

WELLFLEET RECREATION

2017 Summer Recreation Counselor Handbook



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Welcome & Program Basics

Welcome to the Wellfleet Summer Recreation Program! The Summer Recreation Program has a great reputation in our community, and has enjoyed success due to the continued efforts and teamwork of everyone who works in the program. A successful program justifies the need for recreation throughout the community and demonstrates the importance of its function. This program strives to provide a summer of fun filled adventure for both the staff and the children who attend this program. By becoming a Wellfleet Summer Recreation Counselor, you have decided to take on a unique and demanding job this summer. You have been chosen to be a Recreation Counselor because we know you have the talents and skills to complete the tasks of this position.

Above all else, you have been chosen to be a counselor because we believe you have a sincere interest in working with children in a safe and nurturing environment. We believe you have the necessary desire to be a good role model to the children in this program and to display a positive and appropriate attitude at all times. As a staff member, we expect you to be responsible, enthusiastic, caring, compassionate and fun! We expect every staff member to enter the summer with a complete commitment to making this program succeed to its fullest. We have high expectations for each of you and know that the sum of our individual strengths, skills, talents, interests and gifts combined will enable us to work enthusiastically as a team to provide the children in our program with a fun and amazing summer! We look to you to fulfill the hopes of each child in the program for an exciting, fun and adventurous summer.

Please take the necessary time to review this Handbook thoroughly as it will help you to prepare for the upcoming summer and to understand your job responsibilities and obligations. The more prepared you are, the easier your job will be. Good luck and remember it's okay to get a little crazy and have some fun!

Mission Statement

The Town of Wellfleet Summer Recreation Program is dedicated to providing a safe and comfortable environment in which children are encouraged to try new activities and games with their peers, and in the process, strengthen their social skills, self esteem and leadership potential through physical, social, fun and educational activities.

Staff Training Goals and Objectives

- To understand the mission and goals of the program
- To give staff the knowledge they need to do their job effectively & to the best of their ability
- To review policies and procedures
- To begin the process of creating a well bonded and connected staff who can work together within their respective age groups and within the camp as a whole as a dedicated and cohesive team.

- I. Safety:** Our number one objective is to do everything possible to ensure the well-being and safety of each camper. The following is a list of specific areas of concern, along with how we can deal with each area.
- A. **Check In/Check Out Procedure:** All campers will be checked in with their appropriate age group upon arrival at camp and checked out at the end of camp by a parent or guardian or a designee approved by a parent or guardian. Check out counselors will have a list of all persons approved to pick up the child and will have that person initial the sign-out sheet next to their child's name., and will note who picks up the child. If a counselor does not know the identity of the person ID will be requested. Any parent picking up their child before 11:45 will be required to sign their child out of camp.
 - B. **Movement from one area to another** each counselor will be responsible for his/her charges moving from one location to another as a group. This will eliminate certain campers running ahead in an unsupervised manner, possibly crossing the street or bike path unsafely and/or arriving at a facility that may not be supervised. Although this will be demanding on each staff person, it necessary to ensure the safety of campers.
 - A. **Tennis/ Lacrosse Clinic Etc.** In those activities where there are bats, sticks, rackets or any other type of striking implement, please assume children are not aware they should get out of the way when someone is swinging or hitting! Many of our campers will be exposed to some activities for the first time. If during the introduction of an activity you include safety aspects along with basic game principles, we should be able to conveniently address such concerns.
 - B. **Serious Injury Procedure:** A counselor should stay with the injured camper. Another camper, counselor, etc. should be asked to inform the Rec Office. Familiarize yourself with all emergency phones and their locations. Considering our paramedics' efficiency, typically nothing more than reassuring the camper and controlling the rest of the group should be done. In the event of a life-threatening situation, one should employ emergency CPR or First Aide as instructed in your required certification course until paramedics arrive on the scene.

II. INAPPROPRIATE INTERACTIONS WITH CHILDREN

The Following Forms of Affection are Considered **INAPPROPRIATE** with children and youth served by our program because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.
- Showing affection in isolated areas such as bedrooms, closets, staff only areas or other private rooms.
- Occupying a bed with a child or youth.
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form or unwanted affection.
- Comments or compliments (spoken, written or electronic) that relate to physique or body development. Examples would be, “You sure are developing,” or “You look really hot in those jeans.”
- Snapping bras or giving wedgies or similar touch of underwear whether it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.

Wellfleet Summer Recreation Dates and Hours of Operation

The Summer Recreation Program begins on Monday, July 3 and runs through Friday, August 18. The program runs from 9 A.M. until 12 noon Monday through Friday for seven weeks. Counselors should arrive at 8:30 every day except Wednesday when they should arrive at 8:00 for a weekly staff meeting. (** Unless otherwise notified**) Please eat a good breakfast at home and do not arrive with your breakfast in hand.

All staff will remain at work until 12:30 P.M. each normal work day to clean the site, and prepare for the next day. All staff will have jobs at the beginning and end of each day, and are expected to perform these duties thoroughly for the common good of the whole. Staff will work within their assigned age groups to plan for the week ahead and to address the themes of each week in such a manner as to present new and fun activities, games and events for your respective age group. All counselors will be active participants in the planning process. You have individual talents and strengths, and by working together to brainstorm fun ideas for your age group, you will be successful in your planning.

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- Weekly schedules will be handed out on Thursdays or Fridays.
 - Mondays only head counselors will meet at 8:00 (everyone else 8:30) to register new campers and discuss any questions/concerns and plans for the week. All staff will meet at 8:30 every day except Wednesday when staff will meet at 8:00 for a full staff meeting.
 - **Be prepared to stay until 12:30 everyday**
 - On field trip days you must show up at the location 30 minutes before campers are expected to arrive.

Morning routine:

8 or 8:25 **Sign in with Program Director Ivan Popov**

8:30-8:45 **Group Meetings**

- Go over days' schedule
- Discuss any changes in schedule/equipment needs
- Squeegiee basketball and tennis courts if needed
- Set up fields
- Prepare for check in

8:45-9:15 **Camper check in**

- Pass out any notices
- Continue jobs
- First activities should be in progress

Afternoon Routine:

11:45-12:15 **Camper Check out**

- All Extra Rec kids will sign out with their counselors (list will be provided to each head counselor) and head over to the tennis court fence for dismissal.

12:15-12:30 **Clean up**

- Equipment put away and signed out with the lead counselor of your group
- Trash picked up
- Lost and found collected

Extended Recreation

The Wellfleet Extended Recreation Program runs from 12:00-3:00 PM Monday-Friday. The counselors working this program may need to leave their age groups early to set up for this program.

