his/her group, take the child to the camp administrative offices. From there he/she will be returned to his/her group.

**25. CHILD ABUSE AND NEGLECT**  
**REPORTING GUIDELINES**

**What is Child Abuse?**

- Physical: shaking, hitting, beating, burning...
- Sexual: intercourse, incest, rape, sodomy...
- Emotional: Verbal, put downs, vulgarity...

- Neglect: failure to provide the necessities of life - warmth, affection, attention, supervision, normal living experiences.

### **Reporting Suspected Abuse:**

The safety and welfare of the children at camp is our most important priority. If you know of or suspect child abuse or if any child reports abuse, **you must Report it to the Unit Director Camp Director.** As an individual working with Children, you are a "Mandated Reporter" and the report is required by law.

### **Incidents to be reported:**

- An incident that is sexual in nature between children or between children and staff. This includes improper touching and sexual harassment or verbal abuse when the victim becomes emotionally upset or hurt.
- Physical or verbal abuse when a child's physical or mental health is harmed or threatened by a staff member or by another child.
- Abuse that appears to have happened to the child outside of camp; for example, if a child comes to camp and staff can see the child is injured or can tell something is seriously wrong.

### **Staff Procedures:**

- Camp policy requires staff members to report these incidents to the Unit Director or Camp Director and the proper steps will be taken with appropriate authorities.
- You should not talk about an incident with other staff or campers unless you are asked to by the Camp Director.
- Protect the privacy of the children involved in an incident as well as the child or staff member who reports it to you.

*During Orientation, time will be spent discussing this important issue.*

## **26. Health and Medications**

The camp nurse is located at the big house near the pond. Any camper who is injured must be escorted to the nurse by a staff person. It is important that the counselor inform the Unit Director of any injury that required a visit to the nurse so that he/she can contact the camper's parents. All medications that are dispensed at the camp should be brought to the nurses office (these include over-

the-counter or prescribed meds). They are stored in a locked cabinet. Medications taken on a daily basis are kept in their original containers.

### How to Handle Blood or Body Fluid Spills Safely

#### **ALWAYS:**

1. Wear vinyl gloves when touching any blood or body fluids.
2. Wash hands before and after camper contact, and after removing gloves.
3. Thoroughly wash skin that comes into contact with blood.

Parents send one of their most precious possessions to camp and expect them to come back safe and sound. The first and last word in all camp activities should be **SAFETY**. The counselor's responsibilities for the safety of his/her campers must predominate over all other considerations.

#### **Preventive Procedures:**

The best way to handle accidents is to prevent them before they happen. Camp settings are inherently dangerous places, with roots to trip on, fires, dangerous equipment, and considerable physical activity. Counselors have the responsibility to watch out for potential dangers, remove them, if possible, and warn others if necessary. The safety aspect of each camping activity should be discussed at the outset.

#### **Safety Checklist:**

1. Note all special remarks from health forms regarding your campers, especially any physical limitations.
2. Watch children hourly for signs of stress, illness and lethargy. Refer them to the camp director.
3. Inspect areas you are working in for any dangerous or unclean situations correct them, if possible, or report them to the camp director.
4. Take frequent drink breaks during outdoor activities to prevent dehydration.
5. Adequate rest periods should be planned throughout the day, especially following strenuous activity.
6. When weather is especially hot, cool, or moist, be certain campers are adequately protected. Remind and assist campers with sun block repeatedly throughout the day.
7. Campers and staff must wear closed toe shoes at all times.

8. Help children develop good habits (wash before eating, after using toilet etc.).
9. Never leave a child unattended - that's when accidents happen! **WE CANNOT STRESS THIS ENOUGH!!!!**
10. Be certain you know where first aid kits and equipment are located.
11. Be certain to report all accidents and complete an accident form. If necessary to contact parents, the camp director will do so.
12. In the event of a potentially serious accident, send for help and help "soothe" the child. Do not move the child, nor carry him/her for assistance.
13. If you see a child(ren) in potential danger, intervene immediately - but not in an alarming manner.

The health and safety of every child is the responsibility of every member of the staff. Know your campers; watch them for any changes. Don't be afraid to be too careful.

#### **Observation and Awareness:**

The JCC has a security system in place, however, the camp staff is the first and most important step in this system.

