



**SUMMER CAMP
PROGRAMS
STAFF MANUAL**

The Mission of the
Secaucus Recreation Summer Programs is to provide the highest
quality, most diverse and accessible programs, services and facilities
that enhance the enrichment of life for all ages, cultures, and abilities for
children.

Secaucus Recreation Director John Voli
Jvoli@secaucus.net

Secaucus Recreation Summer Programs Director
Toni Salvatore
Ts Salvatore@secaucus.net

Secaucus Recreation Day Camp Directors

201-376-0773 Pee Wee Patriot Camp

201-978-9521 Junior Patriot Camp

201-852-2221 Senior Patriot Camp

Secaucus Recreation All Abilities Camp Directors

551-247-1602

Secaucus Recreation Center
201-330-3299



Secaucus Recreation Summer Programs

Introduction and Welcome

Welcome to our Recreation Summer Programs! We are anticipating an exciting summer of activities for our campers, and you are a very important part of the success. **Excellent staffs produce excellent programs,** and that is our goal.

This manual has been prepared to give you the knowledge necessary to become an effective and responsible staff person. We expect you to read it thoroughly before the first day of camp so that you know the standards and practices of the Secaucus Recreation Summer Programs. It will also help you understand the philosophy and goals behind the summer programs, your role, and the conditions of your employment.

"Coming together is a beginning, staying together is progress, and working together is success"

-Henry ford



Program Goals

Our mission is the key principal that guides the summer camp program. How does the Recreation Department define an outstanding camp?

- An outstanding camp is a place where children are valued.
- All staff views each child as a unique individual with something special to offer.
- All staff shows interest in each child- calling them by name, communicating individually with them, and listening to what they have to say.
- All staff takes time, show attentiveness and will focus on the best interest of the child.
- All staff creates an environment where focus is on the interest and needs of the children.

MAKING CAMP FUN AND SAFE THROUGHOUT THE DAY IS THE KEY TO PROVIDING

EVERY CHILD A TERRIFIC EXPERIENCE. IT IS ALL ABOUT THE CHILDREN!

BE A ROLE MODEL!



An outstanding Summer Program is a place that is fun and exciting for children.

- Activities are varied to meet a range of interests, abilities and needs.
- Activities invite participation. They are fresh, interactive and inclusive.
- -Programs provide children with choices and opportunities for self-expression.
- -Staff is enthusiastic, energetic and fun to be around. They are well prepared and competent. Participation is not an option....it is a requirement.

An Outstanding Summer Program is a safe place.

- Campers are well supervised in every situation throughout the camp day.
- Staff is vigilant. They constantly monitor the area for safety hazards.
- Safety is a first priority, and every activity takes safety into consideration.
- Children are taught good safety measures as part of the program's routine.
- Children will feel safe emotionally and physically throughout the program.



Personal Structure and Responsibilities

- **Camp Director-** This supervisory work entails managing a recreation program and a broad range of services. Supervision of paid staff, programs, operations and facility maintenance are involved. An employee in this class provides skilled leadership in specific functions in support of facility based summer recreation programs and activities. Work requires specialized program knowledge and is performed with considerable independence under general supervision but reviewed through reports and observations of program effectiveness by the Recreation program Director.
- **Assistant Director/Supervisor-** This supervisory and skilled work entails managing a specialized recreation program or directing the activities in support of facility based summer recreation programs. Supervision of employees is involved. Work is performed under the general supervision of the camp director.
- **Camp Counselor-** This recreation work entails providing direct leadership in a recreation program at a facility based summer recreation program or activity. An employee in this class may supervise a small function with the recreation program or may serve in a specialized capacity requiring specific skills, training or experience. Work is performed under the supervision of a higher-level employee and is reviewed through conferences and observation of performance. The camp counselor is one position that provides the opportunity to develop leadership and recreation skills while giving program support to recreation staff. The counselor is expected to fully participate in the following aspects of the program; help keep children on task and feeling successful, work cooperatively with staff and other counselors, provide a well-structured environment that is fun while safe, model enthusiasm and desirable behavior, assist with behavior management and offer assistance freely whenever needed.



