

Borough of Quakertown

K.I.D.S. Camp

**Counselor in Training Manual
2023**





Welcome Counselors In Training!

Quakertown Borough is excited to have you as a Counselor in Training for our 51ST Anniversary year of K.I.D.S. Camp!

K.I.D.S. Camp is FUN and for the CHILDREN. Children come first! Each child comes to camp with a different background and different needs. Children need to feel good about themselves and it is our responsibility to improve the camper's self-esteem while recognizing that not all campers have the same interests and abilities. We want our campers to be interested and excited about the K.I.D.S. Camp!

Your mission this summer is to be an active leader and participate with all campers in all activities. No matter what the campers are doing, you should be supervising them at all times.

The intention of summer camp is to develop relationships and experience personal growth. The activities, field trips, and special events will help each child to develop physically, socially, emotionally and mentally while having fun!

At ALL times, please remember that you are representing the Borough of Quakertown. This means maintaining a proper appearance and attitude toward the campers, parents, co-workers, and borough staff. Comments, suggestions and complaints must be handled in a professional, tactful, diplomatic and efficient manner. We're all in this together!

Having a successful, safe and enjoyable K.I.D.S. Camp depends on each and every one of us! Have a great summer!

IMPORTANT NAMES AND CONTACTS:

Miranda Yeakel
Camp Supervisor
267-424-3969
kidscamp@quakertown.org

Parks & Recreation Office
267-372-7275
kidscamp@quakertown.org

Ashton Miller
Director of Parks & Recreation
215-536-5001 x136
amiller@quakertown.org

Diane Kooker
Quakertown Borough Receptionist
215-536-5001 x110

Julie Bender
Finance Director/ Assistant Borough Manager
215-536-5001 x134
jbender@quakertown.org



Counselor in Training (CIT) Job Responsibilities:

- Volunteer position
- Age requirements: 13 – 15
- Report directly to CIT Counselor, Supervisors, and Recreation Coordinator
- Assist with supervision of campers throughout the day
- Assist with games, activities, and crafts for campers
- Perform any and all physical activities associated with the camp program
- Interact effectively and courteously with campers, guardians, coworkers, and general public
- Adhere to all Quakertown Borough's Personnel guidelines and policies/ procedures

GOALS & OBJECTIVES

1. To provide a well-structured and balanced summer recreational camp program for youths ages 7-12 years of age.
2. To create a healthy, safe and fun atmosphere for all the campers, CITs and summer camp staff.
3. To deal fairly and consistently with children, their parents and other staff members
4. To work closely and diligently with the campers, their parents and other staff.
5. To provide the best summer camp experience possible for all the participants.
6. To have fun and be safe!

VOLUNTEER HOURS

Counselors in training are required to attend 5 out of the 7 weeks of K.I.D.S. Camp. K.I.D.S. Camp is open Monday through Friday, 9:00 am to 3:00 pm. Camp is closed on July 4th due to the Independence Day Holiday. Camp will be closed during inclement weather, so please check the Borough website at www.quakertown.org to verify. The schedule will be posted by 8:00 am.

Counselors in Training are allowed to leave the camp site during camp hours. Lunch time: no staff is allowed to leave the camp site at lunch time; campers must be supervised during lunch.

DRESS ATTIRE/UNIFORM

Shorts and sneakers **must** be work **every** day and on all off-site field trips, unless specifically permitted by Camp Supervisor. Each C.I.T. will receive a t-shirt. Remember you are a role model for the children, so please dress appropriately. No cut-off or ripped jean shorts or tank tops are to be worn. Gym shorts or other active shorts of acceptable length are permitted. Sandals, flip-flops or other open toed shoes are not appropriate or safe. Sneakers must be worn.



WHAT TO BRING TO CAMP

Lunch & water – CITS pack their lunch and water for each day. Lunches must be clearly labeled with the CITs name. Refrigeration is not available, so we recommend that reusable ice packs and insulated bags be used. Please avoid glass containers. Snacks are permitted. Water fountains are on site but we strongly recommend supplying your child with a reusable water bottle labeled with your child's name as well.

Sneakers - Sneakers must be worn during regular camp hours. CITs without proper shoe attire will not be permitted to participate in most activities.

Backpack – CITs may bring a backpack if they have possessions they must keep on them all day. Please label the backpack with the CITs full name. We strongly recommend campers not bring any valuables such as toys, cell phones, iPod, iPad, hand-held devices, etc. Quakertown Borough is not responsible for any lost, stolen, or damaged items.

WHAT NOT TO BRING TO CAMP

Phones and Electronic Devices - CITs can contact a supervisor if they'd like to make a phone call. There's no need for video games or any other electronic devices. We have non-stop activities and games! Quakertown Borough is not responsible for any lost, stolen, or damaged property.

Sandals, Crocs, and open Toed Shoes - The games and activities we play can involve a lot of running! For safety reasons we ask that each camper wear sneakers and socks at camp. At the pool the campers may wear sandals or flip flops but be sure to bring a change of sneakers for the afternoon. Those campers without sneakers will not be permitted to participate in most regular activities.

Prohibited Items:

- Weapons or ammunition of any kind
- Fireworks
- Drugs/Alcohol
- Tobacco or Vaping Products
- Offensive/Disturbing Materials.

"HANDS-OFF" CAMP POLICY

K.I.D.S. camp has a **"hands-off" policy**, which means a camper should not be touched or picked up at any time. In addition, campers may want to sit on the lap of a staff member, this is not acceptable. Campers are not to pick up other campers either.

If a camper is experiencing sunburn or needs sunscreen applied, staff **cannot and will not** apply sunscreen or sun block. If the camper has a container of sunscreen he/she may apply the lotion to him or herself. For injuries, please refer to the emergency procedures.



CODE OF CONDUCT

While volunteering your services for The Borough of Quakertown, we expect you to conduct yourselves with common courtesy to others at all times. The majority of programs and events are family oriented. We want everyone's experience to be a positive one! If at any time you are seen or believed to be engaging in any of the following, you will be dismissed from your volunteer assignment immediately. These behaviors/ acts/ etc. include, but are not limited to:

1. Bringing a weapon or anything considered a weapon to any event or program.
2. Arriving to your employee assignment intoxicated, hung-over, or perceived to have been engaging in any drug or alcohol use prior to the event or program.
3. Smoking or distributing cigarettes during an event or program
4. Verbal abuse, the use of profane language, or name calling towards anyone
5. Any intentional physical harm caused by you towards anyone
6. Harassment
7. Any theft of property not belonging to you
8. Any intentional damage or destruction of Quakertown Borough property, or the property of any of its' affiliates.

DRUG-FREE EMPLOYEE POLICY

The Borough of Quakertown maintains a drug-free workplace and employee environment. The Borough of Quakertown strictly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance in the employee environment. Involvement with drug or drug-like substances of any kind will result in immediate disciplinary action and possible termination.

HARASSMENT

Whether it is in the form of a joke, comment, picture, or any kind of printed or reproduced article, some comments can be construed as offensive and inappropriate. You are required to comply with the law at all times while representing The Borough of Quakertown. Reports of harassment of any kind, including sexual harassment will be investigated and will result in immediate disciplinary action and possible termination.

DISCIPLINARY ACTIONS OR DISMISSAL

Failure to comply with the rules and regulations set forth in this manual will result in disciplinary action. In addition, behavioral or attitude problems, failure to complete assigned tasks, and poor evaluations will result in disciplinary action. The following is the procedure for disciplinary action:

1. Warning
2. Write-up #1
3. Write-up #2 - Volunteer goes on probation
4. Evaluation if Camp Supervisors or Recreation Coordinator feel it is necessary
5. Write-up #3 - Employee is suspended or terminated

***Each incident and situation is different. Quakertown Borough reserves the right to handle each disciplinary situation accordingly and vary disciplinary action for each staff and situation.



EMERGENCY PROCEDURES

In the event of an emergency, the camp will be relocated to the Quakertown Borough Hall. An email and text message would be sent immediately to update you about the situation and where check-out will take place.

Quakertown Borough Hall
35 N. Third Street
Quakertown, PA 18951

CAMP CANCELLATIONS AND EARLY DISMISSAL

REGISTRATION

To participate in the C.I.T. program, you must be registered on the Quakertownrec.com website. This will allow us to send email and text notifications to you.

CANCELLATION

Camp will be cancelled if there is a high probability of severe rain or a heat index of 105°. Notification of camp cancellation will be made by 7:45am via email and text message alerts.

EARLY DISMISSAL

If camp needs to be dismissed early due to weather, parents will be notified via email and text alerts. Notification of early dismissals will be made by 1:00pm. Check-Out will take place at the 4th Street Skate Shelter in the event of an early dismissal.



VOLUNTEER RELEASE

I agree to release, discharge, indemnify, and hold harmless The Borough of Quakertown and its employees and employees, for any and all damages to me or my personal property while performing my volunteer services to a Quakertown Borough program or event.

I recognize that while performing my volunteer services in a voluntary capacity, there exists a risk of injury including personal physical harm. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify, and hold harmless The Borough of Quakertown, its agents, servants, employees, and employees from any and all claims, causes of action, or demands of any nature or cause connected with my Employee Agreement. Such damages or injuries might include, but are not limited to accidents, injuries, and personal property damage.

I understand that public relations are an important part of employing with The Borough of Quakertown. I also understand that the majority of programs and events are family oriented. I therefore agree on behalf of my heirs, personal representatives, and executors to allow The Borough of Quakertown to use any photographs taken of myself for appropriate and promotional use in marketing and public relations efforts. I understand that The Borough of Quakertown will may attempts to notify me, but such notification is not required.

Printed Name

Signature

Date

I acknowledge that I have received the 2023 Counselor in Training Handbook for the Quakertown K.I.D.S. Camp. I understand that I am responsible for upholding the policies and procedures set forth in this handbook.

Printed Name

Signature

Date