

Lake Alfred Parks & Recreation Department

# JR. COUNSELOR



# HANDBOOK & APPLICATION



Lake Alfred Parks and Recreation Department

## **JR. COUNSELOR PROGRAM**

Thank you for your interest in being a volunteer Jr. Counselor with the Lake Alfred Parks and Recreation Department's Summer Day Camp Program. Please take a few moments to review the information in this handbook. If after reviewing the information, you are interested in applying to be a Jr. Counselor, please complete the enclosed application and return it to the Parks and Recreation Department located at 515 W. Haines Blvd. in Lake Alfred.

### **Here are a few things you should remember:**

- ☺ **This program is open only to students who are seeking community service hours for graduation not for hours to pass the current grade.**
- ☺ **Space is limited and unfortunately we will not be able to accept everyone who applies. Priority will be given to Lake Alfred residents as well as students with the greatest availability and meeting all requirements during the application process.**
- ☺ **Applicants should include a reference letter from a current teacher and a current report card.**
- ☺ **Jr. Counselors must be going into 9<sup>th</sup> grade in the 2012/13 school year.**
- ☺ **Applications will be reviewed and interviews set-up until all spots are filled. Remember this is an interview so dress accordingly.**
- ☺ **The Jr. Counselor Program will be conducted at Lake Alfred Elementary School and Lake Alfred Lions Club Summer Camp Sites.**
- ☺ **If you are selected as a Jr. Counselor and want to receive credit for community service hours requirement, please secure the necessary paperwork through your school personnel.**
- ☺ **Jr. Counselors are required to work a minimum of six weeks during the camp. Each camp will operate Monday-Friday. The hours for a Jr. Counselor are 8:00AM-4:00PM.**

If you have any questions, please call us at 291-5275.

## **JR. COUNSELOR POSITION**

### ***Job Description***

A Jr. Counselor is one who provides assistance organizing and conducting Summer Day Camp Programs. The work is performed under the direction of the Summer Camp staff. Jr. Counselors must be in at least the 8<sup>th</sup> grade in the current school year.

### ***General Responsibilities***

All Jr. Counselors are responsible to their assigned camp counselor and camp director. If you have a problem, tell your assigned camp counselor. Duties include:

- ☉ Help in setting up activities
- ☉ Assist leader when conducting games.
- ☉ Assist in keeping track of equipment and materials used in classes, activities and games.
- ☉ Help leader in supervising children.
- ☉ Carry out other tasks assigned by leader.
- ☉ Assist staff member with basic first aid.
- ☉ Carry out assigned duties during/after lunch.
- ☉ Assist in keeping the camp site clean and orderly.

### ***Proper Dress***

As volunteers of the City of Lake Alfred, the Jr. Counselors are expected to represent the department by looking neat at all times.

- ☉ Shirts – Jr. Counselors are expected to wear a camp shirt (provided by the City) everyday.
- ☉ Shorts should be an appropriate length, approximately fingertip length. Cut-offs or short shorts are not allowed.
- ☉ Sneakers or athletic shoes only. (No sandals or open-toed shoes.)
- ☉ Bathing Suits – Bikinis and suits with “spaghetti” style straps are prohibited.

Inappropriate attire includes:

- ☉ Cut off shorts
- ☉ Loose jewelry
- ☉ Clothes with holes
- ☉ Head bandannas
- ☉ Sandals or sling-back shoes
- ☉ Piercing other than earrings
- ☉ Clothing that promotes drugs, alcohol or tobacco
- ☉ Anything that is NOT suitable to wear around children

### ***Lunch***

Jr. Counselors will be provided lunch. Lunch must be taken in the designated areas and at the time designated by your Site Director.

### ***Field Trip Supervision***

Each site will go on two field trips per week. One trip will be a local trip such as roller skating, bowling, movies or swimming. The second trip each week will be an out of town trip such as Wonder Works, Lowery Park Zoo, and a variety of others. Please remember on each of these trips it continues to be your responsibility to assist the counselors to closely supervise the campers. Leaders in Training are encouraged to participate in the field trip activities, however please always keep in mind your primary responsibility is the safety and well being of the campers.

### ***Absences***

You will be expected to follow the schedule set up by you and the Site Director. In case of illness or other reasons requiring your absence, please notify the camp site as soon as possible before camp starts that day.

