



Medford Lakes Colony Camp Staff Handbook

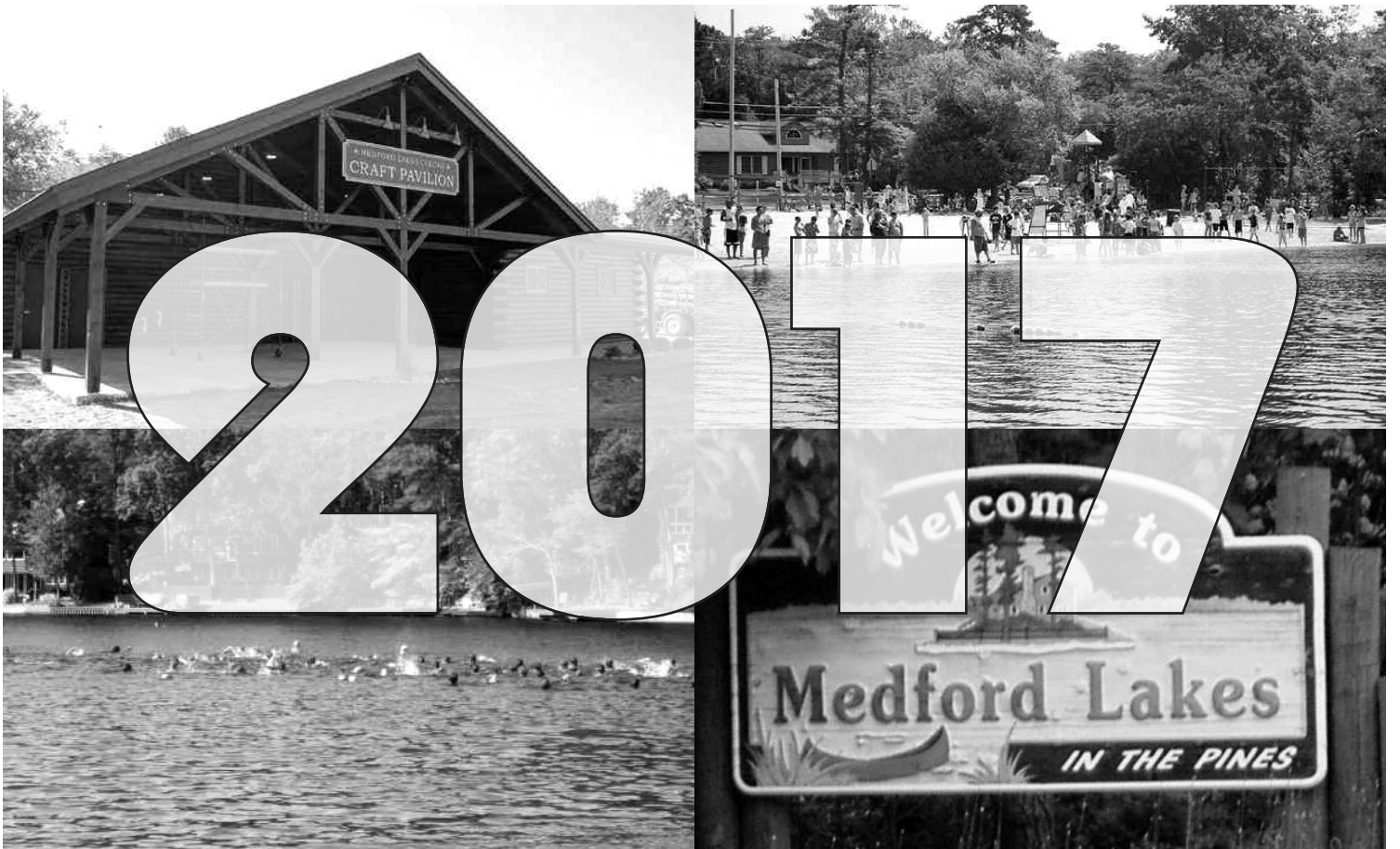


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A.

Introduction and Welcome

Welcome to the Medford Lakes Colony Summer Camp Staff. As a staff member, you are joining a long list of people who, since 1929, have dedicated their time to provide a safe, fun-filled and enriching experience for the children and grandchildren of Medford Lakes' Colonists. Many of our staff return to Medford Lakes Camp each summer because they love working in a camp atmosphere where they help mentor children and act as positive role models. If we have hired you, we trust that you will maintain and enhance the Medford Lakes Camp experience.

This handbook has been prepared to give to you the knowledge necessary to become an effective and responsible director/counselor. ***We expect you to read this handbook thoroughly before the first day of camp so that you know the policies and procedures of the Medford Lakes Colony Camp.***

1. Camp History

Medford Lakes Summer Camp began in 1929 as an athletic camp for the children of "Colonists", (i.e. Medford Lakes residents who pay annual dues). It was and still is a perfect spot for summer camp. Utilizing the beaches, lakes, playgrounds and the Pinelands, in which the town was originally built, camp takes place throughout and within Medford Lakes proper (with the exception of the 8th grade canoe trip). In the early years, most residents were seasonal and camp was an all-day event that ran from July 4th to Labor Day. Today, although the camp is only 4 weeks, it remains a private camp for Colonists.

2. Bronze Shield Recipients (BSRs)

The goal of every camper is to obtain his/her bronze shield, which represents 9 years of successful achievement in camp. A wooden plaque fashioned after the Medford Lakes' traditional emblem is presented at the completion of the first camp year. After each succeeding year is completed, a portion of the shield is painted and/or decorated to denote the year completed. (See Progression Below) Upon completion of 9 years of successful attendance and commitment, the camper receives a Bronze Shield, with his/her name engraved and attached to the wooden shield. The Bronze Shield is awarded to the proud recipient in a community ceremony and Bronze Shield winners are displayed on the walls of the Vaughan Community House.

Bronze Shield Progression:

Year 1 = Basic Wooden Shield with decal and Name

Year 2 = Upper right quadrant painted white

Year 3 = Upper left quadrant painted orange

Year 4 = Lower left quadrant painted yellow

Year 5 = Lower right quadrant painted green

Year 6 = Upper right quadrant decorated with 4 stars

Year 7 = Upper left quadrant decorated with 4 stars

Year 8 = Lower left quadrant decorated with 4 stars

Year 9 = Lower right quadrant decorated with 4 stars; the parameter of the shield is painted in black and a bronze cover is ordered for the camper and placed in the middle of the shield by the Medford Lakes Colony maintenance staff. The shield is then presented to the camper at a special ceremony in the Fall. Dates are arranged by the Camp Directors.

It is important to note that traditionally, “BSRs” are considered campers and not staff. However, they are expected to help staff and act as “Counselors-in-Training”. Those that demonstrate outstanding skills and leadership qualities may earn the title of “BSR of the Year” which in turn provides a guaranteed position on the camp staff the following year. Those campers entering the 9th grade who have not completed enough years to earn their bronze shield are still considered BSRs but may not be awarded “BSR of the Year.”

3. Camp Overview

a. Structure

Since the late 1950's camp enrollment increased so much that camp was split into two groups: Upper and Lower camp. This structure remains today. Both camps operate from 8:30am to 1:30pm. Lower camp is conducted on Hopkins Field and utilizes the Nokomis School classrooms and Beach 3 for swimming. Lower Camp is designated for those children entering 1st through 4th grade. Upper Camp is designated for campers entering 5th through 9th grade. It is centered on Brooks Field, where opening ceremonies are held. Nearby, tennis courts and hard courts are used for games and archery is on the back field. The Craft Pavilion and Vaughan Community House are used for art and the infirmary, as well as camp storage. Beach 1 is used for swimming, Area 2 for canoeing and Area 5 for games and special activities.

Camp dates are determined by the annual Medford Lakes Canoe Carnival which is always the first Saturday of August; camp ends on a Friday, a full week before the carnival, so one must count back 5 weeks from the annual event to know the start date of camp. If July 4th falls on a Monday-Friday, campers and staff are given the day off.

Preschool camp, for potty-trained campers ages 3-5, is held in Neeta School from 9am to 11am during the 2 middle weeks of Upper and Lower Camp. Staff hired for that camp are also subject to the rules and regulations as outlined in the Personnel Standards of this Handbook.

b. Organization and Responsibility

The following information gives the chain of command for paid camp employees, as well as a general description of the responsibilities of each position. All paid employees' job descriptions have been agreed upon by the Medford Lakes Colony Board and Camp Council. Camp Council is a body comprised of: paid camp employees, volunteer board members and the colony at large. Any further authority required that is not expressly outlined in the specific job descriptions will rest with the Camp Council for a determination.

Full job descriptions are attached in Appendix A.

- **Recreation Manager** – reports directly to the Medford Lakes Board of Directors and Camp Council and provides oversight of all camp activities to ensure compliance with the NJ Youth Camp Standards.
- **Camp Directors (3) Upper, Lower, Preschool** – report directly to Camp Council and serve in a supervisory capacity in their area of camp. They are responsible for hiring, firing, training of their staff and ensuring all staff is familiar and in compliance with this handbook.
- **Senior Counselors** – report directly to their Camp Director and provide direct leadership to a group of campers as determined by the Camp Director. Supervision of Jr. Counselors is required.
- **Specials Counselors** – report directly to their Camp Director and are expected to serve in a specialized capacity (requiring specific skills, training and/or experience). Supervision of Junior Counselors is required. Specials Counselors include: Waterfront (Swimming and Canoeing), Archery, Tennis, Games, Art and Music.

- **Junior Counselors** – report directly to the Senior Counselor and provide program support to senior staff. Junior Counselors are expected to fully participate in every activity of the group he/she is given, help keep campers on task and help to provide a well-structured, safe, and fun environment while modeling enthusiasm and desirable behavior by offering assistance wherever needed.
- **Mainstream Companions** – report directly to the Camp Director and are trained to provide individual support to one or more children with disabilities. The responsibilities focus on helping a camper or campers with disabilities or special needs participate in every aspect of camp to the fullest extent possible. This person generally has a higher skill level than an ordinary junior counselor in order to meet the needs of a more challenging camper.

B. Personnel Standards

1. Conditions of Employment:

a. **Paperwork:** ALL Paperwork listed below is required to be submitted into the Colony Office **BEFORE** an employee can begin working. All paperwork is available in the Colony Office:

- W-4
- I-9 (2 forms of ID required or U.S. Passport)
- Working papers (under 18)
- Background Check (over 18)**
- Signed Contract**
- Signed Physical Form**

** Background Checks, Contracts and Physical Forms must be completed **EVERY** year that you are employed at camp. School employees' credentials may be substituted for the Background check.

b. **Handbook and Training:** ALL Counselors must familiarize themselves with this Handbook **AND** attend Training. The affidavit attached as Appendix B must be signed by all Counselors.

2. Employee Expectations:

- Always act appropriately. As an employee of Medford Lakes, you represent the camp and the community.
- Be safe. Safety of campers is the #1 priority.
- Camp is only 18 days; you are expected to be able to work all days.
- Be on time. Camp operates from 8:30 am to 1:30 pm Monday thru Friday. You are expected to be on sight by 8am and remain until the last camper leaves or is picked up at the end of the day.
- You may not work any other temporary position for the Colony that would cause your work hours to go beyond a total of 40 hours per week, even if there is no conflict in time. For example, you may not lifeguard if this work puts you over 40 hours when combined with the camp position.
- You attend any meetings as deemed necessary by your supervisor.
- If you are hired as a Specials Counselor for Waterfront or Archery, you will be required to hold additional certifications as outlined in the job descriptions.
- You are never permitted to leave camp during the camp day unless sanctioned by your Director.

- You must be with your group at all times and be aware of their location.
- As a Junior or Senior Counselor, you are expected to eat lunch with your group.
- Keep Directors informed of any equipment needs or repairs.
- Be active participants; be enthusiastic.
- Get to know your campers but do not show partiality. Remember, not all campers live in Medford Lakes.
- Respect all.
- Be firm but not bossy.
- Do not use any verbal or physical punishment.
- Do not use any profanity.
- Do not use cell phones during camp unless there is an emergency.
- Do not have any visitors, friends or family at camp.
- Keep equipment, supplies and areas in top condition.
- Never speak unfavorably about camp policies or another counselor in front of campers.
- Do not argue or disagree with another counselor in front of campers.

3. **Program Planning:**

Certain Staff members, i.e. Directors and Special Counselors, are responsible for planning and delivering age appropriate program activities. The Camp Directors must develop a plan of daily activities for the entire camp. Special Counselors such as the Waterfront Counselors must have plans to assess and group all levels of campers and develop appropriate activities for each group. Example curriculum plans are provided in Appendix C. The plans should foster camper participation and leadership opportunities.

4. **Camp Policies:**

a. **Dress Code**

Because *you* represent Medford Lakes Camp to the campers and their parents, you are expected to dress in neat and clean clothes every day. Staff shirts are to be worn at all times with comfortable shorts or pants. The regulation staff shirt may not be altered in any way or tucked up to reveal the midriff. It is important to remember that campers are impressionable and look to you as a role model. Parents may attend certain events, such as swim races. If a parent is offended by your appearance, they may not be comfortable sending their child to camp.

