

## **COUNSELOR RESPONSIBILITIES**

### Before You Arrive

- Attend at least 1 pre-camp meeting
- Complete and turn in all required paperwork and online training(s)
- Bring books and/or magazines for kids to use, if possible. Should be age appropriate.
- Come prepared to do 2 or 3 interest groups.
- Have in mind a quiet activity planned when you return to the cabins for the night
  - perhaps reviewing the day's activities.
  - Juniors and Middlers are especially open to a good story being read to them.

### General

- You're not alone! Ask for help from deans and other counselors.
- Counselors provide or arrange for supervision of campers at all times.
  - Campers are not to be left alone.
  - Be sure your campers are present at large group activities
- You have a big responsibility concerning the safety and well being of your campers.
  - They look to you for guidance (whether or not they admit it).
  - Listen to your campers. You may be the only one who does.
  - Be there for your campers, especially after lights out.
  - Be enthusiastic about the week and set a good example in everything you do.
- Be in your cabin during Quiet Hour/Bunk Time.
  - Campers should be on their own bunks.
  - This is a good time for everyone to catch up on sleep, write letters, or read.
  - Talking during this time should not disturb other campers.
- Please report any damage or problems with camp property, in writing, to a staff member
- Report and/or send campers to nurse for first aid and other symptoms suggestive of health care assistance.
- Watch for kids not getting mail – camp staff will help with this.
- You may run a store tab, to be paid on Saturday before departure.
- Staff will enter your cabin to clean the bathroom and to collect the garbage each day.
- It is the intent of this policy that neither campers nor counselors are distracted from the Pilgrim Lodge community while participating in a Pilgrim Lodge event.
  - Counselors are requested to leave cell phones and other electronic devices turned off during all camp events.
  - Cellular phones may, however, be used when the counselor has personal time away from the camp activities and in the evening after the campers are in bed

### Family Faith Group (FFG) Time

- Deans divide the camp into "Families"
- These groups average in size from 14-16 campers.
- These smaller groups provide for sharing opportunities that can enrich the camping experience.
- Families may consist of combined cabin groups or the deans will mix campers in a colorful diversity.
- Counselors share leadership during these sessions.

- Family time may be used in a variety of ways. This should be intentional time for campers and counselors to explore their faith and spirituality, and create strong personal connections. Since it is a "prime time" for any structured learning, advance planning is important.
- FFG activities generally include:
  - Planning worship for at least one service per FFG, per session
  - Challenges (team-building activities led by the Summer Staff)
  - Nature/trail walk
  - Group labyrinth walk
  - Boat trip
  - Trip to the island
  - Advanced Challenges (generally only for older campers)
  - Time for conversation/facilitated discussions
  - How to bring the experience of camp home/to school
  - Relating camp/curriculum to current events and/or personal experiences
- Deans will provide Counselors with curriculum and other material to assist with planning.
- Young people learn best by doing. Therefore, in addition to sharing and discussions, it is vital that time be given for creative, "right- brain" activities such as art, role-playing, writing, Challenges, hikes, canoe trips, or picnics.
- Remember, activities during this group time should be designed for community interaction.
- Family time is not a time for a counselor to be "hands off."
- Have a (different) plan for each time
- Staff-led activities are available - **request at least 24 hours in advance**

### Discipline

- Any discipline or emotional problems that you are having with a camper should be discussed with the Dean, as soon as possible, to prevent the matter from getting out of hand.
  - Watch for teasing or bullying
  - If you see a camper misbehaving but they are not in your cabin, speak up!
    - Correct the behavior as though they are in your cabin
    - Be sure to tell the camper's counselor (and dean, if necessary)
- Gently but firmly enforce rules
  - Provide actions they can do, instead of just telling them things they cannot do
    - "no sitting on the boardwalk railing" becomes "why don't you sit on a bench (in a BURP) instead"
    - "Please walk on the boardwalk" instead of "no running on the boardwalk"

### Rules to be aware of

- Everyone is to wear shoes at all times, except in the water, shower, and bed. Going to and from these activities does require shoes.
- Candy, gum, sugary drinks, and other food are not permitted in the cabins.
  - Collect and label all food items and bring to the Dean's cabin.
  - Any items from campers, will be returned at departure.
- Personal stereos and games are not allowed. Please collect these and return them at departure.
- Knives and weapons should be reported to the Director immediately.
- Please stay out of the kitchen.
  - If you need something, ask through the serving window!
  - See additional kitchen details below
- Staff Cabins are off limits.
  - Woodside, JBJ, Balbrook, S-1, S-3, S-4, S-5 and the Farmhouse
  - As are the back hall of Quitobaquito, maintenance shop & former shower house
- Please do not enter another's cabin unless invited.
- Do not search camper's personal belongings.
- Be aware of personal boundaries, ask before hugging.
- NEVER, EVER strike or harm or camper.

### Camper Arrival Day/During Registration

- Before campers arrive, check your cabin for cleanliness and supplies
  - broom, dustpan, wastebasket, toilet paper, and sanitary bags
  - Please note where the fire extinguisher and emergency sanitation protection kit are located in your cabin.
  - These items may be obtained through the office as needed throughout the week.
- Personalize your cabin.
  - Hang up a "Welcome" sign with the campers' names on it.
  - Decorate with posters. It's your home this week.
- "Camper Sign Out Sheet."
  - At registration, adults will identify who may pick up the child
    - Encourage them to include anyone who may possibly be the one to pick up the camper
    - Only adults identified will be allowed to sign out the camper
    - If someone not on the sign out sheet arrives, a phone call will have to be made to the individual that dropped the camper off
- Use the time while campers are arriving to get acquainted.
  - Give instructions on swim check, name tags, tour of site, etc
  - You should keep the campers with you except for swim checks until all have arrived.
  - Suggest that they unpack and make their beds as soon as they arrive.
- Have campers help you fill out jumper and cabin clean-up schedules
  - General daily responsibilities
    - Sweeping (porch, bunk room, bathroom, shower room, boardwalk)
    - Tidying of the clothesline
    - Trash and recycling in their correct containers
  - You may wish to appoint one of your experienced campers as jumper for the first period of three meals.

- Review the schedule with campers.
- Take your cabin on a camp tour.

### Kitchen & Food Items

- Coffee making is a counselor responsibility.
  - Sometimes staff members will have already made coffee, but if not, help yourself!
  - Unless otherwise specified, **only** high school-aged campers can drink coffee
- If you have special diet foods or restrictions
  - Let the chef/staff know ahead of time - **at least a week before you arrive**
  - If you bring your own food
    - the summer staff will keep it in the kitchen
    - bring it to, and ask for it from, the serving window
    - do not go into the kitchen to get it

### At Meals

- See that a jumper is designated for each meal/day and gets to the dining hall on time.
- Guide the jumper through their job, but don't get up and help them.
  - Too many people moving around in the dining hall causes confusion.
- At least one counselor per table.
- Make sure the first servings go around.
  - If the food is served "Family style" see that the first three or four campers do not empty the serving dish. Usually their eyes are bigger than their stomach.
  - See that everyone gets fed.
- Not all campers will need or want equal portions.
  - Be aware of the small eaters.
  - See that everyone gets some of every item, but not more than they can eat.
  - Nothing discourages a small eater more than to see a plate piled high.
- It is intended that all who really want seconds shall have them, but wait until everyone at the table has had firsts (especially the jumper). There are two reasons for this:
  - gives the food time to reach the stomach and register to the brain;
  - lets the cooks keep the seconds hot.
- Water is for quenching thirst.
  - We don't want campers getting dehydrated
  - There is always milk available
  - Watch for abuses such as filling up with milk or milk-drinking contests.
- Watch for abuses of the jumper
  - sending them on unnecessary errands,
  - duplicating errands,
  - hiding dishes
- Campers should be reminded to "Take what they eat, eat what they take."
  - Food left in serving dishes CAN be reused
  - Food left on personal dishes cannot - must go in the ort/pig bucket
- Encourage everyone to try a little of every kind of food
- Individual table manners are the responsibility of each table Counselor.
  - Set a good example.
- Counselors should sit so they can see where the Dean stands during announcements.
  - If the Counselor is aware and quiets down to listen, campers will also.

## Departure Day

- It is assumed that the cabins will be cleaned (at least picked up) on a daily basis, but a final cleaning is helpful to ensure a clean cabin.
- When a camper is all packed they may stow their luggage in the lodge, by cabin, until they are signed out.
  - Encourage campers to start packing the night before
- Any mattresses that were NOT used, turn up on their side. All mattresses that were used, leave down flat.
- Make a final pick-up of any trash around your cabin.
  - Inside AND outside
  - Put all litter into the wastebasket
  - All recycling (paper, #2 plastic, returnable bottles/cans) in the blue recycle bin
- Check everywhere.
  - Check for towels and bathing suits on the outside clothesline
  - Toilet articles on the shelves in the bathroom & shower room
  - Items on the rafters, in windows, under bunks, etc.
- Take a last look around the cabin before any campers leave.
  - Staff will go through cabins to collect lost and found during breakfast
  - Encourage campers to look through the items as they are preparing to leave
- If you discover articles after the camper has left, please attempt to put name tags on them and leave them at the office.
- Camper Sign-Out
  - Counselors will make sure that only adults identified on the “camper sign out sheet,” pick up campers at the end of the event.
  - Counselors will secure the signature of the adult picking up camper.
  - Completed “camper sign out sheets” will be given to the dean.