Coordination, planning and communication between the extended recreation counselors and the rest of the staff is essential. It is also essential that the extended recreation counselors be aware of the schedule and plan accordingly. Ivan is driving the van, he will not be on site the entire time to guide you. If you are uncertain ask in advance!

Your role as a Counselor

In your role as a Summer Recreation Counselor, you are a visible member of our summer staff. We expect you to represent Wellfleet Recreation in a professional manner and to perform the duties of your job well and to the best of your ability. Please remember that you will be observed by the children in our program and their parents while you are working, AND you will be recognized when you are off duty and in the community. Please remember that you are a role model and your comportment should always be beyond reproach. Any reports of misconduct will be dealt with accordingly.

As a Summer Recreation Counselor, you are responsible for the safety and well-being of each child in our program, but most importantly those children assigned to your age group. At all times you must be vigilant for their safety and welfare. This means you must be aware of your surroundings at all times and mindful of the children and what they are doing. A parent's willingness to place their child(ren) in your care is an expression of trust that must be thoroughly understood and respected. Your role as a Counselor will be complex. You will be a teacher, friend, disciplinarian, mentor, coach, role model, protector and a caring and fun person who accepts each child as you find them, and recognizes their worth as an individual. Be a well organized and encouraging leader who strives to fulfill each child's hopes for an exciting and adventurous summer. The measure of the success of our program is not merely what we do, but how we positively affect the lives of our participants. Being a sensitive and effective counselor is a challenge. However, if you approach your job with a true appreciation for the children in the program, a firm sense of responsibility, a willingness to work hard and a commitment that will allow you to accept nothing but the best from yourself, than you will be successful.

Counselor Job Description
TOWN OF WELLFLEET

Position Title: Recreation Counselor Seasonal

Department: Recreation

GENERAL DUTIES:

Works under the administrative direction of the Recreation Program Coordinators and the Head Recreation Counselor. Responsible for the daily supervision of assigned youth. Participates in program planning, set up, supervision and clean up of daily activities and/or group trips.

ILLUSTRATIVE TASKS:

1. Works cooperatively with the other recreation counselors and coordinators to plan activities; and perform daily program set up and clean up.
2. Supervises and is responsible for keeping track of all assigned youth throughout the day.
3. Responsible for leading a group of assigned youth in daily recreational activities, games or specialized programming or trips.
4. Ensures assigned youth has equal opportunities to play and join group activities, while ensuring the safety and well being of the group.
5. Communicates clearly and is capable of explaining and demonstrating group games and activities. Personality traits include friendliness, a sense of humor, tact, patience, sincerity, and an attractive appearance. She personifies the ideas of camping.
6. Participates with recreation program participants in an engaged and enthusiastic manner.
7. Demonstrates ability to follow assigned daily schedule of activities.
8. Fills the needs of campers with guidance in:
 - Creative, varied activities
 - Educational experiences based upon individual needs
 - Satisfactory social experience

MINIMUM QUALIFICATIONS:

1. Must be 16+ years of age.
2. Must be able to communicate well verbally with program participants, fellow counselors, program staff and parents / guardians of assigned youth.
3. Must have a keen interest in working with youth ages 6-14 years old in a public setting.
4. Must be organized, punctual and extremely reliable.

Counselor Expectations

1. **Be on time** to work. This includes coming at 8:00a.m. on Monday mornings, if you are a head counselor and 8:30a.m, except Wednesday when there is a full staff meeting at 8:00., unless told otherwise. Complete assigned jobs upon arrival.
2. **Dress appropriately.** This includes staff shirts and sneakers. Bathing suits and flip-flops are optional for beach days.
3. **Familiarize yourself with the weekly schedule: Be prepared with knowledge of upcoming activities so that you make sure you are dressed appropriately and that you can immediately do what is needed to set up for the activity when you arrive at work for the day.**
4. **Adhere to rules.** Rules create a safe and positive environment for all. Make sure to establish rules at the beginning of camp, and make sure campers stick to them. Breaking of rules will have appropriate consequences.
5. **Be positive role models.** Campers learn by watching counselors, therefore if they see enthusiastic, energetic leaders, they are more likely to behave the same way. This includes using appropriate language and encouraging all campers to participate regardless of abilities.
6. **Respect confidentiality of campers and parents.** Do not talk about individual campers or discipline situations in front of other people. The place to discuss these issues is at your daily group meeting. Immediate issues should be discussed with your head counselor and Recreation Director.
7. **Help keep camp area clean.** Don't just tell campers to pick up. Show them that you care about the space too.
8. **Supervision during snack and group activities is everyone's job.** At snack time and during special presentations all counselors need to actively supervise the campers. During snack time counselors should be sitting or standing with the children in such a manner that they make a circle around them. No child should be behind a counselor. At group activities counselors should spread out among the children and keep a perimeter.
9. **ASK QUESTIONS** if there is anything you are unsure of. Ask your head counselor or director about how to play games that you are unsure about sooner rather than later.
10. Personal cell phones should be turned off during Rec. unless they are being used to communicate during field trips or in an emergency. Counselors should not take pictures of campers with cell phones or personal cameras. **Any picture taken will be officially sanctioned by the Recreation Dept. and parents will be informed about it.** Counselors should not friend or communicate with campers on social media sites such as facebook during the 7 weeks they are working for the Wellfleet Recreation Department.
11. Be aware of any and all allergies for any camper of any age and the location of any medications or epi-pens for that specific child.
12. Counselors should not allow campers to sit in their lap, hug them or hang on them. Do not pick up or carry campers on your shoulders. High Five's and fist bumps are appropriate when greeting or encouraging campers.
13. All games must have no more than 12 participants per game, team games no more than 6 X 6.
14. Counselors are not allowed to participate in games with campers, find other ways to make the activity fun and encourage participation.
15. No combining of age groups during games. (Except for special events such as Color Wars)

Prevention of Injuries

- 1. Awareness of any predisposing conditions:** Each week a list of all campers having some type of medical condition will be circulated to each counselor. This information should be readily available, as well as aware of, e.g., allergic reactions, epileptic, diabetic, etc. Each counselor should avail him/herself of this information. This list must be placed on your clipboard and be in your possession at all times. If one of your groups' campers has a particular condition that you may not be comfortable handling, please share this with the Camp Director.

- 2. Equitable Competition;** for a variety of reasons, as well as for safety, avoid children of distinctly contrasting maturation levels competing against one another.

- 3. Equipment/Playing Facilities;** be aware of the condition of all equipment and/or facilities used. Also, understand the proper use of equipment and facilities, e.g., gymnastics room, etc. If you are not familiar or experienced in the use of equipment in the room, avoid being in the situation of leading such an activity.

- 4. Rules and Regulations;** One essential element in dealing with children is consistency. Always share, prior to the start of an activity, what can and cannot be done.