- ***We share the Henry Kaufmann Camp Grounds with two other camps. Please be sensitive to the fact that we are sharing space.***
  - **Keep your eyes open.** For the safety and security of our campers, any individuals not directly associated with the running of camp programs are not permitted onto the campgrounds. There are no exceptions to this rule. This includes parents, grandparents, and other family or friends.
- **If you do not recognize an individual as part of the camp staff**, please direct them off the campgrounds. If they have a question regarding camp, direct them to the camp office. Please do not give out information about camp or campers.
- **If an individual appears suspicious** or is acting in a suspicious manner, respond in the following way:
  1. Insure the safety and supervision of the campers
  2. While one counselor remains with the group, send the other counselor to find and notify a Unit Head or other camp supervisor.
  3. Share any and all information that you have with the Unit Head or other supervisor.

4. Return to your group. The Unit Head will complete the emergency Protocol.

**\* Campers are not to leave camp without written notification or a phone call to the camp office.** If a parent, family member or other adult arrive to take a child from camp please respond in the following manner:

1. Contact your Unit Head
2. The Unit Head contact the Camp office for verification
3. The Unit Head will ask the adult for identification prior to releasing the camper into their care.
4. Under no circumstances will a camper be released without adherence to the above requirements.

### **Emergency Evacuation Drills:**

The HKC Campgrounds will conduct emergency evacuation preparedness drills. Staff will receive pre-camp training to understand these procedures.

### **27. Lunch**

Counselors are expected to eat lunch with and among their campers. This is a great time for socializing and encouraging interaction. Also, some campers may be on restricted diets and so supervision at lunch is important.

Campers and counselors can bring their own lunches which we collect and refrigerate. If a camper forgets lunch, a substitute is available. Please tell your supervisor at the beginning of the day how many campers have forgotten their lunches. We ask that lunches be "kosher style" (i.e.: not mixing meat and milk) and peanut/peanut product free for both staff and campers. **STAFF AND CAMPERS ARE NOT PERMITTED TO LEAVE CAMP TO PURCHASE LUNCH.**

### **28. Snacks**

The camp provides snacks for each camper and counselor. It is important that counselors make sure all campers receive snack before taking for themselves in the rare event of a shortage.

### **29. Lost and Found**

All items misplaced during camp will be brought to the Lost and Found, located by the camp Co-Directors office. All campers' names should be clearly tagged on all items he/she brings to camp. ALL CLOTHING MUST BE PROPERLY MARKED. At the end of each week, all lost and found items will be returned, if it is marked. All articles of clothing not claimed will be laundered and sent to a charitable organization. The Lost and Found is open during regular camp days.

\*Many items are left by campers in the locker rooms during swim periods. Please help your campers organize their belongings and return items to their camp bag before exiting the locker room.

### **30. Camp Office**

The location of the camp office is in the parking lot. The camp office is a working office. Therefore, only supervisors are permitted to use the office. Counselors are not to socialize in this area. Camp telephones are not available for personal use, nor can we accept personal calls. If necessary, permission for use of the phone must be obtained from a supervisor.

### **31. Camper Attendance**

#### **Group Attendance**

1. At the start of each day, the counselor or assistant counselor records on the group attendance sheet all children that are present/not present.
2. The counselor gives their weekly attendance roster to the Unit Director every Friday, and they will receive a new attendance roster for the following week.
3. The counselors should inform the Unit Director if a camper is out 2 or more days without explanation so that he/she can contact the family.
4. The office will advise the Unit Director of late arrivals, so they may be recorded on all necessary attendance forms.
5. Early dismissals are allowed with a note from the parent. The supervisor will notify the counselor of any children who plan to leave early. Parents are directed to report to the office to pickup their children. Should a parent approach you to take their child, redirect them to the office or to your Unit Director. A counselor is never to release a camper without the assistance of their Unit Director.

### **32. Camper Disciplinary Policies and Procedures**

All campers bring special needs to camp. These may be based on problems in the home, at school or with peers. As a counselor, you play a big role in the life of your campers and you should view your campers with great empathy, sensitivity, and insight. This demands professional self-discipline and restraint on your part. Of course reasonable limits in terms of activities and behavior must be set to insure the safety and well being of your campers. The enforcement of these limits must be accomplished in a sensitive and consistent manner, always keeping in mind all of the campers' needs. A camper shall never be deprived food, isolated or subject to corporal punishment or physical exercise as means of punishment either by staff or by other campers. Problems will be handled by staff using positive methods and encouraging self-control, self-direction, self-esteem and cooperation.

