

# **SECTION I:**

# **INTRODUCTION**

## **INTRODUCTION**

Welcome to Camp Caribou! We are pleased that you have chosen employment with us for the summer, and are looking forward to personally welcoming each and every one of you to the Camp Caribou Family upon your arrival. One of the preliminary steps that must be taken in preparing for your summer experience is an intensive staff training and development workshop. This orientation process entails a ten-day, on site orientation program for all camp staff prior to the campers' arrival. As part of this process, each of you will be expected to familiarize yourself with this manual.

This manual is designed as both a training/orientation tool and as a summer-long source of reference for each staff member at Camp Caribou. Everyone should read this manual thoroughly before arriving at camp for Orientation. Though this manual is quite comprehensive, it does not contain everything that you will need to know. Those points not covered in this manual will be discussed during Orientation.

### **What is Camp Caribou?**

Camp Caribou is a privately owned and operated summer residential camp. It has been in the Lerman Family since 1968, and serves the summer camping needs of boys ages 7-15. The camp session lasts seven weeks, and is divided into two 3 1/2 week sessions. Some of our campers will spend the entire seven weeks at Caribou, while others will attend for one session or the other.

The camp's program is designed to develop skills in a variety of new activities and to sharpen abilities in areas familiar to the campers. At the same time, the boys are exposed to new challenges and encouraged to develop a sense of personal responsibility. Progress is expected in all areas. Caribou recognizes that while no one can excel in everything, everyone can achieve at something. Camp Caribou provides boys with fresh methods of expression, warm friendship and an increased sense of personal accomplishment and satisfaction.

### **The Camp's Facilities**

Camp Caribou is located on a 200 acre peninsula in central Maine. Situated on Lake Pattee, the camp is naturally secluded by woodlands and open fields. Facilities include: a golf range, rifle range, archery range, basketball courts, tennis courts, volleyball courts, soccer fields, outdoor roller hockey rink, baseball diamonds, ropes course, arts and crafts building, gymnasium, weight room, a camp fire area, and a waterfront area for swimming, skiing, wind surfing, canoeing, sailing, and kayaking. In addition to the camp office, dining hall, infirmary and counselor lounge, there are over 25 cabins that house the campers and staff.

## **SECTION II:**

# **THE ORGANIZATION OF CAMP CARIBOU**

## **THE ORGANIZATION OF CAMP CARIBOU**

### **The Camp Caribou Staff**

Though a camp's success does rely in part on the quality of its facilities and programming, the greatest determinant of a camp's success rests heavily upon the quality of the staff. You have been selected as a member of the Caribou Staff because of your ability to work with children effectively, and as a result of the skills that you will be bringing with you to camp.

Each staff member has a distinct role in the camp community, and will be bringing different strengths and skills to the program. Nonetheless, if the entire staff works as a team, we can come together to provide a very positive and memorable experience for the campers.

The camp directors, assistant director, head counselor, program director, athletic director, camp nurse, food services director, maintenance director, waterfront director, and trips director make up the senior administrative staff. The various program area directors are also part of Caribou's administrative staff. The camp directors, program director, and maintenance director are year-round, full-time staff members. All other staff is comprised of practitioners in the areas of education and leisure services delivery for youth, and college/university students.

### **Job Descriptions**

The following are general descriptions of the various positions at Camp Caribou. We have attempted to make these descriptions as "all-inclusive" as possible. However, as you will quickly discover once campers arrive, there is often overlap between positions, and there will often be additional duties and responsibilities that will arise in the course of working with children. Because of the need for this type of flexibility among the Caribou Staff, the following job descriptions should only be viewed as a general guideline for each position.

#### **Activity Area Directors:**

The Activity Area Directors are responsible for the following:

1. Assume overall daily supervision and administration of the activity area which he is supervising.
2. Supervise all staff assigned to that activity area.
3. Design, implement, and supervise all programming in that particular area.
4. Maintain facilities, equipment, and supplies for the activity area.
5. Monitor all aspects of safety in the activity area.
6. Plan and carry out any special training and orientation for staff assigned to that area.
7. Assume ultimate responsibility for all campers and staff while participating in that particular activity area.