- C. Emergency Plan:** Hopefully, we will be able to prevent any and all injuries. To minimize the severity of and injury, know what to do in the event of one before you are faced with it! A counselor should stay with the injured camper. Another camper, counselor, etc. should be asked to inform the Rec Office. Familiarize yourself with all emergency phones and their locations. In light of our paramedics' efficiency, typically nothing more than reassuring the camper and controlling the rest of the group should be done. In the event of a life-threatening situation, one should employ emergency CPR or First Aide as instructed in your required certification course until paramedics arrive on the scene.

Counselor Dress Code

As a Summer Recreation Counselor you will receive two Counselor Tee Shirts and or tank tops for your use throughout the summer. You should wear your counselor staff shirts every day of rec. **It is your responsibility to check the schedule and be prepared for activities listed, if you are going swimming bring a bathing suit, etc**

All counselors are expected to present a neat and clean appearance each day. All clothing should be in acceptable repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for this program. Shirts and shorts must be of modest cut.

Counselors should wear sneakers or closed toed shoes or athletic sandals each day. Flip flops and bare feet are unacceptable. You are expected to be actively involved each day, and must wear the proper shoes/sneakers that will allow you to safely do so while you set an example for the children in the program who are required to do the same.

Bathing suit attire must also be modestly acceptable in appearance. Men must wear swim trunks and the women must wear a modestly cut two piece suit or a one piece suit. Swim suits may only be worn for scheduled trips to the beach, Otherwise, do not wear your bathing suit to work.

Each counselor must also wear a wrist watch in order to follow the daily schedule even when your group is outside and away from a wall clock. Cell phones may not be used for this purpose.

Counselors are not to carry around their purse or backpack during program hours.

The following clothing is unacceptable and prohibited for counselors to wear while working in the **Summer Recreation Program:**

- Profane or derogatory wording or pictures on clothing
- Clothing that depicts products or slogans promoting alcohol, drugs, tobacco, sex or gangs
- Excessively baggy or tight fitting clothing
- Any items of clothing which expose bare chests, breasts or midriffs
- Any items of clothing which expose undergarments and/or are transparent
- Any shirt tops with spaghetti straps, exposed backs, halter tops or tube tops
- Cutoff jeans or tee shirts with the sleeves cut out
- String, thong or crochet swim suits

Counselor Cell Phone Policy

- Counselors are NOT to use their cell phone or any other cell phone during the Summer Recreation Program! Counselors should leave their cell phones in their purses or back packs in the Coordinators' offices. The Program Coordinators will be happy to put your cell phone in a safe place during program hours.
- There will be absolutely no texting during the camp day.
- There are no incoming or outgoing cell phone calls allowed during the camp day. If you have a family emergency, please inform the Program Coordinators.
- Should you need to make a call during program hours, you must ask permission to do so.
- Parents should not have your cell phone number and should not be calling you during the day to check up on their children.
- If you are found using your cell phone during the camp day your phone will be confiscated and possible termination may occur.
- The children in this program are not allowed to have your cell phone number under any circumstance whatsoever unless they are a family member.

The Program Coordinators, Head Counselor, Arts & Crafts Instructor and the front desk staff all have access to cell phones/ telephones in the event of an emergency. In certain situations, a counselor may be assigned as a group leader and may carry a cell phone for reasons of group safety.

Counselor Facebook and Social Media Policy

Counselors are reminded to maintain proper decorum in the online, digital world and to adhere to appropriate boundaries with children and families in this program. The Wellfleet Recreation Department's policy with regard to interactions with campers and families utilizing technology, such as electronic mail, social networking websites and cell phones is as follows:

The following constitutes unacceptable online interactions with Summer Recreation participants using Facebook and similar internet sites or social networks, or via cell phone, texting or telephone:

- Counselors may not list current campers or former campers below the age of 18, as "friends" on private networking sites.
- Counselors will not give out private cell phone or home phone numbers, or personal e-mails to children in the Summer Recreation Program. This policy does not apply to family members.

Privacy of Online Content:

- Counselors are reminded that items placed online are never fully private and may
- Counselors are reminded that items placed online are never fully private and may affect how campers, parents, administrators and peers perceive you.
- Be a responsible representative of the Town of Wellfleet and its Recreation Department.
- Refrain from posting comments that are discriminatory and protected by Federal, State or Local laws and policy
- Refrain from posting items with sexual content and those exhibiting or advocating the use of illegal drugs or alcohol.
- Set Facebook account to private and keep up-to-date with privacy settings.

The Daily Schedule

The Summer Recreation Program usually serves over 200 children per summer. Usually there are 80-100 kids onsite each day. These children are assigned to designated age groups that group children for games, activities and trips that are appropriate for their current stage of development. Obviously, there is a great deal of difference between a child who has just completed Kindergarten and a child who has completed Eighth Grade. While we do occasionally come together as a “Camp” for onsite performers, Field Day and the like, we typically have different activities planned for each specific age group.

With so many children on site on any given day, and the need for a variety of age appropriate games and activities, it is necessary to have a daily schedule that allows each group to have the space they need for their daily routine.

Getting from Here to There

OK, you have a group of children who are now checked-in for the day, or you are transitioning from one activity for another, or snack is ending and you are trying to gather the children and have them move from one place to another. How do you do this in an organized and orderly fashion?

In a certain sense, new counselors will learn the tricks of the trade from the returning counselors who learned this from prior counselors. Know two things. Safety comes first, and children thrive on routine. They will respond to your group’s established routine for gathering and moving from place to place. Although this is a summer program, and not school, it is still essential to remember you are responsible for the safety and welfare of the children in your charge. Mutual respect is key. You are not going to roar at the top of your lungs “OK, EVERYBODY LINE UP NOW!!!!!!”. That is neither necessary nor respectful of the children.

An agreed upon signal or phrase works best with the younger children. Use a “Peace” sign for peace and quiet, and teach the children how to use it. A clapping pattern is another good way to get the desired response which will become automatic in a short period of time. A call & response also works well. Older children will respond to a certain tone of the whistle, and a quiet request to please line up.

Escorting Children Across Camp / Field Trip / Beach

Please adhere to the following policies when walking children across campus to and from the Rec Cen, Day Camp Field and Campus Point.

You are responsible for the safety and well-being of children you are escorting. You must be accountable for all the children in your group at all times.

