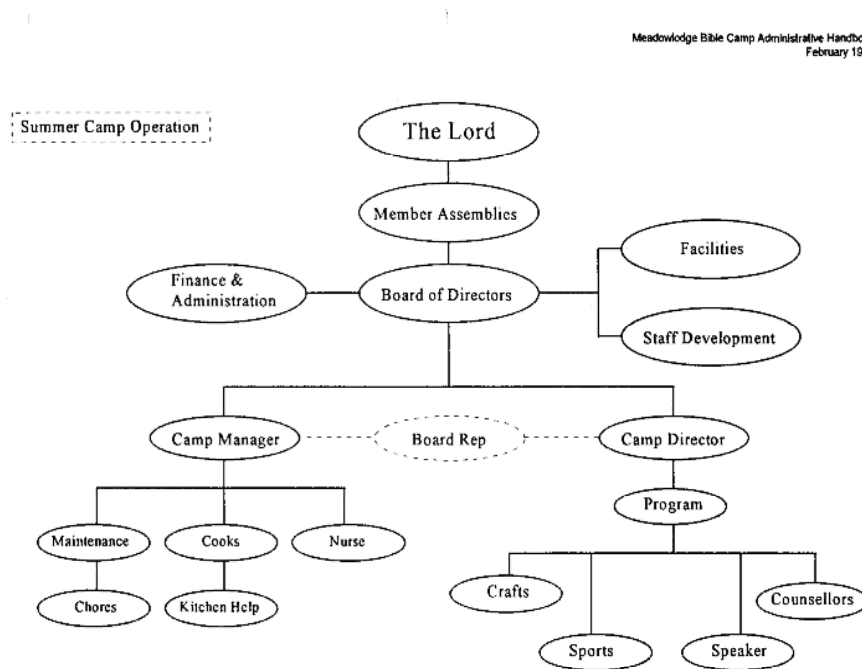


Counselor Handbook

Responsibilities and Obligations



LINES OF RESPONSIBILITY



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During the summer camp season, the Camp Manager and Camp Director are jointly responsible to the board for the overall operation of each specific camp. All Counselors, Junior Counselors, and any additional staff that run sports or craft programs, report to the Director.

Support staff such as Cooks, Kitchen Staff, Chore Person, Maintenance, Nurse, etc. report to the Camp Manager.

RESPONSIBILITIES AND OBLIGATIONS

As a Counselor or Junior Counselor, you have responsibilities and obligations to many individuals or groups of people. Here are some of them:

To God: He has entrusted you with a group of campers for a week. Colossians 3:23 -24 says, "Whatever you do, do your work heartily, as for the Lord rather than for men; knowing that from the Lord you will receive the reward of the inheritance. It is the Lord Christ whom you serve."

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To the Director: They deserve your loyalty, your energy, your willingness to work, your co-operation and enthusiasm. To be as efficient as possible in all tasks, prompt in attending meetings or program activities, and a clear responsibility to obey all camp rules and policies.

To other Staff: They deserve your co-operation and cheerful constructive assistance when it is needed. You need to demonstrate fairness, friendliness and tact towards other staff. You must avoid cliques and unfavourable discussions of other staff and camp policies. All have faults, of personality and behaviour, never be critical in front of others. Respect the leadership responsibilities of each staff member.

To Junior Counselors: There are four principles for working with a Junior Counselor:

1. Teamwork - as the Counselor, it is your responsibility to develop a working relationship with the junior Counselor.
2. Personal Interest - Share background, interests, and hobbies, share your attitudes about leadership, techniques for instruction, handling discipline.
3. Challenge - Encourage inquisitiveness, challenge them, when alone, discuss some of your actions and reasons why you did certain things, ask junior Counselor for advice, encourage them to seek yours too.
4. Support - Support them in front of campers; don't call them down in front of others. Practice what you preach; actions are a bigger influence than words.

To Parents: You need to maintain a high level of concern for the health and safety of their children. Be on guard to promote the camper's general development and well being.

To Campers: You need to treat all children fairly, without favouritism. Seek to understand their needs and behaviour at all times. You will help guide them in the direction of positive and constructive behaviour. You will set a positive example for them and serve as desirable role models. You need to remain alert to opportunities for personal guidance and to show them spiritual values in every part of life. You should become familiar with general characteristics of the overall age group you are dealing with; their mental, physical, and emotional characteristics. Get to know the campers through individual chats, or observing them carefully in dining room, cabin, and group activities.

To Yourself: You need to set certain goals in terms of what you want to achieve with respect to learning and maturing as a person, and in the Lord.

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Responsibilities and Obligations



OBLIGATIONS TO CAMPERS

- 1) To help each child become more aware of his own personal needs and move to achieve them.
- 2) To help integrate each child into the group life of the cabin and gain fuller acceptance by others. This may involve helping the camper recognize which behaviours help and which ones hinder group acceptance.
- 3) To assist each camper in entering into a variety of activities as successfully as possible and to discover those program areas where he may have a special talent in order to develop these as fully as possible.
- 4) To help campers develop constructive attitudes towards each other, including acceptance of others, co-operation, respect for individual differences and a willingness to accept the others point of view.
- 5) To make sure that campers understand and obey the basic rules and procedures of the camp, both for their own protection and safety and also because it promotes general camper well being.
- 6) To help strengthen positive attitudes about the cabin, the unit and group, including feelings of loyalty, responsibility and sense of high morale.
- 7) To provide a positive example, in terms of personal habits, use of language, fairness, cheerfulness, and a high level of motivation.
- 8) To recognize when children have individual problems of adjustment to camp life or present behaviour difficulties and work to overcome these.