8. If assigned to do so, live with a bunk (please see “Bunk Responsibilities” under the job description for counselors).
9. Any other duties and responsibilities as assigned by the Directors, Head Counselor, Program Director, or Athletic Director.

The Activity Area Directors are supervised by the Directors, Head Counselor, Program Director, and Athletic Director.

### **Counselors:**

Bunk responsibilities:

1. Assume responsibility for meeting the daily needs of all campers assigned to his cabin, including all physical, recreational, social, and emotional needs.
2. Communicate routinely to the administrative staff as to the progress and status of each camper under his supervision.
3. Execute his or her cabin group's daily routine. Making sure that the cabin arrives at meals, activities, and flag raising/lowering on time.
4. Wake up the bunk each morning, and make sure that the campers get to sleep at the appropriate time.
5. Monitor personal hygiene habits of all campers under his care/supervision.
6. Maintain the group's cabin in an orderly and healthy fashion.
7. Supervise the bunk at flag raising lowering, announcements, meals, evening activities, Sunday Programs, special events, cabin clean-up, rest hour, and after lights out (when on-duty).
8. Provide a safe and fun environment for his bunk.
9. Other duties and responsibilities as assigned by Directors, Head Counselor, or Program Director.

Activity Area Responsibilities:

1. To assist in the planning and development of activities at the activity area.
2. To facilitate the activities planned and developed by his Activity Area Director.
3. To coach team as assigned (if applicable).
4. To be sensitive to the needs of the children participating in the activities, paying careful attention to each child's strengths, weaknesses, and special needs.
5. To give individualized instruction to a camper where necessary and appropriate.
6. Other duties and responsibilities as assigned by the Directors, Head Counselor, Program Director, Athletic Director, or his Activity Area Director.

Counselors are supervised by the Directors, Head Counselor, Program Director, Athletic Director, and their Activity Area Directors while at their activity areas. While carrying out their bunk responsibilities, Counselors are supervised by the Directors, Head Counselor, and Program Director.

# **SECTION III:**

# **STAFF POLICIES**

## STAFF POLICIES

This section contains the personnel policies that you will be expected to adhere to throughout the course of your employment with Camp Caribou. These policies have been developed and implemented to ensure that the camp runs in a smooth and orderly fashion, and that every staff member and camper has a safe, enjoyable camping experience.

### Salaries and Insurance

All staff members will receive their paychecks on the last day of camp. Staff can receive pay advances, though, throughout the course of the summer. One of the Directors needs to be consulted for pay advances. The camp does **not** provide health insurance for personal health care needs. If you need to visit a doctor or the emergency room during your stay at camp, you will be responsible for all such expenses except where covered by the Workmen's Compensation Act.

### Days/Nights Off

Counselors have 5 full days off during the summer, excluding the first and last weeks of camp. Days off start at 9:00 pm and end at 9:00 pm the following day. The Staff is divided into 2 sections for on-duty assignments in the evenings. On duty counselors cover the bunk line at the end of the evening activity and will remain in their cabins and put their campers to bed. At 11:00 pm on duty staff may go to bed, even though they are still on-duty. Off duty counselors will cover the bunk line during rest hour, and may leave camp in the evening once the shift leader has checked them out. Camp Caribou enforces a 1:00 a.m. curfew for all staff members. All staff members who are on their nights off must sign back into camp by 1:00 a.m. If a staff member is late for the 1:00 a.m. curfew, he will lose his next night off as a result. For a second infraction of the curfew, staff members will lose their next day off. If a third infraction is committed, the staff member will be terminated immediately.

### Actions Outside of Camp

Your actions reflect on Camp Caribou's reputation. Please keep this in mind whether on a trip with campers or on a day or evening off.

### Disciplining Campers

Corporal punishment is absolutely forbidden. Do not even think about raising your hand to a camper or to another staff member at any time. Verbal/emotional abuse is also prohibited. Infractions of this policy are cause for immediate dismissal.