1. Have a full understanding of what is expected of you on a field trip IN ADVANCE. If you are required to lead an activity or supervise certain children make sure you are aware and plan accordingly.
2. Parents will be required to fill out online waiver forms for all field trips, make sure your group gets a list from Tia or Carrie of who is going on the trip. Always bring your clipboard with emergency contact information for each camper in your group.
3. There must be at least two staff with a group of 5 or more children. One staff will lead the group and one will follow all children at the year. If a third staff is available, they will help at bike and road crossings by stopping traffic while the group crosses when safe.
4. Only follow approved routes on map. Note the time you are leaving and let the Head Counselor or program director know which route you are taking.
5. Before leaving with children take a head count and call roll from roster. If at any time during transport the group becomes spread out, stop, collect all the group together account for all children. After all children are accounted for continue with your route.
6. If at any time you believe you are missing a child, take roll, have all children sit down and “hold” in a safe area with one staff. Second staff will take cell phone and/or radio and immediately re-trace route and follow missing person’s protocol. If missing child is not located immediately second staff will alert program director of situation, action and progress.
7. After the group has reached their destination, staff will again take roll and a head count as they are checked-in to new program location.
8. The approved routes intentionally avoid high traffic [zones](#) and [public eateries](#).

Safety Plan for Natural Bodies of Water When a water activity is planned involving a natural body of water, such as a Pond and Ocean

Campers may safely enjoy a water activity at Gull Pond or the ocean beaches provided the following safety plan is followed:

- A minimum of one staff for every 5 campers will be on duty at an activity involving a natural body of water. Counselors must post the “Wellfleet Rec” sign at the designated area immediately upon arrival at the beach.
- At least one staff certified in CPR/First Aid and a life guard must be on duty, and if the water is above the campers’ knees, then an individual certified in lifesaving must also be on duty.
- Campers must be reminded not to drink the water or play in such a way that would cause water to enter the eyes, ears, or mouth of another person.
- Campers will also be reminded not to put their hands in their eyes, ears, or mouth while they are in the water. Focus your attention on the campers at all times.
- Following the activity, campers must wash their hands with soap and water or an anti-bacterial solution, particularly if they are going to eat afterwards.
- Campers may also wear shoes in the water to protect their feet from sharp seashells, stones or debris.
- Attendance will be taken at strategic times during an activity to ensure that all campers are properly accounted for.

Rain Days

- Rain days are held at the Wellfleet Elementary School: 349-3101
 - 100 Lawrence Rd.
- We have access to the gym, Kindergarten room, kitchen, and outdoor space if the rain holds up.
- Equipment managers and arts n crafts managers are responsible for getting materials to and from the school. Even if it travels in someone else’s car, or you ask someone to take it, it is your responsibly to keep track of it.
- Our responsibilities there include sweeping the gym/hallway, vacuuming the rugs, and cleaning all table tops
- All age groups must stay separated even in small numbers
- Possibly indoor schedule:

Age/Time	9:15-10:00	10:00-10:45	10:45-11:15	11:15-12:00
5-7	K room	Hallway	Gym	K room
8-10	gym	K Room	Hallway	Hallway
11-14	Hallway	Gym	K room	Gym

Activities in the kindergarten room:

- Board games
- Circle games
- Cards
- Bingo!

Activities in the gym:

- Kickball
- Mat ball
- Basketball
- Dodgeball
- Doctor dodgeball

Activities in the hallway:

- Art ‘n crafts
- Circle games
- Snack
- Movie

Activities outside:

- Basketball
- Kickball
- Baseball
- Playground
- 4 square

5-7 equip. managers brings crafts for all ages to school

8-10 equip managers brings movies (G or PG) to school

11-14 equip. managers brings balls and sports equip for all ages

Counselor Jobs

Head Counselors:

- Meet with group each morning to discuss daily schedule, notify other head counselors of any changes
- Plan changes to schedule at least one week ahead of time
- Make sure incident reports are filed when needed (should be completed by counselor who observes incident and kept in binder)
- Plan field trips and special days/activities for your group
- Collect money for field trips

Clipboard:

- Greet parents and sign campers in/out
- Remind parents about special activities
- Direct campers to first activities
- Treat sign in forms as official documents
- Make sure all counselors and campers know rules of games
- Bring your own clipboard to field trips unless told otherwise

Tent/“Runner”:

- Organize chairs
- Bring tables in/out if needed
- Pick up trash under tent
- Direct/escort campers to their first activities as they arrive
- Show campers where to put snacks
- Collect lost and found at end of rec
- Bring Water in and out of rec. building and out to field

Equipment Manager:

- Get equipment from shed *before* activity is scheduled to begin (ask arts n crafts manager if you need help carrying equipment/goals)
- Check with other groups to make sure there is no overlap
- Have game set up and ready to go **BEFORE** campers arrive
- Make sure all equipment is **RETURNED** to shed after activity
- Make sure all necessary equipment is brought to the school on rain days, and **RETURNED** to shed by the next morning
- Notify Director or Head Counselor if equipment breaks or is damaged

Arts n Crafts Manager:

- Decide which craft to do
- Make sure there are enough materials before beginning craft
- Bring table in/out if needed
- Notify Director if supplies run out

Counselor Interactions with Administration, Counselors, Staff & Parents

You have been chosen to be a Summer Recreation Counselor because we perceive you to be a responsible, reliable, mature and capable individual willing to invest your time and energy for the common good of the whole to make this summer another example of what a model Summer Recreation program should strive to be.

As a staff person you are required to meet the expectations and goals set by the administration. You are expected to adhere to the policies and procedures set forth in this Handbook, and to take direction from the program administrators.

In your interactions with your fellow counselors you are expected to be positive, polite, supportive and cooperative. Each counselor is recognized as having individual strengths and abilities. When combined with other counselor's skills and strengths the outcome will be stronger in the aggregate. Collectively we are stronger as a team. Therefore, it is expected all counselors will treat their fellow staff with respect. Please treat all recreation staff with the respect you would like to have in return. Again, if you present yourself as a responsible and mature person, this will help.

Please be as helpful as possible when meeting parents and their children as they enter and leave the program each day. Answer simple questions about the program or trip logistics. Please refer any requests or more in depth questions to the program administrators. Your responsibility is to supervise the children in your care and not entertain their parents.

Do not make babysitting appointments during your work day. If parents would like to have you babysit their children, they may call you later in the day or wait until the end of the morning program to make their requests. Please find a polite way to explain you have job responsibilities at the moment, and will speak with them at a later point in time. They will respect you for your desire to perform your job responsibilities on behalf of all the children in your care.

The Summer Recreation Program is a bully free environment for children and counselors alike. Bullying or harassment of any type will not be tolerated. Verbal harassment includes offensive or excessive mocking, jokes, verbal abuse or other conduct which demeans or intimidates a staff member or camper. Harassment includes but is not limited to topics of age, height, weight, handicap or disability, personal characteristics, mannerisms or sexual orientation. This includes starting or participating in gossip about another counselor or staff member or program participant in the public domain. This includes blogs, facebook, or any other social media. Such behavior is grounds for immediate disciplinary action and possible termination.

The Children in our Summer Recreation Program

Each child in the Summer Recreation Program regardless of age, skills or interests comes to the program for enjoyment and fun. It is our job to keep their needs in mind and create a varied and interesting program so that we engage each child on some level in our daily efforts.

These are the goals that we have for the children in the Summer Recreation Program:

- **To have fun** Let the children be children. Let them enjoy partaking in simple, fun, safe and innocent activities and games.

- **To know the rules** Children thrive on structure and will follow clearly stated rules that help them to manage their daily routine here at Summer Recreation as well as the risks involved in learning new activities. To help the children to achieve this goal, the staff must enforce our Summer Recreation Rules and Regulations and model them to the children.

- **To feel secure** Children must feel secure when participating in this program. We must foster an environment where the children feel safe and participate in a program free of bullying, intimidation, or harassment. To help children achieve this goal, staff will be vigilant in providing adequate supervision and appropriate consequences for misbehavior. Children are encouraged to be sensitive to the feelings of others, and to report instances of bullying.

- **To make new friends** Our local Wellfleet children attend a very small school at the present time and have the same circle of friends and face the same challenges with their peers from year to year with little variation. For some children in our program, the opportunity to make new friends will be huge. For others, it will be surprisingly fun and different. Children will accept and include others as they learn that differences are strengths to be celebrated. To help the children in our program achieve this goal, staff will create and maintain an environment where everyone is respected and included in all aspects of our day.

- **To develop strong character** The children in the Summer Recreation Program will believe in, and make daily choices based on, positive values that guide good behavior. To help the children achieve this goal, staff will be encouraging, consistent role models who make appropriate choices themselves. The values our program embraces and models are respect, appreciation, acceptance, and accountability and all that they imply.

Child Health, Safety and Welfare

The first responsibility of each and every counselor and staff member is the health, safety and welfare of the children in the program. Each staff member is expected to take every precaution and care to protect the privacy and person of each child. The children's safety and wellbeing is the first priority in all activities that take place in this program. Be aware of the children in your group who have severe allergies which may require the use of inhalers or epinephrine pens.

Physical punishment or any intimate contact between staff and the children in this program is inappropriate, prohibited and grounds for immediate dismissal.

Use good judgment about physical closeness or contact. Avoid contact that may be misinterpreted. Never touch a child on any part of their body that a bathing suit would cover. Do not give piggy-back rides

Caution should be taken anytime a counselor or staff member is alone with a child out of the view of other staff members. It is recommended that you never be in an isolated one-on-one situation with a camper. This is for the protection of the child, you, the counselor or staff member, and the program alike.

Bullying and Harassment

The Summer Recreation Program is a bully free environment for children and counselors alike.

Bullying or harassment of any type will not be tolerated. Please be highly sensitive to any harassment or bullying that may be taking place in your age group.

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at a victim that:

- Causes physical or emotional harm to the victim or damage to the victim's property
- Places the victim in reasonable fear of harm to himself or of damage to his property
- Creates a hostile environment for the victim
- Infringes on the rights of the victim
- Materially and substantially disrupts the education process or the orderly operation of a school
- For the purposes of this section, bullying shall include cyber bullying.

MGL: Chapter 92, Section 5

Bullying often takes the form of verbal harassment which is usually said quietly out of ear shot of a counselor. At its worse, bullying and/or harassment could escalate into a fist fight. If counselors are vigilant in supervising their respective age groups, the likelihood of this happening will be minimized.

Our goal is to teach the children to blend into a cohesive & cooperative group. We will be stressing acceptance of all participants and staff in our program, and we will not allow put-downs, threats or taunting behavior.

Age Group Characteristics

All children develop in basically the same way and share certain developmental traits with other children their age. While children will vary somewhat in reaching a certain developmental stage, they will typically move forward with their development even if they lag behind their peers occasionally.

Understanding a child's or a group's basic developmental stage will help you to determine the most appropriate way to interact with them and to plan activities that will be appropriate for their age, interests, abilities and attention span.

Five to Seven Years

Children this age are curious and excited participants who are learning to share and play cooperatively in small groups. Typical behavioral traits include:

- a strong attachment to their home and family
- a short interest or attention span
- an awareness mainly of themselves and their own desires
- a preference for imaginative and make-believe play
- curiosity and a desire to explore their expanding world
- a desire for repetition of enjoyable experiences
- boys & girls playing together readily
- a need for patient understanding and close supervision
- dependant on adults to meet their physical and emotional needs
- easily upset by changes to their routine & environment

Seven to Ten Years

Children this age are beginning to socialize with children their own age. They want friendships and enjoy playing together. They are also:

- ready for a live away experience
- have a longer attention span
- are aware of others, their feelings and are ready to share
- desire acceptance from their peers
- need close friendship with a playmate
- are able to express themselves freely in art forms and play
- have a desire to develop better skills and performance
- are interested in group games and activities
- want everyone to obey the stated rules and regulations and be fair
- strongly identify with their own sex and age group

Ten to Twelve Years

Children this age are not quite children and not quite teenagers. These are often referred to as the “tween” years. Children this age are developing more awareness of themselves and their skills.

Making friends and being accepted by their peers is a growing concern. They also:

- have a strong desire for a live-away experience
- want to be together in groups and teams
- have the patience to work toward short-term goals
- seek status through excellence in skills and knowledge of grown-up things
- are fairly competitive in team and individual activities
- have a growing concern with their physical size and appearance
- boys and girls can work and socialize in programs where they share planning responsibilities
- like to make, do and collect things
- enjoy being mischievous and daring

Twelve to Fifteen Years

Children ages twelve to fifteen are becoming more independent, growing away from family ties and influences. However, they still want adult supervision and attention to their daily needs. Other traits include:

- a strong drive for conformity with own age group
- intense feelings and emotions
- being greatly influenced by popular adults and teenage idols
- rapidly changing interests and ambitions
- a longer attention span and increasing capacity for self-discipline
- a preference for competition with outside groups over competition with friends
- idealism about the world at large
- concern with their personal appearance, self-consciousness and inhibition
- the start of puberty; girls begin to menstruate, boys' sex glands begin to function actively
- boys and girls can work together on projects better than they can socialize

Disciplinary Issues with Children

During the course of the summer, you will find yourself in a position where a child may be acting out or behaving in a way that is detrimental to the group as a whole. By setting firm guidelines for acceptable behavior and using acceptable tone in addressing inappropriate behavior, we can often guide a child back to acceptable actions and behavior.