The following procedures will be followed when behavioral problems such as abusive language or running away from his/her group occur. In case of severe problems and circumstances, the problem should be discussed immediately with the Camp Director and Unit Head. In any situation, the first consideration is for the safety and well-being of all children in camp.

#### **First Step**

**The counselor will try to deal with the problem** by showing sensitivity to the camper's problems, pulling the child aside without disrupting the rest of the group, listening to and helping the camper reach a solution, agree on solution and involving others as necessary. The Unit Head should be notified of the problem. Depending upon the severity of the incident, an accident form may be turned into the Unit Head and Camp Director.

#### **Second Step**

**The Unit Head, counselor, and the camper will deal with the problem, and parents will be notified.** A written notice will be placed on file and a copy given to the Director. The Unit

Head will meet with the child and counselor. They will reach an agreed upon solution, the Unit Head will share the next steps of action with the camper.

#### **Third Step**

**The parent will be asked to come in and discuss the problem** with the Director, the Unit Head, and the camper. The Unit Head must be willing to discuss the

problem with parents and give a sense of the problem and the Camp's position. Written notice on file and next steps are discussed with parents of the camper.

#### **Fourth Step**

Parents asked to come in, and a **one day suspension** from camp is given. We will discuss camp dismissal.

#### **Fifth Step**

**Camper is not allowed to continue in camp** any longer. Refund may not be given for remainder of camp session. In circumstances when at the discretion of the Camp Director, the camper's offense is considered to be endangering to any other camper or staff, the camper will be immediately removed from camp.

We need to sharpen our own sensitivity to the needs of youngsters to be able to give basic, rather than symptomatic treatment to kids with problems. Ask yourself why, considering your knowledge of the camper, is he/she doing X,Y. or Z. Then try to tackle the cause. In any case, do not reject the camper. Remember, **it is the behavior, not the child, that is inappropriate or "Bad"**. Rather emphasize your regard, more by how you act toward him/her than by words. He/she needs your regard and respect more than the well-behaved camper. Setting limits is important and valuable. Firmness, intelligence and good examples will have most of the "give and take" of living together effectively. If problems develop nevertheless, they should be viewed as objectively as possible and discussed with your supervisor, to try to ascertain the underlying causes and to arrive at a program of handling that might be helpful.

Remember that you are not "on your own" here at camp. Your unit head is ready to help. All you need to do is ask. Bring the facts and your ideas to his/her attention, along with your own recommendations and reasons for them. Together you are more likely to arrive at the wisest course of action for the camper. Consultation with the Camp Director is also available, should the situation warrant. Keep in mind that everyone involved in camp is ready to be helpful and glad to serve.

#### **Discipline Strategies**

##### ***When Problems Arise...***

- ❖ Separate camper from the group.
- ❖ Sit with the camper.

- ❖ Ask him/her to identify problem behavior.  
("Why did I separate you from the group?")
- ❖ Be sure they are able to identify the specific behavior.  
("I threw a rock at Josh." Not, "I was bad.")
- ❖ Ask why the behavior is inappropriate/unacceptable.  
(Help them if necessary. "Josh could have been seriously hurt.")
- ❖ See if they have a complaint of their own. It may make them feel less defensive.
- ❖ Establish that specific behavior must stop. The camper will often agree without a major argument.
- ❖ Set up a plan/agreement for the future with a specific consequence for specific behavior.
- ❖ Closure. Stress that the behavior was bad but that the camper is still liked.  
("You're a great kid, but I get angry when I see you hurt someone.")
- ❖ Follow-up. Enforce consequences if necessary. Notice and acknowledge positive behavioral changes.
- ❖ Finally, and perhaps just as important, **catch them doing "good"!**

### Leadership/Effective Leader

1. One who is always prepared
2. Handles problems
3. Gets and holds attention
4. Has alternate plans
5. Cares about the group
6. Handles a group well
7. Knows his children
8. Makes use of the facilities
9. Maintains proper environment
10. Can handle problematic behavior's
11. Knows everyone in the group
12. Can keep order (control)
13. Is always organized
14. Has an interesting program planned (one that appeals to the whole group)
15. Is sure of himself
16. Enjoys his work and working with the people around him
17. Willing to sacrifice his time to any child who needs guidance without completely ignoring others in group

18. Is well liked among the group
19. Is responsible and dependable
20. Demonstrates good teamwork! There is no "I" in team!