### Drugs/Alcohol/Smoking

The use of drugs and alcohol is strictly prohibited on the premises. What you do on your time off is your own business, though please note that the State of Maine has a legal drinking age of 21, and strictly prohibits the use of drugs. If any staff member returns to camp inebriated or "high," he will be terminated immediately. Smoking is not permitted while working with campers or in any of the buildings at camp.

If you smoke, you must use a designated smoking area. Smoking in any other locations will not be tolerated. You are only allowed to smoke when you are not on duty or on a legitimate break. Because of the potential fire hazard, care should be exercised in disposing of ashes and all cigarettes should be field stripped.

### Telephone Calls

The Camp phone has been installed primarily for conducted Camp Business and for handling emergencies. Caribou's toll free number is (888) 305-CAMP (2267). Two pay telephones have been installed for the convenience of the Staff. It is desirable that you make phone calls during rest hour or in the evening (when you are off). Campers who wish to make phone calls should be referred to the Head Counselor or the Directors.

### Health

Each staff member **must** have a completed health form on file with the Camp Nurse. Please make sure to have the health form that we provided filled out by your doctor. **THE AMERICAN CAMPING ASSOCIATION REQUIRES THAT EVERYONE HAVE THIS FORM FILLED OUT.** Check with your doctor on the status of your booster shots for polio, tetanus, and typhoid and be sure that they are up to date. **BRING THE MEDICAL FORM WITH YOU TO CAMP.** Though there are dentists in Waterville, it would definitely be to your advantage to have a dental checkup prior to coming to Camp as well.

### Staff Automobiles

If you have a vehicle with you at camp, please leave it parked in the designated area. No staff vehicles should be driven near the bunk line or activity areas. The only time that you should be operating your vehicle on camp property is when entering or exiting the premises. Please drive slowly on camp property. **CAMPERS ARE NOT PERMITTED TO RIDE IN PRIVATELY OWNED VEHICLES WITHOUT PERMISSION FROM THE DIRECTORS!**

### Camp Vehicles

Because of insurance regulations, only authorized persons may drive those vehicles owned by the camp.



### Tips

Paragraph #13 of your contract states that tipping by parents or campers is not permitted. We have informed parents of this, and must insist that they, as well as you, honor this regulation.

### Visitors for Staff Members

Visitors for Staff members should only come to camp on that particular staff members day or night off. Visitors should wait at the office, and should not be on campus at any time, unless approved by the Directors.

### Professionalism

You will be acting as role models for our campers this summer. Thus, please do not swear, and encourage your campers not to do so. Also, though we do want you to get close to your campers, please remember that your personal life is just that--personal. Please do not divulge any information or say anything that is too revealing or that would be inappropriate.

### Sex

What you do on your own time, and in your personal life is your business. However, please note that there should be no sexual activity taking place anywhere on the premises.

### Camp Caribou Policy Against Harassment

Camp Caribou is committed to maintaining a friendly work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in an environment that promotes camping values and prohibits discriminatory practices, including sexual harassment. Camp Caribou expects that all relationships among persons at camp will be free of bias, prejudice and harassment.

#### DEFINITION OF SEXUAL HARRASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individuals employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances; subtle or overt requests for sexual favors; sexual jokes; innuendoes, advances or propositions; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess or sexual deficiencies; obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

This kind of behavior is unacceptable at Camp Caribou.

## REPORTING AN INCIDENT OF SEXUAL HARASSMENT

Camp Caribou encourages reporting of all perceived incidents of sexual harassment, regardless of the alleged harasser's identity or position. Individuals who believe they have been the victims of sexual harassment are encouraged to discuss their concerns with any of the following individuals, who shall constitute the Committee on Sexual Harassment:

1. The Camp Directors: Bill and Martha Lerman
2. The Head Counselor

In addition to the Complaint Procedure that is described below, Camp Caribou encourages individuals who believe they are being sexually harassed to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Camp Caribou recognizes, however, that it is not necessary for an individual to talk directly to an offender if that individual feels uncomfortable doing so.