Sneakers, with a closed toe and heel, are also to be worn. Sandals or bare feet are considered inappropriate unless you are in the water.

Jewelry should be kept to a minimum. It is unsafe to wear dangling or other jewelry that could catch on something, such as earrings, nose rings, or necklaces.

b. What Not to Bring to camp

You are responsible for any personal possessions that you bring to camp that are lost, stolen, or damaged. The following items should not be brought to camp:

- Any substantial amount of money
- Electronics (hand-held gaming devices, iPods, etc.) Although you may have a cell phone at camp, you may ***NOT*** use it for personal use while you are on duty with campers.
- Expensive clothing, jewelry, or accessories
- Alcoholic beverages, illegal drugs, and tobacco are not permitted. Counselors are not permitted to be under the influence while at camp or at any camp sponsored event. Failure to follow this is grounds for immediate dismissal.
- Weapons-defined generally as any implement that can cause bodily harm, including (but not limited to) knives, metal knuckles, nun chucks, guns, rifles, or other firearms, as well as any object used as a weapon. Except for law enforcement officers, no person shall carry or possess a weapon of any kind on Medford Lakes property while attending camp.

c. Absences

Camp operates for only 4 weeks in the summer. It is therefore expected that all staff hired will be there every day. It presents a hardship to other staff members when someone is absent from camp. The only legitimate reason for an absence is if the staff member is ill or if there is a dire family emergency. Staff is not paid for any time not at camp.

d. Traveling to Activities

Counselors need to ensure that their entire group gets from one activity to another on time and in a safe and efficient matter. When traveling by bike or walking, a counselor should be in the lead, one counselor in the middle of the group and one counselor in the back of the group. Counselors need to make sure that they leave one activity area to get to the next activity taking into account how long it will take their group to transition from one place to another. The location of the activity as well as the age of the camp group will influence the schedule.

e. Fraternalization

Overt demonstration of affection in anything other than a tone of platonic friendship is prohibited at camp. Camp is a social environment, but appropriate behavior is expected at all times. Campers emulate counselors and your job is to demonstrate exemplary behavior.

f. Food Allergies

Staff should not bring any food to camp to be given to campers. All campers are to bring their own lunch from home. As a counselor, you must be cognizant of all food allergies in your group. You need to make sure that campers with allergies avoid contact with their allergen. For serious cases, campers may need to sit in a separate area in order to ensure they do not come in contact with the allergen.

g. Parental Interaction

All communications between camp and parents is the responsibility of the Camp Director. Any communications received by any counselors are to be turned over immediately to the Camp Director. Counselors may not send home any letters, memos, etc. not authorized by the Camp Director. IF the Senior Counselor has any doubt as to whether the Camp Director should be notified, the rule of thumb is to notify the Camp Director. You will never be criticized for supplying too much information.

h. Privacy

Medford Lakes has no interest in policing the private lives of the staff, and yet, with increased technology and public access to the Internet, the line between one's private life and public life become blurred. Medford Lakes must respect the privacy of the staff and the campers. This means:

- Never discuss personal aspects of any camper or staff on blogs, social networking sites or with any individuals who do NOT “need to know”. Staff needs to be mindful and respectful of our camp community and never disclose or discuss confidential or proprietary information.
- Never use the internet as a vehicle for gossip, to spread rumors or speak in a derogatory manner about Medford Lakes Camp, campers, or staff.
- Never accept a campers’ “friends” request on internet sites. You should not be engaged in any on-line relationship with campers during camp. Any out of camp relationship between staff and campers needs to be initiated by and supervised by the parents of campers.
- Staff must never post, tag, or publish a picture or a video of a camper via internet, cell phone, e-mail or instant message. Photographs and videos taken at camp are the property of camp and only to be used by the camp.

Any confidential information you have regarding campers MUST remain confidential. This includes any medical information.

i. Sexual Harassment

Every employee has the right to work in an environment free of all forms of discrimination, and sexual harassment is a form of discrimination that is illegal under federal, state and local laws. Medford Lakes has a zero tolerance for sexual harassment.

Sexual harassment is defined as verbal or physical conduct that includes:

- Unwelcome sexual advances;
- Requests for physical conduct of a sexual nature; and
- Any written, verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Any employee who is subjected to sexual harassment, witnesses it or has knowledge of it should immediately bring the matter to the attention of his/her Director.

5. Performance Assessment

All Junior Counselors will receive a written performance assessment from their Senior Counselors which will be supplemented by informal day to day feedback. Senior and Special Counselors will be assessed by their Camp Director. The Camp Directors will be assessed by Camp Council based on overall feedback received by staff, parents and the Medford Lakes Board.

The assessment becomes part of each employee's employment record and is the basis for continued employment with the Medford Lakes Camp. The Performance Assessment is attached as Appendix D.

6. Non-Compliance/Termination of Employment

Working in Medford Lakes Camp is a highly responsible position involving the safekeeping of children. Medford Lakes demands a high standard of conduct from its staff. Failure to comply with the policies and procedures described in this handbook is taken seriously and disciplinary action will result. The camp directors will use the staff action report (See Appendix E) to document situations and to provide coaching for improvement.

The following actions will be cause for **IMMEDIATE** dismissal:

- Use of drugs, alcohol or tobacco
- Carrying a weapon
- Physical, mental, or emotional abuse of any kind
- Breach of confidentiality
- Insubordination
- Sexual harassment of staff or campers
- Failure to account for all campers in his/her group

C. Facilities and Maintenance

The Medford Lakes maintenance team works hard every day to ensure camp is pristine. Staff and campers need to work with them to help keep the camp clean and orderly. Take pride in camp and help maintain the beaches and grounds and encourage campers to do the same.

Lunch needs particular close supervision with regard to garbage. Make sure all lunch areas are kept free of garbage so unwanted animals are not attracted. At the end of lunch, encourage all campers to gather up their trash and be sure to show them where the garbage is to be placed. There are numerous garbage cans and recycling bins throughout camp. PLEASE USE THEM!! Before leaving the area, ask your campers to police the area for trash.

Camp staff is responsible for the care and usage of the camp facilities, i.e. Vaughan Community House, the Craft Pavilion, Nokomis and Neeta Schools. Care must be taken to avoid damage or waste. It is your responsibility to ensure that these facilities are left clean and orderly at the end of each day. At the end of camp, everything, such as Art and Supplies are to be removed, inventoried, if appropriate, and returned to the camp storage area.

D. Supplies and Equipment

The Directors and Special Counselors, i.e. Waterfront, Art, Archery, Tennis, Games and Music Counselors, are responsible for all equipment and supplies for the current camp year. Prior to the start of camp, Special Counselors should inventory and inspect these supplies and equipment and inform the Director if additional items need to be purchased. For example, Swimming will require kick boards and noodles; canoeing requires canoes, paddles and life vests, art will require numerous items for various crafts, cardboard boats will require cardboard and packing tape, etc. Therefore, it is imperative that each Special Counselor understand the program that he/she is running and is aware of the supplies and equipment needed. ***DO NOT WAIT UNTIL CAMP STARTS TO REALIZE YOU NEED KEY COMPONENTS TO RUN YOUR ACTIVITY!!!***

Everything must be prepared in advance of the activities as follows:

- Secure all supplies and equipment and put them in a place prior to camp where you know you can get to them.
- Ensure all equipment is safe for use, such as canoes and archery supplies
- Label items if needed, such as borrowed lifejackets
- For ART:
 - Order well in advance for any activities you have planned. Art Counselors have a yearly stipend for art supplies; credit cards are available in the Colony Office
 - Put supplies in order, with proper amounts ready for the planned activity
 - Check paint for shields to ensure paint is still usable from prior years. If not, get paint the first week of camp. Do not wait until it is time to paint the shields.

At the end of each camp day, inspect all supplies and equipment for possible repairs and replacement.

Share craft and activity ideas at meetings to help newer counselors prepare.

On the last day of camp, inventory and neatly replace all equipment and supplies as instructed by your Director.

E. The Camp Day

1. A.M. Arrival

- Staff should arrive on bikes by 8:00 am; Lower camp begins behind Nokomis School; Upper Camp begins on Brooks Field.
- Campers should arrive on their bikes to begin camp no later than 8:30 am.
- Counselors should greet the campers and show them to their camp group. This is especially important during the first few days of camp.
- Counselor(s) for each group will be expected to take attendance every day. See Appendix F for an example of the attendance record. This record is extremely important, especially when working towards a Bronze Shield.
- All counselors must also sign in every day.
- Once a camper is signed in, you are responsible for the health, safety and welfare of your group. (Directors and Senior Counselors will divide the groups into appropriate numbers.) It is imperative that you know where **your** campers are and what they are doing at all times. Failure to do so will be grounds for release from employment.

2. The Daily Schedule

- The Directors will determine and distribute the daily schedules. Usually, it is a rotating schedule with special activities and events built into the daily routines.
- It is your responsibility to know the schedule and to get your group to the designated area safely and on time. Campers will get from one activity to the next via bike. Counselors should be evenly distributed among the bikes, with one Counselor leading, one Counselor behind the group and another Counselor within the pack of the campers. Many times, there will be issues with the bikes that may require a Counselor to help or remain with a camper.
- All campers will go to the designated beaches once a day for swimming. Counselors are responsible for ensuring that campers retrieve any items on the beaches before they leave and that beaches are left clean.
- Counselors are expected to participate in all activities with their group, even when they are taken to a Specials Counselor, such as swimming.

3. P.M. Dismissal

- Camp ends at 1:30 pm and campers should never be dismissed before that time.
- When releasing a camper, ALWAYS follow these procedures:
 - Become familiar with your campers' rosters (before camp starts) to get to know their health concerns and dismissal preferences. If they are to be picked up by an adult, get to know these individuals. The first day or so, you may have to ask for an id.
 - Only deviate from the roster information for pick up if the authorizing parent has provided a written change in the pick-up procedures.
 - If you have any doubts, take time to check further, even calling the parent before releasing the child.

4. Inclement Weather Dismissal

If there is a need to close camp before 1:30 pm due to inclement weather, counselors must follow the same dismissal pick up procedures, i.e. if a camper is to be picked up or met by a parent, that parent must be there before a camper can be released.

If camp is closed while you are at an activity and away from Nokomis School (Lower camp) or Brooks Field (Upper camp) and you have campers that are not allowed to ride home on their own (and parents have not yet shown up), take your campers back to the appropriate meeting places (Nokomis School for Lower Camp and Brooks Field for Upper Camp). Both locations will provide shelter from inclement weather.

** If severe weather occurs before you can get your campers back to these locations, seek shelter and notify your Director, via cell phone, where you are.

5. Late Pick-Ups

If parents indicate that they want to pick-up their camper, they are expected to pick-up their children on-time. When a parent or guardian is late, one staff person must stay with the camper. This is usually the Camp Director. After 10 minutes, the emergency contact will be used to request an immediate pick-up. If there is no answer after 30 minutes, local police will be contacted.

F. Waterfront Activities

1. Swimming

Swimming may be the single most important activity that occurs during camp. For many, it is the most enjoyable activity, but may also be the most dangerous activity. Medford Lakes Camp has a long tradition and commitment to seeing all campers progress through the swim program and become stronger, more confident swimmers. This is not only the task of the swim staff, but must also be a goal of the counselors.

a. Guidelines for Swim Staff:

- i. The Head Swim Instructors must have the qualifications as outlined in the job description in Appendix A including the dark water and CPR certifications.
- ii. A minimum of waterfront staff/lifeguards to camper ratios are outlined in Appendix I. Note, this is only the minimum requirement.
- iii. Prior to the start of camp, the Head Swim Instructors must inspect all equipment i.e., noodles, kick boards etc. to ensure enough working equipment is on hand at the start of camp.
- iv. The Head Swim Instructors should routinely inspect equipment and supplies for needed replacement
- v. The swim staff must have emergency contact numbers on hand and be aware of any health concerns or restrictions for all campers.
- vi. Attendance must be taken at the start and end of the swim activity.
- vii. The swim staff will be expected to be in swimsuits with shoes off and in readiness to perform a basic water assist.
- viii. Campers must be initially assessed as to their swim level. Non-swimmers or poor swimmers will be restricted to shallow water during a swimming activity. Additional assessments should be given often to mark the progress of campers.
- ix. A buddy system must be implemented to pair campers with similar swimming abilities. This system should be explained to all campers and staff on the first day of swim. See Part I – Security and Safety – for further discussion
- x. The Head Swim Instructors must develop an instructional program that will encourage and measure progress. (See examples in Appendix C.)