Be a great counselor:

- **Do everything with enthusiasm. It is contagious!**
- **Be a team player.**
- **Take initiative and try new things.**
- **Maintain a positive mental attitude no matter what the circumstances.**
- **If in doubt, check it out!**
- **Reflect a “can do” attitude.**
- **Focus your attention on the children at all times. After all, that’s why you are here. Keep engaging. No fraternizing!**
- **Always think safety first.**
- **Smile a lot.**
- **Have fun! You are getting paid to play.**
- **Lead by example. You are a role model.**

“If a thing is worth doing, it is worth doing well.”

~100% all of the time.

Pre-program Training

- You are expected to attend pre-camp training that will provide you with many learning experiences designed to prepare you for this summer. A portion of the pre-camp training is hands-on training where you and other staff are fully involved. The purpose of these sessions is to enable you to:
 - ✓ Become completely familiar with all phases of our philosophy, objectives, operations, schedules, procedures, and responsibilities.
 - ✓ Become acquainted and familiar with the staff assigned to your program in order to work together as a cohesive, cooperative unit.
 - ✓ Focus on safety issues relating to children, including how to provide a safe environment, what potential hazards to look for, and how to deal with emergency situations.
 - ✓ Relate effectively to children and focus attention on THEIR needs and interests.
 - ✓ Become familiar with the types of behaviors exhibited by children and the corresponding behavior management and disciplinary techniques recommended for use.
 - ✓ Learn how to create a positive camp experience that is rewarding and fun for everyone.

Dress Code

Because you represent Secaucus Recreation to the children, their parents, and our community you are expected to dress in neat and clean clothes every day. Clothing such as cut offs, halter tops, excessively short shorts that cannot be seen beneath your T-shirt, sandals or flip flops are not appropriate and will not be accepted at camp. Sneakers are a requirement as is the Summer Recreation work shirt provided for you.

During swim activities, you are expected to wear modest and appropriate swimming attire, which includes one piece for females, and swimming trunks for males. Providing supervision around the pool, you are expected to be dressed appropriately with shoes off or wearing pool shoes in readiness to perform a water rescue. During the rotation of swimming, all counselors should be in the pool). During pool time, and only pool time are, you allowed to wear flip-flops.

Standards of Conduct

You are expected to conduct yourself in a professional manner and comply with the standards and practices as specified in this manual while involved in the Secaucus Recreation summer programs. The following standards of conduct must be strictly followed, and failure to do so will result in release from your position.

- All program standards and practices are to be followed.
- Tardiness and unexcused absences will not be tolerated.
- Jeopardizing the safety and health of the children and other staff will not be tolerated.
- The use of obscene language is strictly prohibited.
- No intoxicants may be brought or consumed on the premises before, during, or after the camp program, and coming to the camp. **Smoking is prohibited at all programs and all sites.**
- Weapons of any kind are prohibited.
- Unethical conduct-which includes the misappropriation of department funds, the misrepresentation of a position and/or responsibilities, sexual harassment or misconduct, insubordination or other in appropriate behavior will not be tolerated.

Employee Requirements

- You will be paid for the time between sign in and sign out. No one is allowed to sign in for you. You are expected to be engaged in work related tasks onsite the entire time. You are expected to report to your worksite to prepare for the day and be ready to welcome children.
- You are expected to remain onsite throughout the day, except when camp itself goes on a swimming or field trip. Everyone rides the school bus to an offsite event.
- You are expected to eat with the campers. No one may leave the campsite during the lunch period, as programming continues throughout the entire time.
- If an emergency occurs and you need to leave the camp during the workday, you must obtain permission from the camp director.
- Personal phone calls and guests are not permitted during working hours, and personal cell phones are to be turned off or muted.

Sexual Harassment Policy

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

Sexual harassment is verbal or physical conduct that includes

- Unwelcome sexual advances
- Requests for physical conduct of sexual nature
- 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.