### **Ineffective Leader**

1. Isn't patient with the group
2. Has difficulty controlling group
3. Is disorganized
4. Doesn't care and doesn't give of his time
5. Is not prepared

### **32. Staff Disciplinary Policies and Procedures**

JCC Day Camp staff play a significant role in the lives of children. The JCC highly values the role of all staff in dealing with both individuals and groups. The entire camp is designed to provide first and foremost the optimum benefits and growth for campers.

**Therefore, in order to provide the most positive experience possible for campers, we have outlined these roles and responsibilities of our staff.**

- A. Counselors must come to camp dressed appropriately.
- B. Counselors must be prepared to participate in all activities.
- C. Counselors communicate with other staff for the benefit of the campers and the program.
- D. At no time should counselors leave their group without permission.
- E. Counselors carry resource material with them at all times.
- F. Counselors encourage teamwork.
- G. Counselors arrive at camp on time, and allow for any additional preparation time needed.
- H. Counselors should seek out their Unit Head with problems and are encouraged to ask for help as needed (The JCC considers this an asset; none of us can do it alone).
- I. Counselors are familiar with and follow through on all camp policies and procedures.
- J. Counselors attend all staff meetings as scheduled.
- K. A Counselor is responsive to children as individuals, and is understanding of their personal needs and at times their family backgrounds.
- L. A Counselor maintains the safety of children at all times.

- M. A Counselor is a positive role model for all children.
- N. A Counselor ensures a fun and rewarding experience for all campers.

**The following behaviors are not acceptable behavior and will stand as grounds for disciplinary action and/or dismissal and/or a salary reduction:**

- A. Taking free time without permission or leaving children without permission.
- B. Smoking while at camp.
- C. Having or using a cell phone, Ipod or videogame while at camp.
- D. Failure to dress for swimming.
- E. Failure to attend staff meetings.
- F. Leaving camp before the end of the camp day.
- G. Any other offenses that endanger the safety and welfare of the campers or other staff.

**The following behaviors are also not acceptable in camp, and will lead to Immediate dismissal from duties:**

- A. Use of drugs or alcohol at camp.
- B. Physical, mental, or emotional abuse of any kind.
- C. Breach of confidentiality.
- D. Insubordination.
- E. Failure to account for all campers in his/her group at all times.
- F. Sexual harassment of staff or campers.

### **34. A GOOD LOOK IN THE MIRROR**

#### **A DAILY SELF-EVALUATION FOR COUNSELORS**

- Did I greet my kids by name this morning? Did I smile before I spoke?
- Was I on time for ruach? Was my group ready and attentive?
- Did I sit on the ground, lean on a tree, collapse, or stand with my group?
- Did I really listen and make eye contact with my campers and say "Good morning"?
- When the signal for quiet was given, was I? Was my group quiet and attentive?
- Did we get underway quickly or did I stand around for several minutes waiting to chat with a friend or waiting for something to happen?
- Was I concerned for the welfare and participation of each camper?
- Did they have fun during free swim?
- Have I helped organize games or other activities?

Did I involve my campers in the planning process?  
Was the group cooperative at activities?  
Was lunch period enjoyed? Did I check to make sure each camper ate a proper lunch?  
Did all the campers participate in games they wanted to? If not, why didn't they?  
Was I fully prepared for my day? Did I have everything ready that I needed?  
Did we learn something new today?  
Were we on time for swim, lunch, special activities?  
Were there any plans made or questions raised that I should check with other counselors or the Unit Head? If so, when do I plan to do so?  
Did I spend 5 minutes with each camper today?  
Did I participate with my campers at each activity?  
Did we make someone happier today?  
Did I have a really good day?  
How can I make tomorrow better?

### **35. Hints for Counselors During Week One**

- ❖ Study the names of the campers ahead of time. Use their names as often as possible, especially at the start. It helps you and the campers love it!
- ❖ Don't rush the introductions among your group. Children like to look each other over. Have introductory games planned for the first day.
- ❖ Make sure the shy child isn't pushed or crowd into anything. He/she needs time to adjust.
- ❖ Have plenty of ideas about what the group can do together the first day. Change them if need be, but don't be caught short. (For example, name the group, vote on your favorite colors, songs, etc., learn camp songs, talk over the camp traditions).
- ❖ Who are their heroes? Write them down on a poster and see if they change by the last day of camp.
- ❖ In playing games, use group names. Avoid those that involve the choosing of sides or individual contests of wit or strength.
- ❖ Do everything possible to encourage group solidarity. Talk about what we will do, where we'll go etc.
- ❖ Set the stage for camp living by being friendly, interested and courteous. Do not show favoritism.