### ***Time Sheets***

You are required to fill out time sheets on a daily basis. Time sheets must be accurate and signed.

### ***Evaluation***

Jr. Counselor Evaluations will be completed at the end of your assignment. Each evaluation will be reviewed with Jr. Counselors and his/her supervisor. Evaluations may be done throughout the summer, if necessary.

### ***Benefits***

1. You will be able to learn first-hand some of the planning and organizing that goes into providing quality recreation programs for young children. This experience will give you an opportunity to gain experience in the field of recreation and basic skills of the workplace. Successful Leaders in Training will be recruited as Recreation staff members when they reach the age requirement for employment.
2. You are entitled to free treats, popcorn, chips, etc. as provided for your camp site.
3. Jr. Counselors participate in assigned field trips free of charge!

### ***Special Considerations***

- ☉ Safety is our number one concern. Counselors must work cooperatively with staff to maintain a safe and healthy environment.
- ☉ Do not bring personal equipment, valuables or excess money to camp. The City is not responsible for loss or damage of any personal property.
- ☉ Remember to be friendly, courteous and helpful to campers, leaders, parents and other Jr. Counselors.

## **GUIDELINES FOR JR. COUNSELORS**

1. You are never expected to be in charge of children alone. Do not accept this responsibility.
2. You will be assigned to a counselor, who will be your immediate supervisor. Your work hours, lunch break, job responsibilities, etc. will be assigned by this person or the Site Director.
3. Sign in and out on the volunteer time sheet daily. Your recorded time should reflect the time you are actually on duty.
4. Let the counselors handle discipline.
5. Talk respectfully to the children at all times (the words “shut up” are off limits).
6. Do NOT touch children in anger. Never try to physically move a child against his/her will.
7. Do NOT pick up children and do NOT allow lap sitting.
8. Do NOT photograph or record campers.
9. No smoking or foul language is allowed.
10. Written parental permission will be required for you to leave the school grounds during assigned work hours.
11. The camp phone is for business use only. Emergency calls will be allowed.
12. Proper attire is expected.
13. Camp conduct and rules that apply to campers also apply to you.
14. Stay with your assigned group unless asked to do something else. If you must leave the group, ask your assigned counselor.
15. Be alert to potential hazards and report them to your counselor.
16. To participate with children in water activities, wearing the appropriate bathing suit attire is required.
17. MOST IMPORTANTLY be a role model for our campers. You must set an example for proper behavior and good sportsmanship.
18. Be Fair, Be Respectful, Be Responsible and Be Enthusiastic!
19. No cell phone or pager use during work hours this includes text messaging (unless emergency).
20. HAVE FUN!



Lake Alfred Parks & Recreation Department  
Summer Day Camp  
**Jr. Counselor Application**

**The application MUST be completed by the student!**  
**Applications not in the student's handwriting will not be accepted.**

Name \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mailAddress \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_ School \_\_\_\_\_

**Camp Dates: June 18 – August 10**

1. Have you volunteered with this summer day camp program before? \_\_\_\_\_ If yes, when \_\_\_\_\_  
Where \_\_\_\_\_
2. What camps have you previously attended as a camper and for how many years? \_\_\_\_\_  
\_\_\_\_\_
3. Of the 8 weeks of camp, how many are you available to work? \_\_\_\_\_
4. What dates are you unable to work? \_\_\_\_\_  
\_\_\_\_\_
5. Why are you interested in volunteering with Lake Alfred Parks & Recreation Department  
this summer? \_\_\_\_\_  
\_\_\_\_\_
6. What activities are you involved in? \_\_\_\_\_  
\_\_\_\_\_
7. What do you like to do in your spare time? \_\_\_\_\_  
\_\_\_\_\_
8. What other work or volunteer experience do you have? \_\_\_\_\_  
\_\_\_\_\_

9. Any additional comments? \_\_\_\_\_  
\_\_\_\_\_

I understand that in order to apply for a volunteer Jr. Counselor position, I must fulfill the following:

- a. Be at least in 9<sup>th</sup> grade in the 2012/13 school year
- b. Volunteering for this position as a part of the requirement for high school graduation, not to pass the current grade.
- c. Attend a mandatory Leader in Training Orientation on designated date.
- d. Abide by the guidelines and policies in the Jr. Counselor Handbook.