- xii. The Head Swim Instructors may also develop a free swim program that will encourage constructive competition and play.
- xiii. Swim safety rules must be discussed on the first day of camp BEFORE campers enter the lake.
- xiiii. Any injury or accident must be reported to the Camp Director immediately and an incident report must be prepared. (See Appendix G)
- xv. A First Aid Kit and cell phone must be available for use in the event of an emergency.

b. Guideline for Senior/Junior Counselor Staff:

- i. Although camp is mandated to have certified dark water lifeguards on the beaches during swim, camp staff is still expected to provide additional assistance to ensure that campers follow safety guidelines.
- ii. You are on duty at all times while at the lake. It is required that there is one designated watcher for every 25 swimmers or fewer and that means that the responsibility of the camp staff is to support the efforts of the lifeguards. **In other words, waterfront time is not a break or for general socialization with other staff!**
- iii. The swim staff will have their full attention devoted to the campers. Be aware of the swimming skills being worked on in your group and provide help if asked by the swim staff.
- iv. During swim, counselors should monitor campers who are not swimming. All campers are expected to swim. IF a camper is not swimming due to a known medical reason, he or she should be seated in the pavilion and engaged in an alternate activity.

2. Canoeing

The Medford Lakes Camp has a long tradition to see campers, starting in the 5th grade, learn to canoe. The canoeing activity is held on Lower Aetna Lake at Area 2.

Any time a camp participates in a watercraft activity, e.g. canoeing, the NJ regulations require additional precautions be in place to ensure optimum safety for all campers and staff. (See a. below) This includes having a certified dark water lifeguard present during all canoeing activities.

a. Boating Safety Guidelines:

- i. All campers and staff MUST wear life jackets while on the lake.

- ii. A lifeguard should be in a lifeboat or rescue craft on the water while another Senior Counselor is observing the canoeing activity from a vantage point on the shore.
- iii. The lifeboat or rescue craft shall be capable of supporting 2 adults.
- iv. The lifeboat or rescue craft shall be equipped with a rescue ring or similar device, which is attached to a minimum of 25 feet of rope.
- v. Splashing of campers is NOT allowed in your boat or other boats.
- vi. Bumping into other boats is NOT allowed.
- vii. Passing of counselors or campers from one boat to another while on the lake is NOT allowed.
- viii. Throwing sticks or any debris into the water is NOT allowed.
- ix. At least one counselor MUST go boating on the lake with their group.

b. Guidelines for Canoe Staff:

- i. The Head Canoe Instructor must have the qualifications as outlined in the job description in Appendix A including CPR certification and certification by a national organization, e.g. American Red Cross.
- ii. Prior to the start of camp, the Head Canoe Instructor must inspect all canoes for safety.
- iii. Prior to the start of camp, the Head Canoe Instructor must inspect all life vests to ensure enough vests are on hand at the start of camp and they are all in good condition.
- iv. The Head Canoe Instructor should routinely inspect equipment and supplies for needed replacement
- v. The canoe staff must have emergency contact numbers on hand and be aware of any health concerns or restrictions for all campers.
- vi. Attendance must be taken at the start and end of the canoe activity.
- vii. The canoe staff will be expected to be in swimsuits and in readiness to perform a basic water assist.
- viii. Campers must be initially assessed as to their canoeing level abilities. Additional assessments should be given often to mark the progress of campers.
- ix. Canoe safety rules must be discussed on the first day of camp BEFORE campers use a canoe.
- x. Those in Upper Camp for the first time, either 5th graders or new campers, MUST be trained in canoe safety procedures and basic canoeing skills BEFORE they get in a canoe.
- xi. The Head Canoe Instructor must develop an instructional program that will encourage and measure progress. See Appendix C – Curriculum Examples.

- xii. The Head Canoe Instructor may also develop a program that will encourage competition.
- xiii. Any injury or accident must be reported to the Camp Director immediately and an incident report must be prepared. (See Appendix G)
- xiv. A First Aid Kit and cell phone must be available for use in the event of an emergency.

c. Guideline for Senior/Junior Counselor Staff:

- i. You are on duty at all times while at the lake. The overall ratio of one staff on duty for every 10 campers will be in effect during the canoe activities.
- ii. The responsibility of the camp staff is to support the efforts of the lifeguards, the Head Canoe Instructor and the canoe staff. **In other words, waterfront time is not a break or for general socialization with other staff!**
- iii. The canoe staff will have their full attention devoted to the campers. Be aware of the canoeing skills being worked on in your group and provide help if asked by the canoe staff.
- iv. During canoeing, counselors should monitor campers who are not swimming. All campers are expected to canoe. IF a camper is not canoeing due to a known medical reason, he or she should be seated on the beach and engaged in an alternate activity.

REMEMBER ...

**CAMPERS + WATER + *INATTENTIVE STAFF* =
An Accident Waiting to Happen**

BUT

**CAMPERS + WATER + *ATTENTIVE STAFF* =
GREAT FUN FOR EVERYONE!!!**

3. Special Events

Special waterfront events are planned throughout camp. A calendar of these events will be planned by the Camp Directors and provided to campers, staff and parents. Some events will require that the daily schedule be modified. Staff will be informed of any schedule changes by the Camp Director. Some traditional Medford Lakes Camp Special Events are listed below:

a. Lower Camp:

Swim races on Beach 3. Usually 2 or 3 races are planned by Lower Camp Swim Instructor and Lower Camp Director.

b. Upper Camp:

* **Mile Swim** - This is a popular event that is a tradition in Medford Lakes Camp. Participants will start on Beach #1 and swim up Lower Aetna Lake to the dam. There will be a separation of grades 5 & 6 and 7 & 8. It will be a staggered start, so not all swimmers are entering the water at the same time. 7 & 8th graders will begin first, followed by a 10-minute spread, and then 5 & 6th graders will start. There will be a marked boat at the dam and once around the boat, swimmers will proceed back to Beach #1. Camp Counselors and lifeguards will be in the water with noodles and boats to assist any swimmers. Swimmers may stop and rest along the way by holding onto the sides of boats, but they may not be “dragged” along. Swimmers may use swimming assistant devices, such as paddle boards or noodles. Participation in this event is encouraged but optional. ***A parental permission slip is required for this event.**

a. The daily routine for the Mile Swim camp Day is outlined below.

- All counselors and campers will follow a regular daily schedule to start the day.
- At 9:00 am counselors will take the participants to Beach #1.
- Campers who are not participating in the Mile Swim will remain at Brooks Field with assigned counselors, and they will be involved in other activities and games as planned by the staff.
- All bicycles will remain at Brooks Field.
- Once the Mile Swim is over, camp will officially resume. Counselors will take their campers to the next scheduled activity.

b. The Staff Responsibilities for the Mile Swim are outlined below (Note: There will be 2 water exit tables due to the fact that the swimmers are staggered into 2 groups so everything/everyone is doubled).

- The Upper Camp Director, the Head Swim Instructor, and an appointed Senior Counselor will supervise the overall event.
- A Senior Counselor will be appointed to keep race time (i.e. seated at water exit table).
- A Senior Counselor will be appointed to “call time” as swimmers come out of water.
- A Senior Counselor will be appointed to record the names of swimmers (i.e. seated at water exit table).
- A Senior Counselor will be appointed to cross off names of swimmers exiting the water (i.e. seated at water exit table).
- The canoeing staff, along with camp counselors and lifeguards, will be stationed throughout the water between Beach #1, Big Timbers, and Beach Drive Dam in canoes containing flotation devices, etc.
- The waterfront staff and additional counselors will be stationed throughout the water and at the water’s edge.
- Other counselors will be designated by the Upper Camp Director to provide supervision for the participants while at the beach.

* **Triathlon** -This too is another Medford Lakes Camp tradition. Participants will start at Beach #1 with a swim up Lower Aetna Lake to Big Timbers and back. Participants will then rinse their feet and put on their socks and sneakers at the Beach #1 pavilion and proceed to their bike at the Beach #1 parking lot. Participants will follow a moderate bike route for 2 laps and then they will dismount their bikes back at the parking lot for a final lap of running and a sprint to the finish line. A detailed course map is at the end of this section. ***A parental permission slip is required for this event.**

a. The routine for the Triathlon is outlined below. However, this routine is subject to change at the discretion of the Upper Camp Director, Vice President of Recreation, etc.

- All counselors and campers will follow a regular daily schedule to start the day.
- At 9:00 am counselors will take the participants to Beach #1.
- Campers who are not participating will remain at Brooks Field with assigned counselors, and they will be involved in other activities and games as planned by the staff.
- Bicycles will be placed along the fence of Beach #1 parking lot.
- Socks and shoes are to be left in the pavilion prior to the race.
- Once the Triathlon is over, camp will officially resume. Counselors will take their campers to the next scheduled activity.

b. The Staff Responsibilities for the Triathlon are outlined below:

- The Upper Camp Director, the Head Swim Instructor, and an appointed Senior Counselor will supervise the overall event.
- Participants will be lined up and counted prior to the swim.
- A Counselor will be appointed to guard the entrance to the dock.
- Senior Counselors will be appointed to cross off names of swimmers exiting the water (i.e. seated at water exit table).
- Senior Counselors will be appointed to record race times at Beach #1 parking lot.
- Counselors will be appointed to “call time” at Beach #1 parking lot.
- Counselors will be appointed to “catch” or remove bikes from the black top of the Beach #1 parking lot when bikers are finished biking and beginning to run.
- Counselors will be appointed to man water stations at Brooks Field, Neeta School and the finish line.
- Counselors will be posted along the route with their cell phones to alert Upper Camp Director of any injuries.
- The canoeing staff, along with camp counselors and lifeguards, will be stationed throughout the water between Beach #1 and Big Timbers in canoes containing flotation devices, etc.
- The waterfront staff and additional counselors will be stationed throughout the water and at the water’s edge.
- Other counselors may be designated by the Upper Camp Director to provide supervision for the participants.

*** Endurance Swim -**

This is a new event that began in 2016.

The purpose of this event is to see how long swimmers can last swimming continuously in the water using one of the four strokes; freestyle, butterfly, backstroke and/or breaststroke without stopping. Participants will begin at Beach #1 and then will swim around two marked buoys/boats that are placed in between Beach #1 and Area #2. Camp staff and lifeguards will be placed in the water with noodles/floatation devices to supervise swimmers and to assist if needed. Once a swimmer chooses to stop swimming or asks for assistance, their endurance time has ended. *Swimming challenges will be intermittent throughout the swim and will be more challenging as the swim goes on. Participation in this event is encouraged, but not mandatory.

***A parental permission slip is required for this event and must be filled out BEFORE the day of the event.**

NO PERMISSION SLIPS WILL BE ACCEPTED THE DAY OF THE EVENT.

*** 8th grade canoe trip** is held off-site of Medford Lakes Camp. Planned and coordinated by Upper Camp Director and 8th grade Senior Counselors. This activity is usually coordinated using the following businesses:

- Mick's Canoe Rental 609-726-1380; 609-618-3282
- Hillman's Bus Service 856-753-1123; 856-429-7409

***A parental permission slip is required for this event.**

Canoe Races are held on Lower Aetna. These are planned by the Head Canoe Instructor and Upper Camp Director. Parents will be notified of activities.



G. Archery

Archery is another exciting, yet potentially dangerous activity offered by the Medford Lakes Camp. For that reason, The Head Archery Instructor must have the qualifications as outlined in the job description in Appendix A including archery certification. Archery is conducted for Upper campers only (5th - 10th graders) at the back of Brooks Field.