Sexual harassment includes, but is not limited to the following:

- Request for sexual favors; the use of threats or force to obtain sexual favors;
 - Sexual propositions or innuendo
 - Suggestive comments
 - Sexually-oriented teasing or joking
 - Jokes about gender-specific traits
 - Unwelcome or uninvited touching, patting, pinching, or bushing against another's body;
 - Obscene spoken or written language, obscene gestures
 - Display of offensive or obscene printed or visual material.
- An 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 supervisor.
 - Any employee who sexually harasses another staff member or participant will be released.

Weapons Policy

Weapons are 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.

Supplies and Equipment

A general order of supplies and equipment has been prepared for each camp in advance that should last through the total summer program.

Prior to the start of the program, directors will instruct counselors on how/where to arrange equipment and supplies on a daily basis.

Inventory the supplies and equipment to see what is available and to plan craft activities around them.

- ✓ Secure all supplies and equipment, label them and make your stockroom off limits to children.
- ✓ Everything must be prepared in advance of the activities as follows:
- ✓ Put supplies in order, with proper amounts ready for the planned activity
- ✓ Daily inspection of equipment
- ✓ Return all supplies at the end of the day in a neat and orderly fashion.

Safety Plans

- Every camp/program must be in compliance with all local fire and safety code requirements.
- Evacuation plan must be posted.
- To provide an early alert to fire, fire alarms are located in all facilities.
- Directors, Supervisors, and Counselors must be aware of their locations in the event of an emergency.
- A phone (Director, supervisor, head counselor, or landline) will be available for use in the event of an emergency.
- Confidential Health information and emergency contact records will be maintained on site for all children and staff.
- Attendance will be taken at strategic times throughout the day to ensure all campers are properly accounted for (i.e before and after transitions to a new location).
- Parents will be expected to sign their child in and out to ensure optimum security.
- Protective gloves will be used when providing first aid care to avoid contamination.
- To minimize risk 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 being certain there is a First aid kit on ALL sites.
- Make sure staff remains in close proximity to children at all times.
- Be aware of the skill and general physical conditions of the children at all times during their participation in an activity to avoid over-exhaustion.
- Know which children are on medication and be alert to changes in behavior or other physical conditions.
- Be aware of the dangers of over-exposure to the sun. Recommend to parents that children must wear sunscreen; However, **STAFF MAY NOT PUT SUNSCREEN ON THE CHILDREN.**
- Before conducting an activity, explain all rules and proper procedures. Stop any activity if children are getting out of control or are not complying with the rules, making the activity unsafe.
- Report any unusual or questionable situations and/or persons to the director.
- Camp shirts must be worn by counselor at all times

The following material must always be on hand:

- ✓ -Child Roster
- ✓ -Parent permission forms (for field trips)
- ✓ -Health and information forms for all children
- ✓ -First aid kit
- ✓ -Recreation manual binder



Offsite Emergency Plan

A planned meeting place for lost campers:

- A planned meeting place should be agreed upon in advance in the event that a camper becomes separated from the group.
- If a planned meeting place is staffed by other employees (e.g., pool, zoo, and museum staff) these people should be made aware of the lost child system. A camp member should check this area periodically for lost participants.
- Counselors should notify the director immediately if a child becomes separated from the camp.

Daily Attendance

- Parents will be expected to sign in their child when they drop them off at camp or extended camp, and sign them out when they pick them up. Each child will receive a designated color-coded bracelet per camp for attendance as well.
- Once a child is signed in, he/she must also be checked in on the daily attendance sheet.
- You are responsible for the health, safety, and welfare of your group. It is important to know where your children are and what they are doing at ALL times.
- When the camp has an offsite activity, the attendance roster must be used as a checklist. Check and double check for accuracy. Head counts are also required.
- From the moment a child begins our programs, staff is responsible for the whereabouts of that child. Knowing where each child is at all times is a critical responsibility of all staff, and failure in this area will be grounds for release from employment.

***If you have doubt about anything, take the time to check.
Never release a child to someone other than the parent
without written authorization.***

HAVE FUN AND REMEMBER YOU GET PAID TO PLAY!