



Northwest Park Summer Nature Camp Junior Counselor General Procedures

Welcome to Northwest Park Summer Camp! We hope you enjoy your time as a Junior Counselor! The Northwest Park Summer Nature Camp provides children, ages pre-school through grade eight, with the opportunity to learn about nature through hands-on exploration during a variety of activities within a camp community. You will be assisting with crafts, games, hikes, experiments, and many other fun and exciting activities. Most importantly you will be a role model for the campers. We hope that your time at Northwest Park will assist in developing strong leadership and social skills that will help you in your everyday life! You are in training to become a future Camp Teacher for Northwest Park and Nature Center!

Along with these fun and exciting responsibilities we expect the following from you:

Expectations:

- **Campers Come First!!!** You are there as an added guidance to the counselors. Be responsible with your actions, tones, and interactions.
- **No rough housing** with campers or staff.
- **Treat all campers equally**, there should be no favorites!
- **Be on time**, unless there are prior arrangements, a sudden illness, or if a family emergency occurs.
 - ✓ Hours are 8:45AM to 4:15PM for Kindergarten through 8th grade camps
 - ✓ Hours are 8:45AM to 12:15PM for Pre-Kindergarten camps.
- **Be cooperative** with the camp counselors, your peers, and the children.
- **Have a positive attitude!** Be enthusiastic, you are there as a role model for the campers. They will recognize both positive and negative behavior.
- **Use you're Common Sense!** (That's the feeling inside you that tells you yes this is right or no this is wrong).
- Hopefully you will create long and lasting friendships with other Junior Counselors who are also participating in this program. Although, it is important that your full attention is on the campers and that friendships are brought home and explored after camp hours.
- You are supporting the camp counselors by assisting them with various tasks, be responsive to their requests (gathering supplies, setting up games, assisting with cleaning, etc).

(See Reverse side for further information)

No Electronics (cell phones, games, radios, CD players, I pod's, etc.):

- Campers are not allowed to bring any electronics to camp; therefore, cell phones are not to be used during work hours. Please inform your family and friends that they may contact you only in the event of an emergency or special need by calling the Park Office (860-285-1886).

Dress Code

- Shorts must be at an acceptable length.
- Shoes should also be appropriate for outdoor activities that the group is participating in (i.e. hiking boots, sneakers, or sandals with heel straps); we want to set a good example for the campers.

Medical Forms and Emergency Contacts

- **All medical forms are to be completed** by the parent/guardian prior to the first day of camp. If a Junior Counselor arrives without a particular form, the Junior Counselor will have to contact the appropriate persons responsible. If there is no medical form or they refuse to fill one out, the Junior Counselor cannot attend camp that day, and they must be referred to the Camp Director.
- **Emergency Contacts:** Parents/guardians are required to provide three emergency contacts for the Junior Counselor. Northwest Park has the right to call the Windsor Police Department in the case of any emergency.

Junior Counselor Health

- On hot days, make sure you drink plenty of water, and keep track of how you are feeling. If you are feeling dizzy, having chills, sweating more than usual, or experiencing anything else out of the ordinary, it is up to you to tell the Camp Counselor's you are working with.
- If you are not feeling well, you may contact your parents or guardian and it will be at the parent's discretion if you can stay at camp or return home.

Hiking

- Look out for natural hazards, i.e. bees, wasps, poison ivy. Check yourself after every hike and in the evening for ticks (campers can check each other).
- All Injuries, i.e. tick bites, bee stings poison ivy contact or a cut must be immediately reported to a Camp Counselor and then to the Camp Director so that an incident report may be filled out.
- Close interaction with any wild animal is dangerous and should be avoided. Please report any sick, injured or strange-acting animals to a Camp Counselor or the Camp Director.