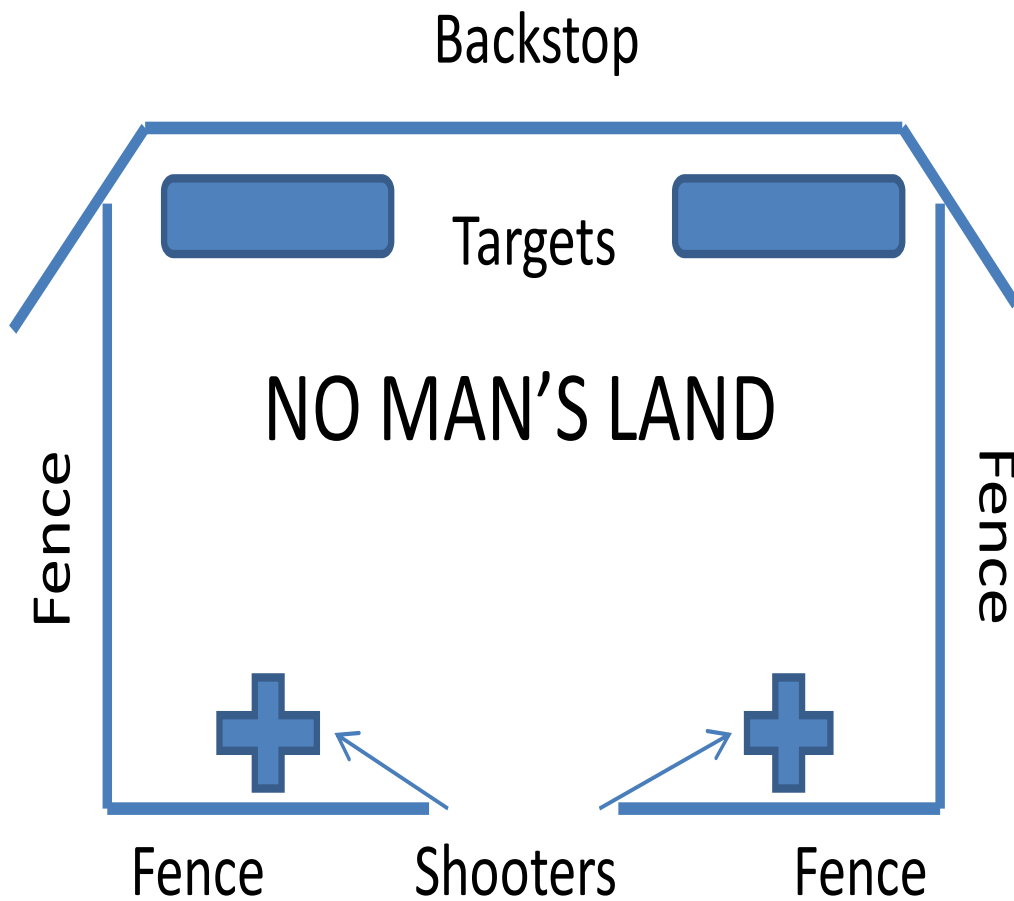
a. Guidelines for Archery Staff:

- ii. Prior to the start of camp, the Head Archery Instructor must inspect all equipment i.e., bows, arrows and targets, to ensure enough working equipment is on hand at the start of camp.
- iii. The Archery staff must have emergency contact numbers on hand and be aware of any health concerns or restrictions for all campers.
- iv. The Head Archery Instructor should routinely inspect equipment and supplies for needed replacement.
- v. Attendance must be taken at the start and end of the archery activity.
- vi. Before anyone shoots, the Counselors MUST review the rules with their group.
- vii. Counselors will control ALL bows and arrows.
- viii. Only 2 bows and 4 arrows (2 per shooter) will be distributed at any time.

b. Archery Safety Guidelines:

- ix. Use bows and arrows ONLY in areas set aside for archery.
- x. No one is allowed inside the shooting area when a shooter has a bow and arrow in his possession. This includes the extreme left or right sides since arrows frequently are released accidentally before being aimed and may glance off in any direction.
- xi. Have a clearly marked shooting line.
- xii. Campers are to retrieve their arrows once they have shot. When this occurs, there will be no arrows available to any camper.
- xiii. All campers should wear an arm guard and shooting glove.

Archery Brooks Field



H. Games and Playgrounds

Counselors assigned to games and playgrounds must have the qualifications as outlined in the Job Description in Appendix A. This area of camp is an ever changing and evolving activity. Counselors assigned to games and playgrounds should be creative and look toward introducing new activities into Medford Lakes Camp.

Playgrounds are another area of camp where the risk of camper injury is high. All staff members must recognize the unique challenge of a playground area. It is easy for a staff member to look upon playground use as a break period or at least a time to sit down and relax. **HOWEVER, PLAYGROUNDS REQUIRE INCREASED SUPERVISION.** It is imperative that counselors are on their feet, stationed throughout the playground area and employing the maximum in risk recognition and safety supervision. Playground equipment is to be used in accordance with its design (e.g., slides are for sliding “down” not “running up”). Approaching playground areas with the attitude that you are “spotting” campers as in gymnastics is proper playground “risk recognition.”

All counselors need to keep playground areas from becoming overcrowded. Only use the playground when you are scheduled for it or when you have been directed to use it. As in all areas of the camp, keep the area clean. If you see a piece of playground equipment that needs repair or appears potentially dangerous for campers, please bring it to the attention of your Camp Director.

I. Security and Safety Procedures

The most important aspect of all camp activity is the safety of campers and staff. The following safety standards and practices are important in maintaining a safe environment and program.

1. Safety Plan for Onsite Activities

a. Fire or Other Hazard Emergencies

Every day camp must be in compliance with all local fire and safety code requirements, as prescribed by State and County regulations including having an emergency evacuation plan posted. Fire alarms are located in all facilities utilized by the Medford Lakes Camp and Camp Directors must be aware of their locations in the event of an emergency. Emergency evacuation drills must be held at least twice during the month of July. All campers are to leave by way of the outside classroom doors.

- i. Campers at Neeta School are to proceed to the front of the school building and remain with their Counselors for the attendance check.
- ii. Campers at Nokomis School are to proceed around to the playground area and assemble in lines with their Counselor for the attendance check.
- iii. Campers in Vaughan Community House are to proceed to the Beach 1 parking lot and remain with their Counselors for the attendance check.
 1. Campers should walk quietly and remain quiet while waiting for the attendance check.
 2. If campers are in hallways or bathrooms when the alarm sounds, they are to go to the nearest exit and join the nearest group of supervised campers. Counselors are to report this camper as being in another area during the attendance check.
 3. Counselors must always have a list of campers' names in their group. This list should always be with the Counselors so they can account for all campers. Counselors must report any campers missing.
 4. All doors and windows are to be closed and lights left on.
 5. Once all campers have been accounted for, the Camp Director can give the all clear signal.

b. Natural Emergencies

When emergency weather bulletins are issued that warn of high winds, thunderstorms, or flooding, the Camp Director, with the help of the Camp staff, will move campers to safety. In the instance of severe weather, all campers, at the direction of staff and the Camp Director, will seek shelter in Nokomis School (Lower Camp) or Vaughan Community House (Upper Camp).

c. Air Quality Precautions

In the event of red zone alerts and/or extreme heat, the Camp Director and staff should do the following:

- i. Ensure that campers get indoors or in shady areas to cool off and are well hydrated.
- ii. Evaluate planned activities, and change the order of the day if helpful so that active games are conducted when the ozone level and heat are lower, or replace less appropriate activities with ones that are better suited for more extreme weather conditions.

d. Emergency Safety Plan for Major Emergencies

In the event of a major emergency or natural disaster that would be threatening to the well-being of the campers, (e.g. fire, flood, terrorist act, etc.), the following procedures will be followed:

- i. Shelter in Place - If appropriate, the camp will follow a shelter in place practice to ensure camper safety.
- ii. Communication - If appropriate, all camp personnel will work together to notify parents of the whereabouts of campers.

ALWAYS THINK SAFETY FIRST

2. Safety Plan for an Offsite Activity (Field Trip)

- a. Parents will be informed in writing of an offsite field trip and will be expected to furnish written authorization for their child to attend.
- b. A minimum of one staff for every 10 campers will be on duty to provide supervision at all activities.
- c. A minimum of three staff certified by a national organization in cardiopulmonary resuscitation (CPR) and First Aid must be on duty at all times.
- d. Cell phones will be carried by staff ***ONLY*** for use in emergencies and critical phone numbers will be provided to all Counselors.

- e. Health Information and emergency contacts, and any authorized medications for campers, staff, and volunteers will be taken on an offsite field trip in a locked container.
- f. Campers and staff will be transported by a pre-arranged bus company that meets safety requirements for transportation.
- g. Attendance will be taken at strategic times.

Checklist of materials to bring on a field trip:

1. Camp Roster
2. Parent permission forms
3. Health information for all campers
4. First Aid kit
5. Medication

3. General Camper Safety

- a. Make sure campers know the name of the facilities, e.g. Nokomis School, the names of their Counselors, and the name of the Camp Director. (Remember, not all campers live in Medford Lakes!)
- b. According to NJ law, all campers must wear bike helmets; counselors should be good role models and also wear helmets while biking.
- c. Teach campers to be alert to potential hazards.
- d. Make sure that staff is always visible when working or interacting with campers.
- e. Be aware of the skills and general physical conditions of the campers at all times during their participation in an activity to avoid over-exhaustion.
- f. Make sure campers ALWAYS wear bicycle helmets and sneakers when riding between activities.
- g. Know which campers are on medication at camp and be alert to changes in behavior or other physical indicators.
- h. Know which campers have allergies and be aware of any physical changes or indicators of an allergic reaction.
- i. Be aware of the dangers of over-exposure to the sun and ensure that all campers use sunscreen.
- j. Use common sense and safety consciousness when setting up and conducting activities. Always explain the rules and proper procedures before starting an activity. Stop the activity if campers are getting out of control or are not complying with the rules, making the activity unsafe.
- k. Make sure that campers use equipment only as intended.
- l. Make campers aware of any unmovable natural hazards such as poison ivy.
- m. A minimum of one staff for every 10 campers will be on duty to provide supervision at all activities.
- n. A minimum of three staff certified by a national organization in cardiopulmonary resuscitation (CPR) and First Aid must be on duty at all times.
- o. Cell phones will be carried by staff **ONLY** for use in emergencies and critical phone numbers will be provided to all Counselors.

- p. Confidential Health Information and emergency contact numbers for campers will be given to the appropriate camp group and the Camp Nurse. This information is maintained in the Colony Office.
- q. Confidential Health Information and emergency contact numbers for all staff will also be maintained in the Colony Office and given to the Camp Nurse.
- r. Attendance will be taken at strategic times throughout the camp day to ensure that all campers are present. The attendance sheet is a required document for all campers and should only have the appropriate check marks or A for absent in the boxes. All Campers must be registered to attend camp.
- s. Facility and equipment inspections will occur in the morning and the afternoon each day for optimum safety.
- t. Protective gloves will be used when providing first aid care.
- u. To minimize risks that might result in injury, every safety precaution will be taken when implementing an activity including giving verbal instructions and precautions, having staff keep alert for potential hazards, and having a First Aid kit on site.

FOCUS ON CAMPERS

4. Lost Camper Policy

The following procedure is to be followed in the event of a missing or lost camper. This procedure is Director initiated. The Staff is to receive their directions from the authorized person in charge.

- a. When a camper is recognized to be missing, the Camp Director will be notified immediately.
- b. The Camp Director will initiate a search process by designating staff members with cell phones to do the following:
 - i. Visit all camp activities' areas and count campers.
 - ii. Check all bathrooms, including Mr. Bobs.
 - iii. Upper camp will check Craft Pavilion and Vaughan Community House; Lower Camp will check Nokomis School.
 - iv. In each of the above instances, staff will report back to the Camp Director within 10 minutes.
- c. The camp Director will continue steps i-iv above until camper is found or it is decided by the Camp Director to initiate other action.
- d. The Camp Director or Recreation Manager will inform the parents as well as the police after a period of 45 minutes has elapsed with no success.

- 5. Waterfront Safety** is of particular concern to Medford Lakes Camp. In addition to the rules and procedures outlined in Section F, there are additional measures to ensure the safety of all waterfront activities:

- a. **Buddy System** is a practice where two swimmers stay together and remain in the areas allowed by the Head Swim Instructor. Every so often, the Head Swim Instructor will signal for a Buddy Check. All swimmers will stop any activity, exit the water, become silent, and raise hands with their buddy. This will allow the staff to count all campers.
- b. **Lost Swimmer Policy** is a procedure to be followed in the event of a missing or lost swimmer. This procedure would be directed by the Head Waterfront staff, i.e. Head Swim or Canoe Instructors.
 - i. When a swimmer is discovered to be missing, the Camp Director will be notified immediately.
 - ii. The Waterfront staff will initiate a dual search process:
 1. Initiate lost swimmer drill
 2. Initiate ground search as described in 4.b. above
 - iii. The Camp Director will continue these procedures until the camper is located or other action is warranted.
 - iv. The Camp Director or Recreation Manager will inform the parents as well as the police after a period of 45 minutes has elapsed with no success.

6. Unauthorized Persons/Visitors

The camp is open to parents, friends and other Colonists for various activities, such as swim races, and it is hard to distinguish between welcome guests and unauthorized persons at those special times. However, if there are ever questionable people “hanging out”, let your Camp Director know immediately. During camp, the beaches are reserved for campers and even Medford Lakes Colonists must stay at a distance from any camp activities.

Visitors, other than on special race days, are not encouraged to come to camp as they can become a distraction. Camp staff is **NEVER** permitted to bring guests. When parents/guardians wish to visit, they should plan on a day when a special race day has been planned and announced by the Camp Director.

J. Health, Accidents and Emergencies

1. Health

a. Health Information

- Health and physical forms must be completed at the time of registration for Campers and at the time of employment for all staff. All forms are kept on file in the Colony Office. Copies of immunization records for Campers are also mandated by the NJ Standards. These records are also kept on file in the Colony Office.
- Health information is *confidential* and only for use by the camp staff.
- Health information regarding any medical conditions will be carried by the Senior Counselors at all times.
- Prescribed medication should be administered by the parent at home. If medication is absolutely necessary during the camp day, the parent must have a prescription authorization form on file with the Camp Nurse. *Only* the Camp Nurse is authorized to administer medication.
- Staff must follow the same policy as Campers, and take medications at home. If this is not possible and you are under the age of 18, you must bring a completed prescription authorization form to camp and have the Camp Nurse administer your medication in the same way as for Campers.
- All medications will be locked in the Colony Office safe, whether you are under the age of 18 or not, and only the Office staff may open this safe.
- Medications that require refrigeration will be kept locked in the refrigerator in the kitchen of Vaughan Community House. If medications are kept there during camp, only the camp Nurse will have access to the refrigerator and anything else stored in the refrigerator once camp begins will be purged.

b. General Health Practices

- Every Counselor will receive a well-stocked First Aid kit containing the necessary supplies to properly treat minor injuries. The Camp Directors and Camp Nurse must maintain adequate First Aid supplies at all times. Counselors should routinely replenish their supplies with the Camp Nurse either before or after the camp day.
- Parents will be informed of any health-related situations.

- Camp staff must refrain from responding to medical questions from parents or others.

i. Daily Health Check

Every morning during attendance, and throughout the camp day visually check your campers for any obvious signs of a health concern and ask if they if they want to see the Nurse. Report anything unusual to your Head Counselor, the Camp Director, and/or the Camp Nurse. As a general guideline look for:

- Skin rashes such as poison ivy or tick bites
- Lacerations
- Fatigue
- Itching of head
- Sunburn
- Redness or discharge from eyes
- Bruises
- Unusual behavior

ii. The Infirmary

Medford Lakes Camp will have a designated space (either in Demby Annex of Vaughan Community House or in the Craft Pavilion) known as the Infirmary. It will be staffed by the Camp Nurse during the camp day. A camper or staff person needing to see the Nurse, no matter what age, should be accompanied by a staff member. During the camp day, the Nurse may have to leave the Infirmary to go on-site for a health issue. If the Nurse is out of the Infirmary at the time you arrive, remain there and call the Nurse to let him/her know you are there.

iii. Camper Illness and Medication

If a camper complains of not feeling well or indicates any situation that could involve a medical problem, immediately bring the camper to the infirmary to be checked out by the Nurse. *DO NOT* attempt to make a diagnosis. The *ONLY* person to diagnose a medical situation will be the Nurse. When in doubt, bring the camper or staff member to the Nurse. *ALWAYS* “check out” a medical situation no matter how minor it appears to you.

If a Counselor receives a note from a parent involving a medical situation or medication, the information should immediately be given to the Camp Director who may then need to share with the Camp Nurse. Any medication, whether prescribed or “over the counter,” or medical treatment of any type must occur in the infirmary administered by the Camp Nurse. Likewise, if a Camper in your group is receiving medication, bring the Camper to the Nurse at the prescribed time.

If a Camper returns to Camp from a medical situation and requires some modification to the camp program, e.g., a camper cannot swim, inform the appropriate staff. *REMEMBER...* never allow a Camper with activity restrictions to just sit and observe. Provide an appropriate activity that takes into account the Camper’s restrictions. Consult the Nurse or the Camp Director for advice or direction if needed.

2. Accidents

Most accidents can be prevented. Safety should always come first in planning and carrying out activities. But accidents do happen. If you have one, here’s what to do...

Check for noticeable injuries and control bleeding. If a Camper is injured and registers a complaint involving his/her neck, head, back, or the slightest possibility of a broken bone, **DO NOT MOVE THE INJURED CAMPER**. Keep the Camper calm and perfectly still while you send someone for the Nurse. Move other campers away from the injured Camper and try to keep the situation as calm as possible. Send Campers and any other spectators to another area where supervision is available or seek assistance from another Counselor. Never leave the injured Camper unattended!

Have someone who witnessed the accident available to give details to the Nurse. The Nurse will determine if a doctor or First Aid Squad is to be called. The Camp Director or Nurse will notify the parent(s). A complete Accident Report (Appendix H) will be completed by the Nurse which will contain the names and statements of witnesses.

If you see an Accident occur, please notify the Nurse!

The following are GENERAL First Aid procedures to follow:

- a. **Remain calm.** Act quickly but carefully.
- b. **Determine** who is injured? What part of the body is injured?
How did it happen (e.g. fell down, bumped head, hurt arm, etc.)?

- c. **Send for Help.** Send someone to the infirmary for the Nurse or if urgent, call 911. Provide basic injury information so medical help will know what type of First Aid equipment to bring.
- d. **Begin Emergency Care (First Aid).** Treat according to priority. **Whenever there is bleeding, put on rubber gloves and follow precautions.**
 - **Breathing:** Ensure individual has an open airway and give mouth to mouth or mouth to nose artificial respiration. Use a breathing mask found in each First Aid kit.
 - **Bleeding:** Control severe bleeding by use of direct pressure on wound and/or applying pressure to major pressure points. Elevate injured area if possible.
 - **Shock:** Keep injured person lying down if possible. Cover person if they feel cold or have chills. Elevate legs. Reassure person.

The following are First Aid procedures to follow if someone has been involved in an EXPOSURE (e.g. needle stick, human bite, cuts and abrasions, contact with blood or potentially infectious bodily fluids): STOP-WASH-REPORT

- a. **STOP** - As soon as an exposure incident has occurred, stop whatever you are doing as soon as possible. Do not delay.
- b. **WASH** - If blood has spilled on the skin, scrub the area(s) **vigorously** with soap and water for 15 minutes; if water is unavailable, use a waterless antiseptic hand cleanser, to be followed as soon as possible with soap and water.
- c. If blood or bodily fluids have splashed into the eye, nose, or mouth, flush the affected area with copious amounts of soap and water for at least 15 minutes.
- d. After washing the affected area, wipe with rubbing alcohol, hydrogen peroxide, or a fresh 1:10 solution of household bleach (if available and not older than 24 hours).
- e. For needle sticks or lancet cuts (i.e. unless very deep or extensive), thoroughly wash the area with antibacterial soap and water. Squeeze the area to encourage bleeding, and then scrub the area with rubbing alcohol or hydrogen peroxide.
- f. Take note of the amount of blood or bodily fluid that made contact to the exposed area and whether or not the skin is cut or otherwise broken.
- g. Save any contaminated items for testing purposes and, if possible, obtain information from the source individual (e.g. name, address, phone number, medical history, and name of source's physician).
- h. Seek medical attention from providers such as an Urgent Care Facility, Emergency Room, or personal physician.

- i. **REPORT** - The Camp Director must report the incident to the Burlington County Board of Health.

Cleaning Up a Spill - When it is necessary to clean up blood or other potentially infected bodily fluid, the following procedures must be followed:

- a. Wear protective gloves.
- b. Use $\frac{1}{4}$ cup bleach to 1 gallon of water, freshly prepared.
- c. Use disposable towels to absorb the spill.
- d. Place all cleaning materials in a biohazard container for safe disposal.

3. Emergency Injury or Acute Illness

In the event of an emergency involving an injury or acute illness, the Camp Director must follow these risk reduction measures:

- Call 911 to summon the emergency personnel.
- Notify the parent or the parent emergency contact number.
- Isolate the scene to prevent further injury or illness.
- Have a staff person accompany the injured or ill person to the hospital and stay until the parent arrives.
- Prepare a written report immediately but no later than 24 hours following the occurrence.
- In the case of an injury, correct the hazard immediately, if possible.
- Study the occurrence to see if changes can be made to eliminate future injuries.

K. Working with Campers/Behavior Management

1. PREVENTIVE MEASURES:

Implementing preventive measures is an important step in controlling inappropriate behavior. Below are some useful measures to help manage campers' behaviors.

a. Structure the Environment

- Use appropriate space. (A large gym for a small group may be overwhelming.)
- Set appropriate group sizes. (Too many or too few can lead to boredom.)
- Limit distractions. (Over stimulus can lead to inattention.)
- Have a good program plan. (If the program is boring, campers will lose interest.)
- Plan alternate activities. (If campers lose interest, a change of activity can restore their interest.)
- Keep the activity age appropriate. Activities should promote positive interaction among campers.
- Listen to campers' needs and expectations.

b. Communicate Expectations

- Clearly communicate boundaries and standards to the campers.
- Let them know the expectation that all campers follow directions and try to participate in every activity.
- Tell them directly that hitting, biting and other abusive or violent behavior directed towards themselves, other campers, the staff or the facilities and equipment will not be tolerated.

c. Develop Consequences

- Plan for consequences in advance of infractions. Involve campers in setting the rules and the consequences of misbehavior.
- Make sure all campers understand consequences of misbehavior.
- *Consistently* uphold rules and administer consequences.

d. Model Desirable Behavior

- Demonstrate appropriate behavior and be a good role model.
- Show respect and good listening skills when campers are speaking.

2. BEHAVIOR MANAGEMENT TECHNIQUES:

Behavior modification is a systematic, performance-based, evaluative method for changing behavior. Although Medford Lakes Camp understands that many of the counselors are young and learning themselves, the following techniques are listed in an attempt to help staff in understanding behavior management:

- **Positive reinforcement** - rewards good behavior. These actions can be in the form of praise, physical contact such as a high five, additional fun activities or free time.
- **Verbal reinforcement** - saying positive words and expressions that convey approval is effective on most children and staff.
- **Nonverbal reinforcement**-nods, smiles, winks, thumbs up all convey a positive feeling and attitude.
- **Direct Responses-**
 - A statement to the entire group - “Everyone should keep their hands to themselves”
 - A person to person dialogue - to understand a camper’s motive
 - A direct command - must be clear and specific, i.e., not “Stop that!” but “Stop tickling your neighbor.”
- **Nonverbal techniques**
 - Stand near the camper without saying anything
 - Stare directly at the child with no verbal communication
 - Lead the camper away from the situation
 - Remove the distraction

**AND REMEMBER, when handling
MISBEHAVIOR**

CONSISTENCY is the key!

3. IMPLEMENTING BEHAVIOR MANAGEMENT:

When a camper's behavior creates a risk for the physical or emotional health and safety of another child, himself/herself, or a counselor, the camper's behavior will require discipline. These negative behaviors may be the use of abusive language or profanity, hitting, kicking or punching, or running away. When behavioral problems require discipline, the following steps should be followed:

- Ask the camper to stop the inappropriate behavior.
- If the behavior continues, separate the camper from the group.
- Sit with the camper and show sensitivity; see if they have a complaint.
- *NEVER USE VERBAL OR PHYSICAL ABUSE.*
- Ask the camper to identify the problem. Why did I pull you from the group?
- Be sure they are able to identify a specific behavior and why the behavior is inappropriate.
- Establish that this specific behavior must stop.
- Set up a plan or agreement for the future with a specific consequence for a specific behavior.
- Provide a sense of closure to this episode; behavior was bad but camper is liked.
- Follow up and enforce consequences if necessary.
- Finally, and just as important, catch them doing "good."

4. IF THE BAD BEHAVIOR CONTINUES:

If a Discipline/Behavioral problem continues, the following actions will result:

- **1st Offense:** The Senior Counselor will notify the Camp Director. A written notice will be placed in the camper's folder and the parents will be notified via a phone call.
- **2nd Offense:** The parent or guardian will be asked to meet face to face with the Counselor and or Camp Director to discuss the behavior problem. They will be notified/warned that the next infraction will result in camp dismissal.
- **3rd Offense:** The camper is expelled.

5. BULLYING:

Bullying is an aggressive behavior that is intentional and involves an imbalance of power or strength. Typically, it is repeated over time.

There are many forms of bullying:

- hitting (physical)
- teasing or name-calling (verbal)
- intimidation using gestures or social exclusion (nonverbal or emotional)
- sending insulting electronic messages (cyberbullying)

To prevent and target bullying in a camp setting, the same parameters are used to create good behavior:

- Create a positive and caring community.
- Set the appropriate tone, gain and give respect, build relationships, set clear rules, expectations and consequences for behavior.

It is important to take action when behavior is observed that may lead to bullying. Intervene immediately and let your Senior Counselor and/or Director know.

What you should tell your campers about bullying:

- Bullying is NOT acceptable and will not be tolerated.
- If a bully bothers you, it's OK to stand up for yourself, walk away, or ask a friend or adult for help.
- Responding to bullying by fighting back usually does not work...violence encourages more violence and fails to solve problems.
- It is important to report bullying. Telling is not tattling.
- Bullying does not have to happen. Working together with adults and peers, there are specific things that you can do to prevent and stop bullying.

L. What is a Good/Great Counselor?

What Traits Make a Good Counselor?

1. Creativity and Resourcefulness
2. Leadership Abilities
3. Friendliness, a Sense of Humor, Tact, Patience, Sincerity and a Neat Appearance
4. Emotionally stable and Mature with High Moral Principles and Sound Judgment
5. Likes children
6. Considerate of other staff members, Respecting their wishes and feelings, giving credit for their strengths and assisting them in conquering their weaknesses
7. Shows humility - not afraid to seek advice

How to be a Great Camp Counselor!

1. Know what the job entails - review your Job Description
2. Understand the Aims and Objectives of the camp
3. Be Prepared - Read the Staff Handbook
4. Pay Attention in Training
5. Become friends with other Counselors to share ideas and experiences
6. Memorize the Camp Schedule
7. Get to know your Campers: Names and Personalities
8. Reflect with campers at the end of each day
9. Demonstrate an **infectious enthusiasm** for the camp program

M. Parent and Neighborhood Relations

1. General Tips

Having good parent/neighborhood relations is vital to a successful camp program. As a representative of the Colony, it is vital that you treat people with courtesy, helpfulness and understanding. Below are some tips for maintaining a good relationship with the community during camp:

- Although your attention is always with the campers, when able, greet parents and visitors with courtesy and enthusiasm.
- Permit parents and visitors to stay and observe activities on special event days such as swim races, mile swim, and triathlon.
- Answer any questions that you can or refer them to others. Remind them to check the Colony website for information (www.medfordlakescolony.org).
- Keep campers off of private property at all times.

2. Complaints

Complaints must be taken seriously. They act as warning signals that something is wrong or missing. If complaints are given prompt and careful attention, the camp can improve and maintain good report with the community. If a parent has a complaint, first and foremost, explain that the Camp Director will handle all complaints; if the parent continues to talk with you, follow these guidelines:

- Remain calm and courteous. If insulting language is used or the situation escalates to a person confrontation, walk away.
- Try to remove the complaining parent from the campers.
- Actively listen and acknowledge that you hear what the person is saying.
- Apologize for any inconvenience.
- Thank the parent for bringing it to your attention and state that you will inform the Director immediately following camp.
- Complete an Incident Report.

3. Feedback

Obtaining parent/neighborhood feedback helps the camp image and its goal of continuous improvement. Relay any information, positive or negative, to your Camp Director so that he/she may share with Camp Council.

N. Services and Mandates

1. New Jersey Youth Camp Standards N.J.A.C. 8:25

The Medford Lakes Camp operates based on the NJ Youth Camp Standards cited above. Yearly updates are reviewed and incorporated into the program and this handbook.

2. The Americans with Disabilities Act 9 (ADA)

Medford Lakes Camp is an Athletic Camp and not a Special Needs camp. However, under the ADA mandate, Medford Lakes Camp makes reasonable modifications to enable campers with disabilities to participate fully in all camp programs and activities. Medford Lakes Camp will evaluate each child on an individual basis to ensure needs are met. If a parent wants or needs their camper to have a mainstream companion, an additional fee may be assessed to offset the additional staff needed. Scholarships may be available to offset these additional fees. With the exception of a private nurse hired under a specific contract for a child, all camp staff, including mainstream companions, are employees of the Medford Lakes Colony. A parent has two options when hiring a mainstream companion:

- a. The parent selects a mainstream companion and pays the Medford Lakes Colony to hire that person exclusively for their camper.
- b. The Camp Director will select a mainstream companion from his/her staff and the parent will pay the Medford Lakes Colony the additional fee for that staff member to be dedicated to their camper.

3. Diversity

All individuals are accepted and included and all staff and campers are treated fairly and equally. Medford Lakes Camp will be sensitive and respectful of the values, traditions and beliefs of all individuals. Diversity encompasses the recognition and valuing of all unique differences that exist in individuals including but not limited to: gender, race, color, ethnicity, national origin, religion, age, physical characteristics, sexual orientation socio-economics, styles, comprehension abilities and disabilities.

4. Child Abuse Mandates

At all times, you must be alert for potential signs of child abuse or neglect, whether sexual or physical.

**Medford Lakes Camp takes child abuse seriously.
A Background Check is done of all staff for offenses
related to child abuse.**

a. **What is Child Abuse**

- Physical Abuse = shaking, hitting, beating, burning
- Sexual Abuse = intercourse, incest, rape, sodomy
- Emotional Abuse = verbal put downs, vulgarity
- Neglect = failure to provide the necessities of life such as warmth, affection, attention, supervision and normal living experiences.

b. **Child Abuse Facts**

- Boys as well as girls can be victims.
- Sexual abuse also includes showing young children pornographic materials.
- A large percentage of abused or neglected children are abused by people known to them, either a family member, family friend, or someone who has established a trusting relationship.

c. **Symptomatic Behavior**

Many children are not able to verbally express a sexual experience but may exhibit one or more of the following symptomatic behaviors that may indicate child abuse or neglect:

- Advanced sexual knowledge
- Increased isolation from peers
- Constant physical complaints
- Consistently arriving without lunch or proper clothing
- Unusual bumps, bruises or burns

d. **Incidents to be Reported**

- Any incident sexual in nature between campers or between campers and staff, such as improper touching or sexual harassment
- Physical or verbal abuse

e. **Staff Procedures**

- Report any incident to your Camp Director.
- DO NOT talk about an incident with other staff or campers unless asked to do so by the Director.
- Protect the privacy of the campers involved as well as a child or staff member who reports any incident to you.

5. **Recycling**

Burlington County has a strong recycling program and Medford Lakes Camp must actively participate in this program. Recycling containers are placed throughout the Colony Camp sites. Recycling should be demonstrated by all staff, particularly at lunch.

O. APPENDICES

MEDFORD LAKES COLONY

RECREATION MANAGER

POSITION DESCRIPTION

GENERAL:

The Recreation Manager (RM) of the Medford Lakes Colony (MLC) is a part-time position from Labor Day thru Memorial Day, requiring no more than 16 hours per week. The part time status during this time is to create new programs, develop processes and schedules, update manuals, research practices, etc. During the summer, the position requires a full-time work week with some evenings and Saturdays.

The RM will oversee all aspects of recreation in the MLC, including but not limited to the following:

- Camp
- Tag Checkers
- Lifeguards
- Parties on MLC Property
- Canoe Carnival
- Other recreational activities developed or sponsored by the MLC such as Triathlons, walks/runs, Senior Citizen's trips/activities, etc.

The RM will report directly to the VP of Recreation and will provide monthly reports and updates year-round. In addition, the RM will report directly to Camp Council (CC) and implement any and all actions as determined by CC.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Camp -
 - Ensure that the MLC Camp is in compliance with the NJ Youth Camp Standards
 - Work with CC to interview and hire Camp Directors; Update Directors' Job descriptions and expectations
 - Work with CC to develop and implement: Camp programs; Budgets; Camp Fees; etc.
 - Work with Camp Directors to ensure: Proper staff is hired; Sr. and Jr. Counselors' job descriptions are updated and accurate; Staff is properly trained; budgets, including staff salaries, equipment and supplies, as set by MLC, are adhered to; any and all parent, camper or staff issue is resolved.
 - Hire Crossing Guards and Lifeguards

- **Develop/update a handbook for camp staff**
- **Update camp registration forms/data collection**
- Ensure all camp directors have vital information on all campers no less than one week prior to camp
- *Ensure that all campers' families are paid Colonists; grandparents of campers must pay at higher dues rate
- *Ensure that all campers are paid in full before the start of camp, including late fees when applicable
- *Ensure scholarship donations are set aside and all requests for scholarships are carefully vetted; determine scholarship awards.
- Tag Checkers
 - Interview and Hire Staff; Hire Head Checker (HC) if possible
 - Update Responsibilities and train staff
 - Create schedules and submit payroll
 - Communicate beach parties to HC for guest tags
- Lifeguards
 - Hire Head Lifeguard (HL) and work with HL to create budget
 - Maintain communication with HL for all waterfront issues throughout summer
 - Communicate Beach parties to HL for lifeguard needs
- Parties on Colony Property
 - Update processes/request forms as applicable
 - Maintain date requests on calendar/spreadsheet; get board approval if applicable
 - Communicate dates/needs to HC and HL
 - Provide colony use permit to requester/lifeguard
 - Inspect premises after party
 - *Collect money
- Canoe Carnival
 - Attend Carnival Committee Meetings and assist as needed

MEDFORD LAKES COLONY

UPPER CAMP DIRECTOR

POSITION DESCRIPTION

GENERAL:

This position is a supervisory, seasonal position in the Medford Lakes Colony that runs for 4 weeks in June/July from 8:30 am – 1:30 pm. The Director is responsible for approximately 250 campers who range in age from 5th to 10th graders. The Director will oversee no less than 8 Senior Counselors and numerous Special/Field Counselors, including but not limited to Waterfront, Art, Tennis, Archery, and Games. The position can be physically demanding in that it is an outside position in summer and will require some bicycling to various camp areas. NJ State Law requires that the Director must be CPR certified.

The Director will ultimately report to the VP of Recreation, who sits at the head of Camp Council. The Director will also sit on Camp Council as a non-voting member and will be expected to attend all meetings. On a daily basis, before, during, and immediately after the camp season, he/she will work closely with the Recreation Manager to ensure all processes and practices are in place and all camp issues are being resolved.

In addition to the camp weeks, the Upper Camp Director must be available to work both prior to the camp season and after the camp season. This is additional time that is part of the overall compensation and expectation of the Upper Camp Director. The specific responsibilities are listed below:

Responsibilities Pre-Camp:

- Review prior year evaluations and decide on re-hires; provide list to Recreation Manager
- Review job applications and conduct interviews; hire Senior and Junior counselors in accordance with camp staff ratios to campers as outlined in Appendix I.
- Determine training dates
- Work with Recreation Manager to update training materials/handbook
- Ensure all staff has been trained and has reviewed Camp Staff Handbook
- Inventory all equipment and supplies
- Order supplies based on allocated budget established by Camp Council/VP Recreation
- Be on-site for State Inspection
- Make schedules and calendars for camp
- Organize 8th grade canoe trip
- Working with the Recreation Manager, provide all paperwork, i.e. rosters that include emergency contacts, special needs, and dismissal requests to the Senior Counselors

Responsibilities During Camp:

- Working with the Recreation Manager, provide camper attendance sheets to Senior counselors; ensure Art counselors have accurate attendance for painting of shields; ensure accurate attendance records of potential Bronze Shield recipients
- Keep attendance records for staff and turn in payroll to Colony Office Manager
- Provide schedules and calendars to all staff; update when necessary
- Make morning announcements/open camp
- Make decisions for camp openings/closings during inclement weather
- Discipline campers when necessary; notify parents if needed
- Supervise all staff; discipline/discharge any staff member not meeting requirements and expectations as outlined in Camp Staff Handbook
- Ensure all parental consents are obtained for 8th grade canoe trip, mile swim and triathlon
- Organize mile swim and triathlon; ensure police are informed of events and crowd control measures are in place
- Handle parent phone calls/meetings; Inform and elevate any on-going problems to Camp Council
- Order medals and awards
- Organize closing ceremonies: hire a DJ for the dance and ensure chaperones are in place
- Ensure all staff is evaluated

Responsibilities Post Camp:

- Review all staff evaluations; discuss any negative evaluations with counselor
- Inventory all supplies and equipment
- Inform Recreation Manager of Bronze Shield recipients; plan date for ceremony

MEDFORD LAKES COLONY

LOWER CAMP DIRECTOR

POSITION DESCRIPTION

GENERAL:

This position is a supervisory, seasonal position in the Medford Lakes Colony that runs for 4 weeks in June/July from 8:30 am – 1:30 pm. The Director is responsible for approximately 250 campers who range in age from 1st to 4th graders. The Director will oversee no less than 8 Senior Counselors and numerous Special/Field Counselors, including but not limited to Waterfront, Art, Music and Games. The position can be physically demanding in that it is an outside position in summer and will require some bicycling to various camp areas. NJ State Law requires that the Director must be CPR certified.

The Director will ultimately report to the VP of Recreation, who sits at the head of Camp Council. The Director will also sit on Camp Council as a non-voting member and will be expected to attend all meetings. On a daily basis, before, during, and immediately after the camp season, he/she will work closely with the Recreation Manager to ensure all processes and practices are in place and all camp issues are being resolved.

In addition to the camp weeks, the Lower Camp Director must be available to work both prior to the camp season and after the camp season. This is additional time that is part of the overall compensation and expectation of the Lower Camp Director. The specific responsibilities are listed below:

Responsibilities Pre-Camp:

- Review prior year evaluations and decide on re-hires; provide list to Recreation Manager
- Review job applications and conduct interviews; hire Senior and Junior counselors in accordance with camp staff ratios to campers as outlined in Appendix I.
- Determine training dates
- Work with Recreation Manager to update training materials/handbook
- Ensure all staff has been trained and has reviewed Camp Staff Handbook
- Inventory all equipment and supplies
- Order supplies based on allocated budget established by Camp Council/VP Recreation
- Be on-site for State Inspection
- Make schedules and calendars for camp
- Working with the Recreation Manager, provide all paperwork, i.e. rosters that include emergency contacts, special needs, and dismissal requests to the Senior Counselors

Responsibilities During Camp:

- Working with the Recreation Manager, provide camper attendance sheets to Senior counselors; ensure Art counselors have accurate attendance for painting of shields; ensure accurate attendance records of potential Bronze Shield recipients
- Keep attendance records for staff and turn in payroll to Colony Office Manager
- Provide schedules and calendars to all staff; update when necessary
- Make morning announcements/open camp
- Make decisions for camp openings/closings during inclement weather
- Discipline campers when necessary; notify parents if needed
- Supervise all staff; discipline/discharge any staff member not meeting requirements and expectations as outlined in Camp Staff Handbook
- Handle parent phone calls/meetings; Inform and elevate any on-going problems to Camp Council
- Order medals and awards
- Organize closing ceremonies
- Ensure all staff is evaluated

Responsibilities Post Camp:

- Review all staff evaluations; discuss any negative evaluations with counselor
- Inventory all supplies and equipment
- Inform Recreation Manager of Bronze Shield recipients; plan date for ceremony

MEDFORD LAKES COLONY CAMP

“SPECIALS” COUNSELOR

POSITION DESCRIPTION

GENERAL:

There are approximately 10-12 Special Counselor positions in the Medford Lakes Camp. These positions are considered seasonal, Supervisory Adult (over 18) Counselors. Special Counselors will be expected to work all days of camp. Medford Lakes Camp runs for 4 weeks in June/July from 8:00 am – 1:30 pm. These Counselors will be in a designated area or building during the camp day, e.g. Vaughan Community House may be used for Art, and campers will come to these Counselors with their designated group for the activity. Junior Counselors will be assigned to Special Counselors to assist with that activity.

Special Counselors will be expected to prepare and plan for their activity prior to the start of camp and some positions will require special certifications. These positions report directly to the Camp Director of either Lower or Upper Camp, depending on the camp group.

Special Counselors are listed below:

Lower Camp:

Art (2), Games, Music, Swim*

Upper Camp:

Archery*, Art, Canoe*, Specials, Swim*, Tennis

The positions marked with an * indicate that certifications are required. Swim Counselors are required to be dark water certified. The Canoe and Archery Instructors should have a certification from a reputable organization such as the Red Cross. The Art, Music and Tennis Counselors should have instructional experience in these fields.

Responsibilities Pre-Camp:

- These positions require extensive planning prior to the start of camp. Much like a teacher’s lesson plan, Special Counselors should map out lessons and activities. Sample curriculums are in the Camp Staff Handbook as Appendix C.
- These positions require that equipment and supplies are inventoried, purchased, assembled, etc., prior to the start of camp. Special Counselors should work with their respective Camp Director to inventory supplies and equipment and make any required or suggested purchases.
- Attend training and read the camp Staff Handbook

Responsibilities During Camp:

- Explain your objective, activity, skill, etc.
- Demonstrate the activity, skill, etc.
- Help, motivate, and participate with your campers.
- Control and discipline your group. Senior and Junior Counselors should be assisting with discipline during the Special Activity. Any difficulties with campers or staff must be brought to the attention of your Camp Director.
- Keep emergency contact information with you at all times.
- Ensure First Aid kit always has needed supplies.
- Supervise Junior Counselors. Provide guidance and direction and set clear expectations.
- Delegate duties as you see fit; rely on your Camp Director to assist you with managing your staff.
- Evaluate your staff using the Performance Assessment (Appendix D of Camp Staff Handbook) and turn into your Camp Director on the last day of camp or prior. Make sure any continuing negative performance issues have been well documented using Staff Action Reports (Appendix E of Camp Staff Handbook).

**MEDFORD LAKES COLONY CAMP
SENIOR COUNSELOR
POSITION DESCRIPTION**

GENERAL:

This position is an adult (over 18) Supervisory, seasonal position in the Medford Lakes Colony that runs for 4 weeks in June/July from 8:00 am – 1:30 pm. Senior Counselors are responsible for a designated group of age/gender specific campers, e.g. 5th grade boys as well as the Junior Counselors hired for that group. Group numbers range from 15-40 campers. In cases when the group is large, two Senior Counselors may be hired.

The position is physically demanding in that it is an outside position in summer and will require some bicycling in and around camp areas. Senior Counselors will be expected to work all days of camp. This position reports directly to the Camp Director of either Lower or Upper Camp, depending on the camp group.

Responsibilities Pre-Camp:

- Attend training and read the camp Staff Handbook
- Review your group's registrations; make sure you have all emergency contact information and familiarize yourself with any health concerns.
- Get your First Aid kit.

Responsibilities During Camp:

- Take attendance of your campers at opening and closing of camp and the start and end of each activity.
- Always account for all campers.
- Follow your group's schedule and ensure they get to each activity safely and timely.
- Help, motivate, and participate with your campers.
- Control and discipline your group. Any difficulties with your campers or your staff must be brought to the attention of your Camp Director.
- Keep emergency contact information with you at all times.
- Ensure First Aid kit always has needed supplies.
- Supervise Junior Counselors. Provide guidance and direction and set clear expectations.
- Delegate duties as you see fit; rely on your Camp Director to assist you with managing your staff.
- Evaluate your staff using the Performance Assessment (Appendix D of Camp Staff Handbook) and turn into your Camp Director on the last day of camp or prior. Make sure any continuing negative performance issues have been well documented using Staff Action Reports (Appendix E of Camp Staff Handbook).

**MEDFORD LAKES COLONY CAMP
JUNIOR COUNSELOR
POSITION DESCRIPTION**

GENERAL:

This position is a non-supervisory, seasonal position in the Medford Lakes Colony that runs for 4 weeks in June/July from 8:00 am – 1:30 pm. Junior Counselors must be 16 years of age and are hired to assist Senior Counselors or Special Counselors. They must follow the directions and guidance of these Senior/Special Counselors.

The position is physically demanding in that it is an outside position in summer and may require some bicycling in and around camp areas. Junior Counselors will be expected to work all days of camp.

Responsibilities Pre-Camp:

- Attend training.
- Read the Camp Staff Handbook

Responsibilities During Camp:

- Follow the direction of your Senior/Special Counselors.
- Help with the control and discipline of the campers.
- Participate with your campers. Be enthusiastic!
- Be on time every day and stay until the last camper leaves.
- Attend any meetings that your Senior/Special Counselor or Camp Director requests.
- Attend closing ceremonies.
- Be available for any special events in either Upper or Lower camp.

MEDFORD LAKES COLONY

CAMP NURSE

POSITION DESCRIPTION

GENERAL:

This position is a non-supervisory, seasonal position in the Medford Lakes Colony that runs for 4 weeks in June/July from 8:15 am – 1:30 pm. The Camp Nurse will be responsible for the health and well-being of campers and staff in both Upper and Lower Camp.

The position is located at Demby Annex. This site is designated during camp as the infirmary and sick or injured campers, if able, will come to this site for treatment. However, the Nurse must also be able to get to either camp for daily testing of certain campers, e.g., sugar levels, or for an emergency situation. The Nurse will be expected to work all days of camp. This position reports directly to the Recreation Manager.

Camp Nurse Qualifications:

- Registered Nurse or
- Licensed Practical Nurse, licensed by the NJ Board of Nursing or
- An individual who is certified in Advance First Aid, Paramedic, or Emergency Medical Technician or First Responder accredited by a certification agency approved by the Health Department or
- An Athletic Trainer that has a valid certification from the Board of Certifications Inc.

Responsibilities Pre-Camp:

- Read the Camp Staff Handbook paying particular attention to Part J. Health, Accidents and Emergencies; provide any updates to the Recreation Manager.
- Develop a written First Aid procedure for all counselors and deliver a 10-15-minute presentation to camp staff during the training sessions.
- Develop a written outline of daily procedures for health surveillance of campers and staff.
- Review camp registrations to familiarize yourself with any/all health concerns.
- Inventory and acquire all First Aid materials required by the State of NJ. Refer to Appendix J.
- Make enough First Aid Kits for all groups, Senior and Special Counselors.

Responsibilities During Camp:

- Be “on call” between both Lower and Upper camp and be able to travel via bike or car to camp site if needed.

-
- Attend to all medical issues that arise outside of basic First Aid treatable by a Senior Counselor.
 - Administer prescription medication only after receipt or written authorization from the camper's parent or guardian.
 - Ensure that all medications are labeled and stored in a secure area, including those requiring refrigeration, and in the original, prescribed container.
 - Purchase and distribute to counselors all required First Aid supplies; ensure that enough supplies are always on hand.
 - Maintain on-site, written parental consent for emergency medical treatment and provide a copy of the consent to accompany each camper on off-site trips.
 - Maintain a bound medical log with Physical Forms of both campers and staff. For those needing medical attention, maintain a listing of the name, date, ailment, and treatment and the name of the person who administered treatment. Daily medications will also be kept in this log with the parental consent, name of medication, condition for which the medication is used, cautionary information, instructions for dosage and any adverse reaction.
 - Return any unused medication to parent or guardian within 3 days after camper's last day.
 - Complete Appendix H – Accident Report for any accidents requiring your attention. These reports must be given to the Recreation Manager by the close of camp and will be shared with the State of NJ.

Medford Lakes Colony Camp

Orientation and Training Affidavit

This is to certify that I, _____
(Print First and Last Name)

have read the Staff Handbook provided by the Medford Lakes Colony Camp and I have familiarized myself with my Job Description. Furthermore, I have attended the mandatory training session on _____.
(Enter date of training)

(Your Signature)

(Date)

Note: All staff must return this Affidavit to the Colony Office before the beginning of camp.

Sherril Miller
Summer 2015

Medford Lakes Camp

Lower Side Swim

Week	Monday 6/29	Tuesday 6/30	Wednesday 7/1	Thursday 7/2	Friday 7/3
	Acquaint Campers with Water Instruction	Intro breaststroke, Frog legs	Breaststroke, Breaststroke arms and head under	Polish Breaststroke, Arms and legs working together	Voluntary Swim Races
	Objective:				
	Materials:				
	Kickboards/ Noodles (optional)	Kickboards/ Noodles	Kickboards/ Noodles	Kickboards/ Noodles	Kickboards/ Noodles (optional)
	(I) Swim Anything (II) Float on belly/back	(I) Breaststroke (II) Frog legs	(I) Breaststroke Breaststroke arms with head under	(I) Breaststroke Timing of arms (II) and legs together (III) Underwater Breaststroke	Dock races 1 (Younger grades first) Foot races (into 2 water, older grades first) NONPARTICIPANTS: Watch and CHEER
1	Practice Skills Stations: (III) Freestyle (IV) Breaststroke (V) Backstroke	(III) Frog legs with noodles Breaststroke (IV) with noodles and head under (V) Breaststroke	(III) Breaststroke Breaststroke (IV) with noodles and head under (V) Breaststroke with head under	(III) Underwater Breaststroke (IV) Breaststroke (V) Breaststroke with head under	Free Swim 3 (Probably only grades 3 & 4)
	Introduce/ Group Review	Jumping off the dock (rules/hints)	Frog legs	Breaststroke Arms	Breaststroke arms/legs together & Review of Swim Races
					Fourth of July Weekendi!

Sherril Miller
Summer 2015

Medford Lakes Camp

Lower Side Swim

Week	Monday 7/6	Tuesday 7/7	Wednesday 7/8	Thursday 7/9	Friday 7/10
	Intro Freestyle/ Freestyle Kicks Breaststroke/Intro Skulling	Freestyle, Freestyle arms	Polish Freestyle	Sandbar swim and timed freestyle laps	Freestyle Race Day!
	Materials: Kickboards/ Noodles	Kickboards	Kickboards	Noodles (optional)	Noodles (optional)
	Flutter Kicks (I) with kickboards	Freestyle (I) arms with kickboards	(I) Treading	Swim to sandbar 1 (older grades first) Timed freestyle laps 2 (younger grades first)	Dock races 1 (younger grades first) Foot races 2 (into water, older grades first)
	(II) Skulling	Big arms and side breath	Flutter kicks, (II) arms, and breaths	Grades 1 & 2 may all use noodles	ALL campers watch and CHEER
	Practice Skills Stations: (III) Flutter kicks with kickboards	(III) Arms with kickboards	(III) Freestyle with kickboards	Grades 3 & 4 use noodles ONLY if necessary	3 Frees Swim
	(IV) Perfect Breaststroke	(IV) Freestyle	(IV) Freestyle	Free Swim	
	(V) Kicks (elbows on sand)	(V) Skulling	(V) Skulling	3 (Probably only grades 3 & 4)	
	Introduce/ Group Review Kicks: toes/legs, Breaststroke review, & Skulling	Freestyle arms	Kicks, arms, and breathing	NOODLE RULES	RECOMMEND!
2					

Sherri Miller
Summer 2015

Medford Lakes Camp

Lower Side Swim

Week	Monday 7/13	Tuesday 7/14	Wednesday 7/15	Thursday 7/16	Friday 7/17
	Objective: Backstroke, backstroke arms	Backstroke	Sandbar swim and timed backstroke laps	Race Day!	Treading, Backstroke, & Water Basketball
	Materials: Noodles (optional)	Kickboards/Noodles	Noodles (optional)	Noodles (optional)	Noodles (optional), Ball and hoops
3	(I) Backstroke	One lap of each (I) stroke (Breast, Free, Back)	Swim to sandbar 1 (older grades first)	Dock races 1 (younger grades first) Foot races	(I) Treading
	Back floating (II) & Backstroke arms	(II) Free Swim with dock	Timed backstroke 2 laps (younger grades first)	(into water, older grades first)	(II) Free Swim with dock
	Stations: (III) Freestyle	Kick on back with Kickboard on chest (chin on board, or back)	Grades 1 & 2 may all use noodles for sandbar -- their races are on belly (free/breast)	ALL campers watch and CHEER	(III) Choice of REAL stroke
	(IV) Breaststroke	(IV) Backstroke	Grades 3 & 4 use noodles ONLY if necessary -- their races are backstroke	3 Frees Swim	(IV) Water Basketball
	(V) Backstroke	Kick on back with (V) noodle	Free Swim 3 (Probably only grades 3 & 4)		(V) Water Basketball
Introduce/Group Review/ Backstroke arms	Dock Free Swim & backstroke with items	NOODLE RULES		Water Basketball rules	

Sherri Miller
 Summer 2015

Medford Lakes Camp

Lower Side Swim

Week	Monday 7/20	Tuesday 7/22	Wednesday 7/23	Thursday 7/24	Friday 7/25
	Objective: Band tests	Finish band tests	Watermelon Basketball	Free Day	
	Materials: Bands, noodle (optional)	Bands	Watermelon, Crisco	Noodles (optional)	
	Swim one lap 7 & under: and tread for two minutes	Water Basketball 1 (grade on grade)	Greased 1 Watermelon Basketball Game	options: Sandbar 1 Swim	
4	Practice Skills Stations: Swim two laps, 8 & up: and tread for two minutes Grades 3-4: Swim to Already sandbar have Grades 1-2: bands: Water basketball Free Swim	2 Sandcastle competition Free Swim	2 Sandcastle competition Free Swim	2 Sandcastle competition 3 Volleyball court games Water basketball (if it) 5 Free Swim	Camp Closing Ceremony!
	Introduce/ Group Review Band testing rules	Mandatory participation for 1st half	Watermelon game rules		

Medford Lakes Upper Camp Swim Curriculum

Designed & Implemented by Ruthie Stitt

Ages: 5th-8th grade campers

Time frame: Four Weeks

Length: 60 Minutes

Objective: To reinforce and strengthen water skills of all campers; to prepare campers for the Mile Swim and Triathlon.

Week One

Monday:

-All swimmers will complete the state mandated swim classification test and be classified as: Swimmer, Beginner, Non-swimmer (60 Minutes).

Tuesday:

-Once classified into one of the three different swim groups, each camper will select a buddy from the same swim group to partner up with during all distance swims. These buddies will be permanent for the duration of camp (15 Minutes).

-Campers will complete a short distance swim to the third house dock and back. Counselors will be stationed every 25 meters for rest stops (30 Minutes).

-Campers will play a game of Ultimate Frisbee, water edition (15 Minutes).

Wednesday:

-Campers will complete a short distance swim to the first house dock and back (20 Minutes).

-Campers will be divided into two teams and complete in an obstacle relay consisting of: land activities (stretching, exercises), stroke relays (front crawl, backstroke, breaststroke, butterfly), and noodle relays (noodle in hand, noodle at feet) (40 Minutes)

Thursday:

-Campers will participate in group dynamic stretching activities: Tin Man, Butt Kicks, High Knees, Crab Legs (15 Minutes)

-Campers will be divided into small groups and participate in a noodle relay to the rope and back. One way the noodle will be in their hands, the other way the noodle will be at their feet

Friday:

-Friday funday freeswim

Week Two

Monday:

-Dynamic Stretching (15 Minutes)

-In order to prepare for the Mile Swim and Triathlon, students will participate in a long distance swim to Big Timbers and back (1/2 Mile). Counselors and BSRs will be stationed every 25 meters for relief stations and rest stops (45 Minutes).

Tuesday:

-Campers will participate in a short distance loop to the second house dock and back (30 Minutes).

-Campers will be divided into small groups and participate in a stroke relay followed by a lap around the volleyball court (30 Minutes).

Wednesday:

-Campers will be taught the Side Stroke, which will assist them in completing long distance swims (10 Minutes).

-In order to prepare for the Mile Swim and Triathlon, students will participate in a long distance swim to Big Timbers and back (1/2 Mile). Counselors and BSRs will be stationed every 25 meters for relief stations and rest stops (45 Minutes).

Thursday:

-Lake is being used for Cardboard Boat Races. Groups not affected by this will have a short distance swim followed by a free swim.

Friday:

-Friday funday greased watermelon contest (60 Minutes)

Week Three

Monday:

-In order to prepare for the Mile Swim and Triathlon, students will participate in a long distance swim to Big Timbers and back (1/2 Mile). Counselors and BSRs will be stationed every 25 meters for relief stations and rest stops (45 Minutes).

-Free Swim/Cool Down (15 Minutes).

Tuesday: Mile Swim

Wednesday:

-Select campers will lead group stretching (10 Minutes)

-Campers will complete a short distance swim to the second house dock and back, without the aid of noodles. Counselors and BSRs will be station every 25 meters (25 Minutes)

-Campers will participate in a game of *Shipwreck* (25 Minutes)

Thursday:

-Campers will participate in lifesaving techniques and drills (60 minutes).

Friday:

-Friday funday water balloon battle

Week Four

Monday:

-In order to prepare for the Mile Swim and Triathlon, students will participate in a long distance swim to Big Timbers and back (1/2 Mile). Counselors and BSRs will be stationed every 25 meters for relief stations and rest stops (45 Minutes).

Tuesday: Triathlon

Wednesday:

-Campers will be divided into small groups and participate in a stroke relay followed by a lap around the volleyball court (30 Minutes).

-Campers will participate in a game of *Shipwreck* (30 Minutes).

Thursday: Archery Shoot Out

MEDFORD LAKES COLONY CAMP 2017
EMPLOYEE PERFORMANCE ASSESSMENT

Employee: _____

Position: ___ Jr. Counselor ___ Sr. Counselor ___ Special Counselor (specify) _____

Rating: 1=Poor 2=Below Average 3= Average 4= Above Average 5= Outstanding N=Not Observed

Attitude

• Shows motivation and enthusiasm	5	4	3	2	1	N
• Projects a cooperative attitude with staff	5	4	3	2	1	N
• Accepts supervision; is responsive to suggestions	5	4	3	2	1	N
• Demonstrates common sense; good judgment	5	4	3	2	1	N
• Pleasant and friendly to staff, campers, parents	5	4	3	2	1	N

Leadership Responsibilities

• Positive role model to campers and staff	5	4	3	2	1	N
• Looks for ways to improve the program	5	4	3	2	1	N
• Demonstrates positive leadership	5	4	3	2	1	N
• Communicates effectively with campers/staff	5	4	3	2	1	N
• Implements behavior modification techniques	5	4	3	2	1	N
• Plans an appropriate, varied, full program	5	4	3	2	1	N
• Keeps alert to safety issues at all times	5	4	3	2	1	N

Reliability

• Punctual; carries out scheduled activities	5	4	3	2	1	N
• Dependable in following through on tasks	5	4	3	2	1	N
• Fully participates	5	4	3	2	1	N
• Trustworthy to carry out program goals	5	4	3	2	1	N
• Represents ML Camp in a positive way	5	4	3	2	1	N
• Adheres to ML Camp policies	5	4	3	2	1	N

Appearance

• Presents a neat personal appearance	5	4	3	2	1	N
• Wears the required camp staff shirt	5	4	3	2	1	N

Recreation Skills

• Sports and Athletics	5	4	3	2	1	N
• Arts and Crafts	5	4	3	2	1	N
• Nature and Outdoors	5	4	3	2	1	N
• Waterfront-Swimming/canoeing	5	4	3	2	1	N
• Organized Games	5	4	3	2	1	N

Please use reverse side for any additional comments _____

Recommended for re-employment? Yes ___ No ___ In another job? Yes ___ No ___

Employee's Signature: _____ Date: ___/___/___

Supervisor's Signature: _____ Director's Signature: _____ Date: ___/___/___

STAFF ACTION REPORT

The Staff Action Report is used to record an incident involving a staff person. It serves as a warning and correction to the staff person for unacceptable behavior. The goal is to help the staff person understand the problem and correct his/her behavior. The Staff Action Report becomes documentation of unacceptable staff behavior and the result may be release from employment.

Name of Staff: _____ **Date:** __/__/____

Position: _____ **(Indicate Upper/Lower or Special)**

Name of Reporting Staff: _____ **Position:** _____

Type of Staff Action: (circle all that apply)

- **Failure to abide by signed employment agreement**
- **Late arrival/Early departure/Leaving camp grounds during camp**
- **Inattentiveness to campers and/or activities assigned**
- **Irresponsible behavior affecting campers and/or staff**
- **Insubordination to camp leadership**
- **Misuse/abuse/neglect of camp equipment and/or supplies**
- **Other:** _____

Explain:

Consequences of Staff Action:

Follow-Up:

INCIDENT REPORT

The Incident Report is used to record an incident involving a camper. It serves as a warning and correction to the camper for unacceptable behavior. The goal is to help the camper correct the problem and correct his/her behavior. This report becomes documentation of unacceptable behavior and the result may be dismissal from camp.

Name of Camper: _____ **Date:** __/__/__

Location if Incident: _____

Name of Reporting Staff: _____ **Position:** _____

Type of Incident: (circle all that apply)

- **Failure to follow camp rules**
- **Departing camp grounds**
- **Inattentiveness to staff direction/activities**
- **Poor behavior affecting other campers**
- **Insubordination to camp staff**
- **Abuse and/or damage to camp property/equipment/supplies**
- **Other:**

Explain:

Consequences of Action:

Follow-Up:

ACCIDENT REPORT

Injured: Name: _____ Age: ____ Sex: ____ Phone: _____

Home Address: _____

Circle One: Camper Staff

Injury: Describe the Injury (Part of Body; Nature of Injury)

Actions: Check all that apply:

- None Required.
- Parent called. Time _____ am/pm by whom? Name: _____
- First Aid given by Name: _____
- Ambulance called. Time _____ am/pm by whom? Name: _____
- Injured taken to _____
 - By whom? Name: _____

Explain any other action taken:

Accident: Date: _____ Time: _____ am/pm

Place of Accident: _____

Describe Circumstances/be explicit: _____

Person in charge when accident occurred: Name: _____ Position: _____

Witnesses:	NAME	ADDRESS
	_____	_____
	_____	_____
	_____	_____

Date of Report: __/__/____ Prepared By: Name: _____ Position: _____

Camp Staff Ratios to Campers

The following are minimum requirements per NJ Youth Camp Standards (8:25-3.2). Camp Directors are NOT to be included in staffing ratios.

Campers Ages 5-17:

- (1) Senior Counselor plus (1) Junior Counselor for 20 campers;
Add (1) Junior Counselor for every additional 10 campers or
fraction thereof.**

Campers Ages 2 ½ - 5:

- (1) Senior Counselor plus (1) Junior Counselor for 14 campers;
Add (1) Junior Counselor for every additional 7 campers or
fraction thereof.**

Waterfront Lifeguards:

Non-Instructional Swim:

- (1) Adult Lifeguard (at least 18 years of age) plus (1) Junior
Lifeguard on duty during non-instructional swim for 30 or
fewer campers;
Add (1) additional lifeguard for every additional 30 campers
or fraction thereof that are in the water.**

Instructional Swim:

- (1) Lifeguard and (2) Senior Counselors or (1) Adult Lifeguard
and (2) Junior Counselors on duty during instructional
swimming when there are 30 or fewer swimmers.
Add (1) additional lifeguard for every additional 30 campers
or fraction thereof that are in the water.**

Health Center – First Aid Supplies

New Jersey Youth Camp Standards (8:25 App. E)

First Aid Kit Contents

Description of REQUIRED Items for > 90 Campers

- 100 – Adhesive Compress Strips (band-aids)
- 25 – Sterile Gauze Dressings (sponge 2” x 2”)
- 25 – Sterile Gauze Dressings (sponge 2” x 3”)
- 25 – Sterile Gauze Dressings (sponge 4” x 4”)
- 15 – Sterile Gauze Roller Bandage (1” wide)
- 15 – Sterile Gauze Roller Bandage (3” wide)
- 1 – Sterile Eye Dressing Pads (box)
- 6 – Triangle Bandages
- 1 – Waterproof Tape (1” x 5 yards)
- 1 – Bandage Scissors
- 1 – Tweezers
- 1 – Blanket
- 5 – Instant Cold Pack
- 1 – Disposable Protective Face Shield
- 6 – Disposable Protective Gowns
- 1 – Disposable Gloves (box)
- 6 – Pocket Resuscitation Mask
- 1 – Liquid Hand Soap or Hand Sanitizer
- 1 – First Aid Treatment Policies and Procedures