## COMPLAINT PROCEDURE

### 1. Informal Procedure

Camp Caribou encourages individuals who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. If for any reason an individual does not wish to confront the offender directly, or if such a confrontation does not successfully end the harassment, the individual should notify any member of the Committee on Sexual Harassment. An individual may also speak with his/her Group Leader, who may, if the individual so requests, talk to the alleged harasser on the individual's behalf, or arrange for mediation between the individual and the alleged harasser with a third person acceptable to both. In addition, there may be instances in which an individual seeks only to discuss matters with one of the individuals designated above. We encourage such discussion.

An individual reporting sexual harassment should be aware, however, that the camp may decide it is necessary to take action to address the harassment beyond an informal discussion. This decision will be discussed with that individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure is not a required first step for the reporting individual.

## 2. Formal Procedure

### a. Notification of Appropriate Staff

As noted above, individuals who believe they have been the victims of sexual harassment or believe they have witnessed sexual harassment should discuss their concerns with any of the members of the committee on Sexual Harassment. Anyone who receives information regarding sexual harassment is obliged to report it immediately to a member of the committee on Sexual Harassment.

### b. Timeliness in Reporting Harassment

Camp Caribou encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. While no fixed reporting period has been established, early reporting and intervention has proven to be the most effective method of resolving actual or perceived incidents of sexual harassment.

### c. Investigatory Process

All reported allegations of sexual harassment will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge.

### d. Confidentiality

The complaint and investigation will be handled with sensitivity, and confidentiality will be maintained throughout the investigatory process, to the extent practical and appropriate under the circumstances, in light of the important privacy interests of all concerned.

### e. Protection Against Retaliation

Retaliation against an individual for reporting sexual harassment or assisting in providing information relevant to a claim of sexual harassment is a serious violation of this policy and will be treated with the same strict discipline, as would the harassment itself. Acts of retaliation should be reported immediately and will be promptly investigated.

f. Responsive Action

Misconduct constituting sexual harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and disciplinary action up to and including termination of employment as the Camp may believe appropriate under the circumstances. Absent special circumstances, the reassignment of the complainant will not be an acceptable corrective action unless the complainant consents.

g. Records of Complaint and Investigation

The Camp will maintain a written record of each formal complaint, and how it was investigated and resolved. Written records will be maintained in confidence to the extent practical and appropriate. The keeper of the records will be the Camp Director.

h. Appeals Process

If a party to a complaint does not agree with its resolution, that party may file written comments with the Camp Director.

i. False and Malicious Accusations

False and malicious complaints of sexual harassment, as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action up to and including termination of employment.

Other Harassment

Camp Caribou policy equally prohibits any other type of harassment and discrimination involving a protected category under federal, state or local law (for example, on the basis of race, color, religion, national origin, sexual orientation, age, citizenship, status, marital status and/or disability).

Conclusion

We want all employees to know that they are not required to endure insulting, degrading or exploitative treatment. Camp Caribou expects that each person will exhibit, in his or her conduct and communications, respect and consideration of the feelings and sensibilities of every other camp employee.

Any camp employee who has any question or concerns about this policy should talk with any of the individuals identified above.

Clothing

In Maine the days are warm and the nights are cool. If you plan to use our weekly laundry service, you will need two weeks' worth of clothing. If you plan to use the local laundromat, you will need less clothing. One item we feel you

should be sure to bring is good raingear--a raincoat or poncho and good, solid boots.

#### Laundry

Caribou pays for the weekly laundry service mentioned above, but if you wish ironing or dry cleaning, the cost for this service will be charged to your account.

#### Bedding

Caribou provides clean sheets and pillow cases for everyone. American staff should bring 3 blankets, a pillow and 4 towels. Only overseas staff will be provided with blankets, a pillow and towels. Sleeping bags are good for trips, but health regulations do not permit their use for sleeping in Camp.

#### Mail

Mail should be addressed to you at Camp Caribou, 1 Caribou Way, Winslow, ME 04901, with your cabin number written on it. Mail is each day after lunch or dinner (depending on when it is delivered).

#### Use of Equipment

Boys have first call on all equipment and facilities. There is, however, time for counselors to use equipment when there will be no conflict with camper use.