\_\_\_\_\_  
Jr. Counselor Candidate's Signature

\_\_\_\_\_  
Date

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### **PARENT/GUARDIAN WAIVER**

In consideration of your accepting my child \_\_\_\_\_  
Name

I hereby assume all risks and hazards incidental to such participation including transportation to and from the activities. I also acknowledge the fact that this program may/or does involve physical contact where injuries may occur. I do hereby waive, release and agree to hold harmless the organizers, sponsors, activity supervisors and participants and the City of Lake Alfred for any claim arising out of an injury.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

Will your child be walking or biking to camp? \_\_\_\_\_

If yes, what time is child allowed to leave camp? \_\_\_\_\_

I give the City of Lake Alfred Parks and Recreation Department permission to transport my child on field trips each week. I understand that I will be notified of exact time and locations.

I/We, the parent(s)/guardian(s) of the named minor, hereby give my/our approval for his/her participation in the Lake Alfred Parks and Recreation Department Jr. Counselor program. I/We assume all risks and hazards incidental to such participation including any risk or hazard in transportation to and from activities. I/We do hereby waive, release, absolve, and agree to hold harmless and indemnify the organizers, sponsors, supervisors, participants, the City of Lake Alfred and/or its employees for any claim arising out of injury originating from participation in any activity associated directly or indirectly with the program and understand that any medical costs resulting from any such injury will be borne by the undersigned.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Lake Alfred Parks and Recreation Department  
**VOLUNTEER AGREEMENT**

I, \_\_\_\_\_, agree to the following terms:

The Jr. Counselor agrees:

1. To abide by the policies and guidelines in the Jr. Counselor Handbook.
2. To serve the camp to the best of my ability.
3. To assist the counselors in games, crafts and activities for the campers.
4. To assist in supervising the health, safety and activities of campers.
5. To assist in activity set-up and clean-up.
6. To set an example for campers in dress, action, manners and language.
7. To participate in activities.
8. To sign in and out on Volunteer Time Sheet.
9. To perform housekeeping duties as assigned.

Lake Alfred Parks & Recreation Department agrees:

1. To provide the Jr. Counselors with camp shirts for use while on duty.
2. To allow Jr. Counselors to participate in field trips free of charge.
3. To allow Jr. Counselors snacks and food free with campers of their assigned group.
4. Jr. Counselors will never be expected to be left alone with the children.

Accepted according to the above terms and conditions.

Signed:

\_\_\_\_\_  
Lake Alfred Recreation Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jr. Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

## Summer Rec. 2012 - Emergency Contact and Medical Information for a Child

<hr/> Child's Name	<hr/> Date of Birth
	M   F Sex
<hr/> Parent's/Guardian's Name	<hr/> Parent's/Guardian's Name
(   ) Primary Contact #	(   ) Alternate Contact #
<hr/> Address	<hr/> Address
<hr/> City, ST ZIP Code	<hr/> City, ST ZIP Code

### *Alternative Emergency Contacts*

<hr/> Primary Emergency Contact	<hr/> Secondary Emergency Contact
(   ) Primary Contact #	(   ) Primary Contact #
(   ) Alternate Contact #	(   ) Alternate Contact #
<hr/> Address	<hr/> Address
<hr/> City, ST ZIP Code	<hr/> City, ST ZIP Code

### *Medical Information*

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Hospital/Clinic Preference  

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<hr/> Physician's Name	<hr/> Phone Number
<hr/> Insurance Company	<hr/> Policy Number

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Allergies/Special Health Considerations

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

<hr/> Parent's/Guardian's Signature	<hr/> Date
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I give the City of Lake Alfred Parks and Recreation Department permission to transport my child on field trips each week. I/We, the parent(s)/guardian(s) of the named minor, hereby give my/our approval for his/her participation in the Lake Alfred Parks and Recreation Department Summer Day Camp program. I/We do hereby waive, release, absolve, and agree to hold harmless and indemnify the organizers, sponsors, supervisors, participants, the City of Lake Alfred and/or its employees for any claim arising out of injury originating from participation in any activity associated directly or indirectly with the program and understand that any medical costs resulting from any such injury will be borne by the undersigned.

<hr/> Parent's/Guardian's Signature	<hr/> Date
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<hr/> Witness Signature	<hr/> Date
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