Acceptable consequences for rule breaking include:

- quiet time or "Time Out"
- restriction from continued participation in an activity while the rest of the group participates
- restriction to an area away from the group, with staff supervision.
- conference with Head Counselor and Program Coordinators
- conference with the parent/guardian at pick-up about minor issues
- early dismissal by the Program Coordinators with parent pick-up and possible further consequences
- creating a Behavioral Contract for the child when and if warranted

If you find yourself in a situation with a child in your group that you do not feel comfortable handling, or a situation that is escalating, please contact the Head Counselor or the Program Coordinators for assistance.

Discipline Procedure

Campers should be respectful at all times and should not disobey camp rules (see following page). All incidents regarding rule breaking should be fully documented in a discipline report. Campers

will be held under a strict 3-strike policy.

3 Strikes:

First offense: Counselor gives verbal warning to camper. Parents are told of the incident at the end of Rec.

Second offense: Camper will sit out of activity and parents will be called to pick camper up.

Third Offense: Parents will be called to pick child up, and suspension will be issued.

Campers found to be totally uncooperative and/or are responsible for endangering the well-being of another camper or staff member will not be allowed to continue in our program.

Campers MUST:

1. Be respectful at all times to any adult, counselor, or fellow campers
2. Stay with their assigned groups at all times
3. Obey counselors at all times

Campers MAY NOT

4. Hit, fight, or put their hands on anyone in a disrespectful manner
5. Swear or use inappropriate language
6. Touch or take anyone else's personal belongings without permission
7. Bring toys to camp unless they are participating in a scheduled show and tell
8. Damage camp equipment or facilities
9. Go in the parking lot or leave their group until they are checked out by an adult.

Parents MUST:

1. Sign camper in and out every day
2. Drop off promptly at 9 a.m. and pick up promptly at 12:00.
3. Inform staff if another adult will pick up your child

Wellfleet Recreation Discipline Report

Camper's Name: _____

Incident:	Strike 1	Date _____
Resolution:		
Camper's Signature:	_____	
Counselor's Signature:	_____	
Incident:	Strike 2	Date _____
Resolution:		
Camper's Signature:	_____	
Counselor's Signature:	_____	
Incident:	Strike 3	Date _____
Resolution:		
Camper's Signature:	_____	
Counselor's Signature:	_____	

GETTING STARTED

Learning Names is Essential

It is imperative that you learn the names of the children in your group as soon as possible but certainly within the first week. Over the course of the summer, it will be helpful to you and our program to learn the names of as many other children as possible. Obviously, this is likely to occur with groups that pair up for planned games and activities.

To this end, it will be helpful to make name tags for the children in your group for the first day or two or three as necessary. Younger children can decorate their name tags with stickers, and older children can probably make their own name tags, just encourage them to use large enough letters to read.

A written note is required for any child to arrive or leave without parental supervision or to leave with an adult who is not that child's parent.

Check-In & Check-Out Procedure

At the start of each day you will take attendance for your age group so you know who is on site that day, and who is not. You must be cognizant of the number of children in your care on any given day, and in short order you will know their names as well. Keep track of your numbers and count heads. Have a different counselor take attendance each week as this will help you to learn the names of the children and to recognize their parents or grandparents by site. The other counselors are expected to supervise the children as they arrive each day and to have a few simple games or activities planned the children can participate in until the daily schedule begins at 9:15. The children must sign out with you at the end of day and you must be sure that you are releasing them into the custody of their parents, grandparents, or another adult who has explicit permission to pick that child up. Use caution and seek the guidance of the Head Counselors or the Program Coordinators if you are uncertain in this regard. It is better to be safe than sorry.

When Something Unplanned Happens

The most important skill you can bring to the job of Summer Recreation Counselor is good, old fashioned "common sense". Some people intrinsically have a level head and use good judgment and common sense most of the time. Other folks seem to be at a loss and don't seem to have any common sense at all in certain situations. It would be wise to figure out what category you may fall into at the moment. Everyone can work on developing their common sense. The easiest way to begin this process is to be AWARE of your surroundings, the children and any and all potentially dangerous situations. You can avoid a lot of mishaps by trying to avoid them in the first place. During the course of the day, things will happen: a child will trip & cut a knee, a child will be stung by a bee, a child will ask if they can go somewhere else without the group (the answer is NO!) or you will get outside with your first and second graders and someone will have to go to the bathroom. This usually turns into an epidemic.

OK, so how do you handle all of these unplanned events, and how do you focus all your attention on one child when you may have a group of children with you? Remember you are part of a team of counselors, and at least one of them will be with you at all times. Ivan, Becky, Angel, Carrie and Rob are all here to help you, especially when you need it most. So the first step to an unexpected accident or situation is to take a deep breath, remain calm, evaluate what is happening and come up with a Rational plan. Obviously, the solution will depend on the severity of the situation. If a child is injured, do not move that child. When a child is ready to move, and able to do so, they will generally do so on their own. Give a child a moment to recover from the bump or fall they just experienced and monitor the situation. What happened? If a child cannot get up on his/her own, they need to remain where they were found. Stay with the child and send another counselor to get Head Counselor, Ivan Popov. If Ivan is unavailable find another supervisor, Becky, Angel, Carrie or Tia. As a last resort, send another child for help and have them report to the person at the front desk. Staff will respond to this situation, and a determination will be made regarding the next step of action. Remember: "An ounce of prevention is worth a pound of cure".

Emergency Procedures

Inclement Weather Plan:

In the event of rain during Rec., campers will meet under the tent. If rain persists, parents will be called to pick up the campers.

In the event of thunder/lightening, parents will come to pick up campers immediately.

Missing Camper Plan:

In the event that a camper is missing:

- Ask other campers if they have seen the missing camper
- Report missing camper to the camp director (including: name and age, last place seen, clothing, and any other relevant information)
- Alert all staff of missing camper
- Search all bathrooms, the shed, and entire Baker's Field area including surrounding woods
- Contact parents to make sure child was not picked up without notifying counselors.
- If camper is not found within a reasonable time, call police station

Medical Emergency Plan:

In the event of a minor injury:

- Report incident to head counselor
- Take injured camper to Rec. shed
- Counselors with first aide training should attend to injuries.
- Counselor who witnessed event will fill out incident report

In the event of a medical emergency:

- Report incident to head counselor
- If camper is mobile, take them to Rec. shed. If not, a counselor must stay with injured camper at all times.
- Call 911.
- Call the camper's parents.
- Stay with the victim until rescue arrives.
- Counselor who witnessed event will fill out incident report
- **All head injuries need to be reported immediately**

Wellfleet Recreation Incident Report

Date: _____

Camper's Name: _____

Counselor: _____

What happened?

Minor Injury: _____

Bee sting

Medical Emergency

Resolution:

Band-Aid

ice pack

rest

911 called

parents called

Were other camper's involved?