#### Personal Possessions

We ask that both Staff and Campers deposit their valuables in the lockup in the Office upon arrival. Do not wait! We are not responsible for any items which are misplaced or stolen.

#### Staff Travel Arrangements

If you are planning to arrive by Greyhound Bus, please let us know so that someone can meet you at the bus station in Waterville, ME. If you are arriving by plane, please check with us as soon as possible. We schedule one pick up time at Boston Logan Airport. If you are driving North...

- € Take Maine Turnpike to the end
- € Follow Route 95 to the first Waterville Exit #33
- € At base of ramp go right, following 137 East
- € Travel through 7 sets of lights, approx. 1.6 miles and take a right onto Carter Memorial Drive / Route 137 East (Not Rt. 137 Business)
- € At 2nd set of lights, take a left
- € Follow to the end and take a right, then your first left onto Garland Road
- € Follow Garland Road for 3.5 miles
- € Take a right onto Albion Road
- € Follow Albion Road about 3/4 mile
- € Camp Caribou sign in on the right
- € Take right on Camp Caribou dirt road, one mile long

**SECTION IV:**

**CAMP CARIBOU'S  
PROGRAM**

## Camp Caribou's Program

The program at Caribou is designed to provide the boys with new challenges and heightened skill development in a variety of program areas. Campers are divided into bunks of 8 to 12 campers of the same age. Each bunk is assigned 2 or 3 counselors, and possibly an assistant counselor or counselor in training. Scheduling for the 18 bunks is a time consuming, difficult, challenging, and arduous process. However, the Administration goes to great lengths to ensure that each bunk has a varied, challenging, exciting, and adventurous schedule on a daily basis.

The camp day is divided into three segments: morning instructionals, which are attended as a bunk; afternoon electives, which the campers choose each day at lunch; and the evening program, in which the entire bunk will participate (many evening programs are all-camp programs, or are geared for individual bunks, specific age groups, etc.).

All morning instructionals and afternoon electives are facilitated by you, the counselor. Thus, you will not be working with the specific bunk that you are assigned to live with, unless it is scheduled to attend your activity area for a morning instructional or campers in your bunk sign up for one of your afternoon electives. Evening activities are planned and supervised by the Program Director, and the counselors' roles in the evening activity will vary according to the program (e.g. participation with your bunk, supervision, facilitation, etc.).

The structure of the program at Camp Caribou allows for every camper to become involved in a variety of activities. Morning instructionals guarantee that each camper will participate in some way in every activity offered here at camp. Afternoon electives allow for the campers to individualize their camping experience, while becoming more proficient in their own particular areas of interest.

Morning instructionals and afternoon electives are offered in the following areas: Golf, Archery, Riflery, Ropes Course, Volleyball, Baseball, Basketball, Soccer, Hockey, Arts and Crafts, Canoeing/Kayaking, Sailing, Swimming, Wind surfing, Water skiing, and Tennis. Additionally, afternoon electives will also be offered in a variety of other areas including, but not limited to: boxing, jogging, and nature programs. Furthermore, all campers will have the opportunity to participate in Caribou's outstanding wilderness tripping program.

Since you will only have limited time to spend specifically with your bunk, it is important that you make the most of that time. You will be eating all meals with your bunk, will spend clean-up and rest hour with your bunk, and will be with your bunk during the evening activity and lights out. Additionally, every Friday evening is reserved as "Bunk Night." Your bunk will have its own, private cookout, and will then participate in an evening activity that will be created, planned, developed, and facilitated by you and the other staff member(s) assigned to your bunk.

Be creative and innovative in planning these programs! This is your most valuable opportunity to get to know your campers and bond with them.

### **Camp Caribou Daily Schedule**

*(Monday Tuesday Thursday Friday Saturday)*

|         |                             |
|---------|-----------------------------|
| 7:30 am | Reveille                    |
| 7:45 am | Bell--Assemble at Flag Pole |
| 7:55 am | Flag Raising                |
| 8:00 am | Breakfast                   |
| 8:30 am | Cleanup                     |

#### **MORNING SESSION**

|          |  |
|----------|--|
| 9:10 am  | Bell--Call to First Period                                       |
| 9:15 am  | Instructional Period I   |
| 10:15 am | Bell--Call to Second Period                                      |
| 10:20 am | Instructional Period II  |
| 11:20 am | Bell--Call to Third Period                                       |
| 12:25 pm | Bell--End of Third Period; Return to Cabins to Prepare for Lunch |
| 12:35 pm | Bell--Call to Flag Pole for Announcements                        |
| 12:45 pm | Lunch  |
| 1:30 pm  | Rest Hour  |

#### **AFTERNOON SESSION**

|         |   |
|---------|---|
| 2:10 pm | Bell--Call to First Elective  |
| 2:15 pm | First Elective Period   |
| 3:15 pm | Bell--Call to Second Elective                                       |
| 3:20 pm | Second Elective Period  |
| 4:20 pm | Bell--Call to Third Elective  |
| 4:25 pm | Third Elective Period   |
| 5:25 pm | Bell--End of Third Elective; Return to Cabins to Prepare for Dinner |
| 5:30 pm | Bell--Call to Flag Lowering   |
| 5:40 pm | Flag Lowering   |
| 5:45 pm | Dinner  |

#### **EVENING SESSION**

|          |   |
|----------|---|
| 7:00 pm  | (time approximate) Call to Evening Activity   |
| 8:30 pm  | Return to Cabins to Prepare for Bed   |
| 9:00 pm  | Taps/Lights Out for all Bunks Except Seniors and Super Seniors  |
| 9:15 pm  | Staff Meeting – FRIDAY NIGHTS ONLY (all staff must be present except for those designated to monitor the “bunk line”) |
| 10:00 pm | Taps/Lights Out for Senior Bunks  |
| 10:30 pm | Taps/Lights Out for Super Senior Bunks  |



## **Camp Caribou Sunday Schedule**

Although this camp has no religious affiliation, we do believe that it is important for our campers and staff to enjoy a “day of rest” each week. We have chosen Sundays for this day so that all members of the camp community can begin their weeks rested and rejuvenated.

|         |                             |
|---------|-----------------------------|
| 8:30 am | Reveille                    |
| 8:45 am | Bell--Assemble at Flag Pole |
| 8:55 am | Flag Raising                |
| 9:00 am | Breakfast                   |
| 9:30 am | Cleanup                     |

### **MORNING SESSION**

|          |  |
|----------|--|
| 10:30 am | Bell--Call to Chapel   |
| 10:35 am | Chapel   |
| 11:15 am | Activity Period  |
| 12:25 pm | Bell--End of Morning Activity; Return to Cabins to Prepare for Lunch |
| 12:35 pm | Bell--Assemble at Flag Pole for Announcements                        |
| 12:45 pm | Lunch  |
| 1:30 pm  | Rest Hour  |

### **AFTERNOON SESSION**

|         |   |
|---------|---|
| 2:25 pm | Bell--Call to Afternoon Activity Period   |
| 2:30 pm | Afternoon Activity Period   |
| 4:00 pm | Bell--End of Afternoon Activity Period; Return to Cabins to Prepare for All-Camp Swim |
| 4:15 pm | Bell--Call to the Waterfront  |
| 4:20 pm | All-Camp Swim (all staff must report to the waterfront as well)                       |
| 5:15 pm | Bell--End of All-Camp Swim; Return to Cabins to Prepare for Dinner                    |
| 5:30 pm | Bell--Call to Flag Lowering   |
| 5:40 pm | Flag Lowering   |
| 5:45 pm | Dinner  |

### **EVENING SESSION**

|          |  |
|----------|--|
| 7:00 pm  | Call to Evening Activity   |
| 8:30 pm  | Bell--Return to Cabins to Prepare for Bed                          |
| 9:00 pm  | Taps/Lights Out for all Bunks Except for Seniors and Super Seniors |
| 10:00 pm | Taps/Lights out for Senior Bunks                                   |
| 10:30 pm | Taps/Lights out for Super Senior Bunks                             |

### **Camp Caribou Wednesday Schedule**

Similar to Sunday, we get up 30 minutes later on Wednesdays. Wednesday is a non-instructional day. We typically have all-camp activities and sometimes, out-of-camp trips on Wednesdays.

|         |                             |
|---------|-----------------------------|
| 8:30 am | Reveille                    |
| 8:45 am | Bell--Assemble at Flag Pole |
| 8:55 am | Flag Raising                |
| 9:00 am | Breakfast                   |
| 9:30 am | Cleanup                     |

#### **MORNING SESSION**

|          |  |
|----------|--|
| 10:30 am | Bell--Call to Morning Activity                                       |
| 10:35 am | Morning Activity Period  |
| 12:25 pm | Bell--End of Morning Activity; Return to Cabins to Prepare for Lunch |
| 12:35 pm | Bell--Assemble at Flag Pole for Announcements                        |
| 12:45 pm | Lunch  |
| 1:30 pm  | Rest Hour  |

#### **AFTERNOON SESSION**

|         |   |
|---------|---|
| 2:25 pm | Bell--Call to Afternoon Activity Period   |
| 2:30 pm | Afternoon Activity Period   |
| 4:00 pm | Bell--End of Afternoon Activity Period; Return to Cabins to Prepare for All-Camp Swim |
| 4:15 pm | Bell--Call to the Waterfront  |
| 4:20 pm | All-Camp Swim (all staff must report to the waterfront as well)                       |
| 5:15 pm | Bell--End of All-Camp Swim; Return to Cabins to Prepare for Dinner                    |
| 5:30 pm | Bell--Call to Flag Lowering   |
| 5:40 pm | Flag Lowering   |
| 5:45 pm | Dinner  |

#### **EVENING SESSION**

|          |  |
|----------|--|
| 7:00 pm  | (time approximate) Call to Evening Activity                    |
| 8:30 pm  | Return to Cabins to Prepare for Bed                            |
| 9:00 pm  | Taps/Lights Out for all Bunks Except Seniors and Super Seniors |
| 10:00 pm | Taps/Lights Out for Senior Bunks                               |
| 10:30 pm | Taps/Lights Out for Super Senior Bunks                         |

## Evening Activities/All-Camp Programs

All-camp programs will usually occur in the evenings and on Sunday afternoons. However, there will be some “special” days in which a day-long, all-camp activity will occur. All-camp programs can include socials, movie nights, games, The Caribou Olympics, Fourth of July Program, talent shows/lip syncs, and a variety of other activities. The Counselors’ roles in these types of programs will vary according to the program itself, and will be assigned by the Program Director. Counselors may be assigned to participate with the campers in the activity, supervise the activity, judge an activity or event, or even facilitate the activity. All staff members are expected to report to all evening programs, all-camp programs, and special events, unless otherwise authorized by the Directors, Head Counselor, or Program Director.

Camp Caribou also has a Club Night one night each week. Each camper will sign up for a club the first week of each 3 1/2 week session, and will attend the same club throughout the course of that session. The clubs are developed, facilitated, and supervised by all counselors. The club selections will be based on the skills, talents, special interests, and abilities of the Caribou Staff. Examples of clubs that have been offered are Rocketry, Magic, Card Collecting, Cricket, Ultimate Frisbee, Skeet Shooting, Fishing, Nature, Theater (for those campers wishing to participate in the Camp Play), and a variety of other selections.

## Out-of-Camp Trips and Overnights

There will be occasions when individual bunks, specific age groups, or large portions of the camp will be participating in out-of-camp trips. Each bunk will be allowed one evening trip into town per session (senior bunks go every other week, and super senior bunks are allowed one weekly trip into town). There will also be trips to other camps for either socials. Furthermore, there may be occasional afternoon field trips. Supervision on out-of-camp trips must be very stringent, as a lot can happen to children when they are out in public. Remember, you and the campers will be representing Caribou at all times. Thus, your behavior must be impeccable, and the highest levels of courtesy should be shown at all times.

Additionally, all bunks will have the opportunity to go on overnight wilderness trips. Our trip staff will plan, coordinate, and lead these trips. However, there is always the need for additional staff supervision on these trips. If any staff members are interested in assisting with a trip, please discuss this with the Trip Director. