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.