1. _____

2. _____

3. _____

Explain:

Tips for a Successful Summer

1. When playing games that require a referee, a judge or a pitcher be sure that role is fulfilled by one of the counselors. Putting a child in this role will backfire in many different ways, but the main outcome will be one child will feel picked on by another child or group of children, and we want to avoid that. Stay in control and be fair but firm.
2. When picking teams, please do so in a way that is not embarrassing or humiliating for the children. Do not allow Team Captains to pick the teams. What happens in this situation is all the “good” players or their friends get picked first, and the remaining children will have a diminished sense of self worth and feel uncomfortable. A better way to pick teams would be to have the kids count off by twos or fours. When counting off by twos, all of the “Ones” are placed on one team, and all of the “twos” are placed on the other team. Kids catch on to this little gem in time and that is when counting off by fours gives greater options as the ones & twos could be on the same team or the ones & threes or the ones & fours for that matter.
3. Keep safety in mind at all times and maintain “safe distances” such as when a child is up a bat during sacket ball. The children waiting their turn to bat should be far enough away so they cannot be hit with an accidentally thrown bat or a fouled ball. Use your “common sense” at all times.
4. It is OK to “divide and conquer”. You may split your group into smaller subsets that are doing different activities provided it is done fairly for all counselors and you maintain a safe Counselor to Kid ratio, which is usually 1:10.
5. Enjoy the children and have fun with them but remember to maintain discipline and respect for your position. Don’t be afraid to tell a child they are out of line and being disrespectful.
- 6.. Remember: “You catch more flies with honey than vinegar”. In other words, you will get more mileage out of catching a child being good and thanking him or her for their helpful, positive behavior, than you will with always recognizing and thus reinforcing an individual’s bad behavior. This approach is truly “trick of the trade 101”.
7. Remember to carry the necessary fanny packs with you for each child in your group who has an inhaler or an epinephrine pen. Each child with an inhaler or an epinephrine pen must have their own fanny pack with their name clearly visible on the top. Quite simply, we need to get the right medicine to the right child in an emergency situation.
8. Remember you are still on duty during snack time and you should be sitting with the children and interacting with them while remaining aware of what the children are doing during their snack time. We should never see all the counselors sitting at the same picnic table talking to each other.
9. Please do not congregate on the front deck in the morning. Get straight to your assigned morning job and be ready for pre-rec. activities when the children arrive.
10. Do not use crude or profane language, and discipline the children immediately for any bad language they may use. Quite simply, it is unacceptable.
11. Do not talk about your personal life in front of the kids or with other counselors during work hours. Do not talk to other counselors regarding plans for after the program, or a party you all attended the night before. This is inappropriate.

12. If for some reason you are in any way upset at work, please talk to Sharon or Georgia in private and make sure someone is covering your kids.
13. Avoid gossiping about children, parents or other staff. Remember, we are all on the same team working together to provide a safe and fun camp environment.
14. Know that you make mistakes. Everyone does. Know that Georgia, Sharon and Joey are here to help you. We are mentoring you to be better and more capable counselors just as you are mentoring the children in your group. Ask for help when you need it, please.
15. Do not hesitate to ask questions. We do not expect you to be clairvoyant.
16. Be willing to share ideas, and try new things this summer.
17. Be willing to have good old fashioned fun and be open to corny.
18. Always chip in and help as you see that things need to be done.
19. No roughhousing is permitted either by a counselor or the children in our program.

Counselors Tips in their own words for new Counselors

Stick to the schedule!

Be friendly and let the kids feel as though they can trust you, but don't let it get to a point where they take advantage of you.

Don't stress over the kids, and have fun.

Even when the kids don't want to do something, you can't let them persuade you to change everything for them.

Have fun with the campers, but at the same time make sure to create a level of respect to ensure that they listen to you while having fun at the same time. This will help to ensure that nothing gets out of control.

I think it is very important for the new counselors to remember that they are here for the kids, and even though some of the stuff the kids want to do may not seem fun to you, it's still your job to entertain them and make sure they are having a good time. Also, the first day is a little uncomfortable and the kids may intimidate you just a little, but remember that you are the "boss" to them and you are in charge.

Treat every kid as if they are your own; safety is the biggest concern. Without being so protective that the kids don't have fun, engage yourself as much as possible and remember back to when you were "x" age, and act like it.

Always be aware of where your kids are and what they're doing – especially at snack time. Keep yourself engaged and watch for any bullying.

Set rules and expectations at the beginning of the session rather than later in the middle. It will be easier to enforce the rules.

Communication is so vital. Counselors in the groups need to be on the same page about everything so things will run smoothly. If each counselor knows what they can do to make things go well (bringing the snack bucket, running games, etc.) things work out so much better. You don't want one counselor saying one thing to a camper, and another counselor saying something different. So being on the same page is important

Approach the kids before they approach you; be outgoing and don't be shy.

Have fun with the kids. It's important on the first day that you explain to them what you expect. Try to play different games with them, even if they want to play the same ones every day

Be confident in what you do. Know that all the campers look up to you as a role model.

Yes, these things really did happen or what to avoid

Do not pick a child up and throw him into the bushes because you think it will be funny.

Hello, bullying & harassment

Do not pour a bucket of water over the head of the 16 year old female counselor in your group, when you are a 20 & 22 year old male counselor.

Hello, bullying & harassment

Do not leave the playground and leave three 7 & 8 year old children behind to find their way back across the street.

Hello, count heads, take attendance, anything but this!

Keep track of your children at all times so at the end of the morning you do not have two 11 & 12 year old girls coming back from Duncan Donuts with an iced coffee and a donut in their hands.

Yikes! See above and Rules & Regulations – Children must stay with Counselors at all times.

Keep track of the children in your group at all times and what they are doing at snack time. Often the kids who love sports & games eat snack quickly & start playing a game before snack time is over. It can get out of hand without supervision like the nine year old boys' tetherball fist fight/rumble several; years ago that happened in the blink of an eye.

Bullying out of control

Do not wait until the last Fun Day of Summer Recreation to decide to share a really inappropriate joke in really poor taste with the 9 & 10 year old children in your group.

Seriously, are you out of your mind?

Make sure to have control of your group and that the children are aware of your expectations for their behavior so the 11 & 12 year old children do not help themselves to the entire camp's water balloon supply on Water Theme Day and use them and the water balloon launcher to smack another 11 year old directly in the eye with full force and intensity.

Yikes! This is lawsuit material, people. Be vigilant!

Information & Procedures Regarding your Employment

Facilities and Equipment: All staff is responsible for the care of the Wellfleet Baker's Field area its grounds and equipment. Unauthorized use of the programs equipment & supplies is prohibited. All the equipment used by the staff should be returned to the place it belongs. It is hoped all equipment will be returned in the same condition it was taken. If, however, a piece of equipment is damaged during use it should be returned to the Head Councilor or the Program Coordinators so that it may either be repaired or replaced.

Staff Vehicles: All staff vehicles are to be parked across the street from the Recreation Building in the Mayo Beach Parking Lot.

Tardiness: All Counselors are expected to arrive on time promptly by 8:30 A.M. Please be aware that more than one lateness will be cause for disciplinary action. If a staff member is going to be late, he/she should call and leave a message stating the anticipated time they will arrive to work.

Request for Time Off: Because the Summer Recreation Program is a seven week mostly half-day program it is expected all Counselors will schedule doctor, dentist, orthodontic and similar appointments during non program hours.

It is recognized there are certain occasions when an employee must ask for time off. Requests for time off **MUST** be made at least 7 days in advance using the Time Off Request Form. Approvals for days off will be signed by both the staff member and the Program Coordinator.

Requests for days off will be approved on a first come, first served basis. Requests may be denied in order to maintain a safe level of coverage for that particular day.

Sickness: If a staff member is going to be absent due to illness, please call the Wellfleet Recreation Center at 508-349-0314 to leave a message with Carrie, Tia, Becky or Angel. If no one picks up please call Ivan Popov on his cell phone at 508-685-9715, please call no later than 7:15 in the morning of the day you will be absent. This will allow us to call in the Substitute Counselor to fill in for the sick individual. If a staff member fails to call in, disciplinary action may be required.

Employee Disciplinary Guidelines

Overview

The Wellfleet Summer Recreation Program Coordinators expect satisfactory job performance from all program Counselors and staff consistent with their job responsibilities and duties as outline in the Summer Recreation Counselor Handbook. When job performance fails to meet minimum expectations for job responsibilities and requirements, the Coordinators will address employee performance in a timely manner with the intent of improving the employee's job performance. Disciplinary actions, when taken, should correspond to the severity of the situation and be consistent with previous responses to similar performance problems within the program. The Employees' progress or failure to meet an established goal must be monitored and communicated to the employee until the problem is resolved.

In addition to, or along with, warnings for unsatisfactory job performance, the Program Coordinator may issue an employee reprimand if the employee has violated specific rules or portions of the stated job responsibilities.

Procedure

The Program Coordinators may administer a performance warning and/or reprimand via informal counseling, verbal warning, written warning, suspension with or without pay, and dismissal.

Informal Counseling

Informal counseling consists of non-threatening reminders regarding basic performance problems, typically used with new employees who may not be familiar with certain procedures or practices, or when the situation simply does not warrant a more serious approach.

Informal counseling need not be documented in the employee's Recreation Department file; however, it behooves the Coordinator to make notes that may be helpful later on, if the situation requires that the next step be taken. The verbal warning (described below) includes written documentation that may refer to previous informal counseling attempts to correct the same problem. With repeated problems, it is up to the supervisor to decide when to move from this step to the next.

Verbal Warning

Verbal warning is appropriate to correct minor misconduct or performance difficulties. Verbal warnings are informal discussions between the supervisor and employee. They are most effective when potential problems have been identified in the earliest stages.

Verbal warnings should be written up by using the Wellfleet Summer Recreation Program Performance Warning Form. A copy of the form will be kept in the employee's Recreation Department file.

**Wellfleet Summer Recreation Program
Performance Warning Form**

CONFIDENTIAL

Employee Name: _____

Date of Meeting: _____ previous meeting, if any, held: _____

Purpose of Meeting:

Verbal and Written Warning. Suspension Dismissal

Reprimand -- check this box if there has been a violation of a rule or code of conduct

Evidence of goals/standards not being met and/or example of rule violation:

Employee's reason for not meeting goals/standards or following rules:

Mutually agreed-upon solution, or corrective action plan, to achieve desired results:

Summary of meeting:

We expect that you will take the opportunity to improve your performance. Further disciplinary action will take place if mutually agreed-upon results are not achieved.

I have received a copy of this document.

Employee (signed): _____ Date: _____

Recreation Program Coordinator (signed): _____ Date: _____

Date for follow-up meeting for a written warning: _____

Rehiring Policy

Counselors who have completed a successful season on the staff with a satisfactory evaluation by the Program Coordinators will be considered for staff positions the following summer, provided notice is received by the deadline date.

Resources for Staff Information

Activities submitted in counselor applications

<http://familyfun.go.com/> (Arts and Crafts, activities, games, activities by age!)

<http://www.acacamps.org/> (American Camp Association - Great General Info and educational articles)

<http://songs-with-music.freeservers.com/alphabetical.html> (New Camp Songs)

http://www.usscouts.org/games/game_t.html#birthdaylu (Team Building Games)

http://www.centerofweb.com/kids/games/xtra_games.htm#Jelly%20Roll (all sorts of games!)

http://www.familycorner.com/dir/Family/Kids/Kids_Crafts/ (Crafts and Activities)

http://www.gameskidsplay.net/frame_alphabetical_listing.htm (More Games!)

<http://wilderdom.com/games/InitiativeGames.html> (Ice breakers, teambuilding and cooperative learning games)

Items included in the Summer Recreation Counselor Handbook Packet:

Daily Schedules

Rain Day Schedule

Summer Recreation Rules & Regulations

Parent Letter

Calendar

Trip Permissions

Time-Off Request Form

Summer Recreation Counselor Handbook Sign-Off Form (Counselor's copy)

I acknowledge receipt of the Wellfleet Park & Recreation Summer Recreation Counselor Handbook and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the contents of this Handbook and understand the job expectations, procedures and policies contained herein.

I also understand and agree that my employment is at-will, which means I have the right to terminate my employment at any time and for any reason and the Wellfleet Recreation Department has the same right.

I shall endeavor to understand and faithfully interpret the Summer Recreation Program's philosophy, objectives, and goals in my relationship with the children and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am a role model for the children in my care. By my behavior, I will always try to demonstrate high moral values. I recognize that my conduct when I am off duty also reflects on the program.

I shall always seek to be truthful, honest, and fair in my communication and interaction with the children and staff, including the directors.

I accept the challenge of helping the children in my group to increase their awareness of and responsibility to others. My goal is to help them to understand the Program's Rules and Regulations, to develop the self confidence and willingness to try new games and activities, to feel secure, to develop their character and to have FUN!

Employee Signature _____ Date _____

Summer Recreation Counselor Handbook Sign-Off Form
(Coordinator's copy signed by the Counselor)

I acknowledge receipt of the Wellfleet Park & Recreation Summer Recreation Counselor Handbook and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the contents of this Handbook and understand the job expectations, procedures and policies contained herein.

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Employee Signature _____ Date _____