

2017  
PINE JOG  
SUMMER DAY CAMP



Junior Counselor Handbook



PINE JOG ENVIRONMENTAL EDUCATION CENTER

College of Education

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## **FAU/Pine Jog Summer Day Camp Junior Counselor Handbook**

Welcome to the FAU/ Pine Jog Summer Day Camp and thank you for considering serving as a Junior Counselor!

I am very pleased that you will be with us in this important endeavor.

You will have the chance to learn: about environmental education, gardening, environment, cooking, recycling, office tasks, group management, arts, culture, sports and outdoor skills, all these, at the same time as you have fun, earn your community service hours and gain a very valuable experience.

We are looking forward to a fantastic summer, and our JC's are essential for the success of our camp. The position of a Junior Counselor is an important one. Although it is a volunteer position, we rely deeply on our JC's to be a positive role model. As a JC, the summer day camp staff and campers will look to you for support and guidance. It is not a responsibility to take lightly.

This handbook contains information pertaining your opportunities and responsibilities. Please read it carefully and keep it, as you are responsible for the information it contains.

Let's have a great 2017 Summer Day Camp!

Sincerely,

*Wendy Díazgranados*

Summer Day Camp Director

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Florida Atlantic University

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## DAILY SCHEDULE:

Junior Counselors make a commitment to serve at least one full session (three weeks) during the Summer Camp.

Junior Counselors need to have completed a half-day training and orientation session on Friday, June 2, 2017, from 4:00 p.m. to 5:00 p.m.

<b>Session # 1</b>	Week 1: June 05 – June 09 Week 2: June 12 – June 16 Week 3: June 19– June 23
<b>Session # 2</b>	Week 4: June 26 – June 30 Week 5: July 03 – July 07 Week 6: July 10- July 14
<b>Session # 3</b>	Week 7: July 17 – July 21 Week 8: July 24 – July 28 Week 9: July 31 – August 04

**Hours of Operation are:**  
**Monday to Friday from: 7:30 a.m. to 5:30 p.m.**

**All Junior Counselors must be at camp daily  
From 8:30 a.m. to 4:30 p.m.**

**Breakfast, Lunch and Snack will be provided.**

**\*\*\*The program will be closed on: Tuesday, July 4<sup>th</sup>, 2017, for Independence Day \*\*\***

## **SIGN IN/ SIGN OUT / COMMUNITY HOURS**

\_\_\_\_\_ Please sign in and out by initialing the exact (honest) time of arrival and **(Initial)** departure. Your Community hours' report will be based on completing your sign in and out sheets accurately and timely. JC's must sign their name only.

## **DRESS CODE**

\_\_\_\_\_ **(Initial)** Junior Counselors T-shirts will be provided and they **MUST BE WORN EVERY DAY.** It is also important to wear closed shoes only, tennis shoes are fine. JC's should be aware that due to the nature of the program and the outside environment that the school is located on, flip flops and open toed shoes are not acceptable.

**ABSENCES:**

JC' are an integral part of our camp programs and their participation is essential for camp to run smoothly. If a JC will be absent, please notify us as soon as possible so that we can find someone to fill their place. Unreported absences may be grounds for dismissal from the program. Please call the Summer Camp Office at 561-656-5430 to report an absence or just speak to the Camp Director ahead of time!

**JC RULES:**

We look for JC's to be strong role models for our campers: have a sense of fun, be aware of safety concerns, take initiative, be creative and silly, and show excitement about working with children, learning, and being outdoors.

We also ask JC's to be mature and thoughtful.

The Pine Jog Summer Day Camp Code of Conduct is attached to the handbook and you and your parents need to read it and sign it.

We rarely have any discipline issues, but we do want everyone to understand our ground rules for behavior. All rules are in place to maintain the physical and emotional safety of campers, staff, and volunteers at Pine Jog Summer Day Camp.

In the case of a minor rule violation, JC's will be asked to speak with the Camp Director. If the behavior continues, a verbal warning will be given, and if the behavior still continues, the Camp Director will communicate with the JC's parent(s).

Continuation of this behavior is grounds for dismissal from the program.

*On working with kids:* Learning to define one's boundaries with kids can be hard. We work hard to communicate with all of our JC's about appropriate behavior and conversations with kids. We especially want to model caring behavior, kind words, fun, self-confidence, and respect for the natural world.

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**(Initial)**

**\*\*\*ANY ELECTRONICS ARE PROHIBITED**

**NO CELL PHONES\*\*\***



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**Junior Counselors and Parents:**

Please write the JC and Parents' initials on the lines below to indicate that you have read and agree to the JC Handbook.

**JC Agreement:**

- \_\_\_\_\_ I have read this Handbook and agree to the responsibilities, opportunities, and policies within.
  
- \_\_\_\_\_ I will follow and do my best to be a good role model, to be excited about learning and caring for the campers, and to care for the natural world.
  
- \_\_\_\_\_ I will seek out feedback, and try to learn from my service as a JC.
  
- \_\_\_\_\_ I will communicate with the Camp Director if I have questions, concerns, or ideas.

**Parent Agreement:**

- \_\_\_\_\_ I have read this Handbook and agree to the responsibilities, opportunities, and policies within.
  
- \_\_\_\_\_ I will help my child fulfill her/his responsibilities at camp, including drop off and pick up times, reporting absences, etc.
  
- \_\_\_\_\_ I will communicate with the Camp Director if I have questions, concerns, or ideas.