- ❖ Be quick to recognize special needs, concerns and interests of each camper (i.e., fear of water, shyness, etc.).
- ❖ Talk about camp routines so the campers know what is expected.
- ❖ Deliberately set out to know more about the shy, quiet camper.
- ❖ Don't rush the campers. Give them a chance to get oriented. They need to get the feel of things first before entering activities.
- ❖ When the unit head or specialist wants your group's attention, be the first to quiet down, sit or be still. Your campers will follow your lead.

## **36. Working With Groups**

### **I. Building Relationships**

#### **Love Them One by One**

Build relationships with all your campers from the start. It makes life so much easier later on! Spend at least five minutes a day with each camper.

Find out what makes each kid tick. Some children come from families where it is not OK to share feelings. Still others come from settings where the only way to be heard is to yell or physically intrude.

#### **Love Them Together**

Treat all campers equally. Review the rules and expectations with them in advance. Be sure to differentiate between those that are non-negotiable rules with specific consequences and those that are really expectations of the group. For example, a rule is "don't leave the camp grounds...keep your hands to yourself...stay with the group at all times", etc. Expectations would include "be friends".

### **II. Establishing Expectations**

Review the expectations with your campers. Ask them questions and find out what they expect. For example: "In our group we expect that each person will respect the rights of everyone else" "In our group we value everyone's opinion. No putdowns." "In our group we expect that everyone will help with cleanup."

#### **Love it; Leave It**

Let them know that they are expected to leave the facility as they found it. Set an example for your campers and pick up any trash you see on the site.

### **Safety First**

Let them know that you expect them to behave in a way that is safe for them and others....physically and emotionally.

### **III. Reinforce Positive Behavior**

#### **Catch the Campers Doing Something Right**

Tell them: "That was great, you're being very responsible".

Do not reward behavior that you want to disappear. Distinguish between an incident and a pattern. If it happens just once, don't ignore it, but take it easy. If it's part of a pattern, let the camper know what you are seeing and why it is unacceptable behavior. It is important to keep your division head informed about problem campers.

#### **Don't Get Trapped**

Help them deal with their behavior and not anyone else's. When helping them take responsibility or their actions, let them know that you're interested in how they behaved and not who hit whom first. Discuss with them how they could have handled the situation differently (without hitting, cursing, etc.). Take care of other campers once you have dealt with this camper. If you feel yourself losing control (raising your voice, the overwhelming desire to curse, etc.) remove yourself from the situation and have another counselor take over or tell your camper you will discuss the situation when you both calm down. Feel free to ask for help from your unit head. Asking for help is not a sign of weakness. Knowing when to ask for help is certainly a strength.

### **IV. Use the Group**

Be an active member of the group, but not one of the kids. Participate, observe and intervene when needed.

#### **Difference is OK**

Consensus is not necessary. The goal of camp is to help campers grow, and one grows through learning to deal with differences. To feel good about oneself means knowing that it's OK to be different. Encourage different thought. Help your campers deal with each other by being open and straight with each other. Listen for opportunities to have group members reinforce each other in their differences.

## **V. Use Yourself**

**Down Time, In Between Activities:** Your physical presence is the best preventative medicine. If you are actively involved with your group, you will be more aware of problems that may arise. Be aware that incidents are more likely to flare up while walking down a path, stopping for water, or just "hanging out" than at structured activities. Singing on the way to and from activities is a great way to avoid restlessness and boredom that may lead to disruption.

### **Set the Pick**

Often your body is all that is required to head off fights. Like in basketball, you can "set a pick", place your body between the campers who have the least control over their behavior.

During all activities you should sit in the middle of the group. Do not isolate yourself by sitting at the head of the table at all times or by sitting at a different table from your group. Being in the middle of things will reduce the potential for fighting. At large gatherings make sure you are sitting with your campers. You will notice that your group is much calmer with you there.

### **Describe the Behavior**

Avoid judgments, assumptions, and unclear messages. Don't tell a camper that he/she is "bad"; let them know that their behavior at that moment is unacceptable. Tell the campers that it is OK to be angry, but it is not OK to hit. Discuss with them different ways to react. Remind them that they can control their behavior and that they can choose how they will react.

### **Role Model**

Campers are looking at you as they work on their own values. They look up to you and will copy your behavior. Know your strengths and weaknesses and be aware of their impact on your campers. Most importantly, Have Fun and let it show. If you're smiling and having a good time, chances are your campers will too. Camp is not "Hebrew School" but there will be a lot of Jewish content and Hebrew vocabulary used daily. Be part of this informal learning experience. The kids are looking for your reaction.

### **Leadership Principles**

All the preparation in the world will not fully prepare you for that first day with your campers! Similarly, all the preparation in the world will not give you the sense

of excitement and exhilaration you will get when you hear them laugh, cry, become bold or shy when you least expect it! Campers come in all different sizes, shapes and personalities, but they have two common features-these campers are people and ;you are their counselors!

As people, each of your campers is a product of many experiences that build upon each other to create the personality of the campers. Each camper will be profoundly affected by everything that happens here at camp.

The counselor's preparation for camp should include learning that each situation is unique and should be handled with a leadership approach that is appropriate to that specific situation. Sensitive leadership is carried out by all sorts of people with all sorts of styles and approaches. If you practice the PRINCIPLES of sensitive leadership, your own style will evolve naturally.

The result of your efforts will be the miracle of watching the campers grow before your eyes!

#### **Principle of sensitive Leadership**

- **Empathy** is a key concept in leadership of a group. This entails being aware of what is going on in the minds of each individual in your group and placing emphasis on their personal growth through the medium of the activity. Don't teach the square knot (the skill), teach the child (the person).
- Check to make sure that basic needs are met before **expecting a group to work at a higher level**. For example, proper dress, proper food and rest, proper instructions, properly getting acquainted with others must occur before you can expect the group to cooperate in its first group or overnight trip away from home.
- **Good leaders anticipate**. They look ahead to see what can go wrong and what can go right with an activity and try to guide the activity so that the end result will be positive for all concerned.
- **Good leaders give a lot themselves**. Sometimes, they give through instructions and guidance to the group and to the individuals; sometimes, they give by following the individuals and the group; sometimes, they give by listening actively and by receiving information.

- **Being creative in leadership** means attempting new ways to meet the learning needs of you group. **Creativity** in leadership is ongoing. "The best idea has not yet developed!"

### **Group Cooperation**

1. Systematize procedures and give definite responsibilities to campers.
2. Develop a desire and liking to carry out responsibilities.
3. Try to develop pride in group, unit and camp.
4. Give every camper an opportunity to carry out different responsibilities - rotate duties.
5. Supervise camper duties; don't expect perfection from youngsters. Correct mistakes in a constructive manner. Youngsters resent scolding, shouting and name-calling. You get a better response by being gentle.
6. Youngsters are great imitators; bad habits will be imitated as well as good habits. They learn by your example.
7. Changing procedures often confuses youngsters. Good habits can be developed only if campers are given the opportunity to repeat them over and over.
8. Whenever a group is scheduled to go to a total group activity, the counselors are to accompany them.
9. Have campers learn to respect you. Learn what they like best about you and demonstrate that "best" as often as you can.
10. Be "one of the kids" but do not let them take advantage of you and "run all over you".
11. Prompt arrival at an activity ensures the fullest use of the time allotted for that activity. Try to adhere to the time schedule set up. Your interest and enthusiasm is contagious.
12. Counselor participation in all activities is expected. Campers admire the counselor who performs well.
13. Don't take it for granted that every camper is a good ball player, can swim well, is an artist, etc. It is the responsibility of the counselor to instruct where instruction is needed, to help if asked, and to encourage and compliment sincerely.
14. There are some scheduled activities that may be of little interest to you. Remember that activities are planned for campers, not the counselors. Try to get into the spirit of every activity to which you are scheduled.
15. Use the camp administrative staff, including unit heads and specialists for help with your problems. Your unit head is a valuable resource; make use of their expertise.

### **37. What Works With Adolescents**

- **True Responsibility** - A sense of contributing; directly helping out an admired authority; making a true difference
- **Respect** for who they are
- **Respect** for their need for privacy
- **Respect** their need for emotional distance; we must cultivate two relationships with teens:
  - one that is individual
  - one that is in the context of their peer group
- **Having Some Say** in their program/fate/program design
- **Food**
- **Tax Free Feedback** (without humiliation, embarrassment, infantilizing; done away from peers if possible)
- **Reassurance** (with special care not to infantilize)
- **Sense of Humor** (not aimed at them)
- **Predicting Success** - pointing out your belief in them/their ability (in a non-embarrassing way; in a way that doesn't make them feel "small")
- **Strength Confrontation** - pointing out their strengths (without embarrassment)
- **Opportunity to "repair" mistakes**, especially with regard to their judgment and in their relationships
- **Some Separate Time:** Boy Time/Girl Time (in co-ed situations)
- **Program** or activities perceived as substantially different from those of younger children
- **Mile-Stones** or "markers" - privileges and activities that come progressively as they get older
- **Moral Reasoning** typical of this period: "If the group thinks you're nice, then I'll listen to you."
- **Opportunity to joke** around with an admired adult (as long as fun is not at their expense).

#### **Confrontations**

- 1) Accept their right to talk
- 2) Avoid "Traps" and "Bait"
- 3) Accept that they do, indeed, have ultimate control over themselves....("You can't make me...")
- 4) State your position - **HOLD YOUR GROUND**

38.

# JUST A REMINDER

If you are purchasing food to  
Bring in for your group for a  
Special occasion, please  
Remember that the food must be  
KOSHER.

The following symbols are the  
Only ones that are acceptable:



### 39. **HEBREW VOCABULARY AROUND CAMP**

Activities	Pi-oo-late
Arts & Crafts	Oh-ma-noot
Camp	Machaneh
Dance	Ree-kood
Drama	Hatsagoat
Hebrew	Ivrit
Kosher Cooking	Beshool-kasher
Music	Moo-si-ca
Nature	Tevah
Pool	B'racha
Sport	Sport
Good Morning	Boker-tov
Children	Yeladim
Please Be Quiet	Sheket Bivakasha
Name	Ohem
One, Two, Three	Echad, Shtayim, Shalosh
Group	Kyutzah
Lunch	Aruchat Tzaharayim
Thank you	Todah Rabah
Until We Meet Again	L'hitraot
Clubs	Chugim
Singing	Shirah
Songs	Shirim
Friend (Male)	Chaver
Friend (Female)	Chaverah
Friends	Chaverin
Counselor (male)	Madrich
Counselor (female)	Madricha
Hello/Goodbye/Peace	Shalom
Day	Yom
Field	Migrash
Ball	Kador
Hike	Teyul
End Of The Day	Sof hayom

## 40. WORDS OF ENCOURAGEMENT

\*Wow, \*Way to Go, \*You're Special, \*Outstanding, \*Excellent, \*Great, \*Cool, \*Well Done, \*Remarkable, \*You Make a Difference, \*I Knew You Could Do It, \*I'm So Proud of You, \*Fantastic, \*You're Super, \*Nice Work, \*Looking Good, \*You're on Top of It Now, \*Good, \*You're Flying, \*Super, \*You're Catching On, \*Now You've Got It, \*You're Incredible, \*You Did It, \*You're Fantastic, \*You're A Joy, \*How Nice, \*Let's Try Again, \*Dynamite, \*You're a Winner, \*Good Job, \*Great Work, \*Marvelous, \*You'll Make It, \*You're Precious, \*Great Discovery, \*Bingo, \*You're Making Progress, \*Hip, Hip Hooray, \*Superb, \*Spectacular, \*Terrific, \*You're Sensational, \*I Like Your Work, \*You Care, \*Good Work, \*Exceptional Performance, \*Fantastic Job, \*You're Responsible, \*You Tried Hard, \*What an Imagination, \*I Trust You, \*You're Important, \*You're a Great Friend, \*You've Got A Friend, \*You Make Me Laugh, \*You Brighten My Day, \*Look How Far You've Come, \*You're a Treasure, \*That's the Best, \*I Know You Can Handle It, \*You're Growing Up, \*Outstanding Performance, \*I Respect Your Judgment, \*You're on Your Way, \*You're a Real Trooper, \*You're Making Progress, \*I Like the Way You Handled That, \*I Knew You Could Do It, \*Hurray For You, \* I Love You, \*That's a Step In The Right Direction, \*How Smart of You, \*Good for You, \*You Mean a Lot to Me, I Like You, \*What A Good Listener, \*Be Persistent, \*Don't Give Up, \*You're the Best, \*I'm Impressed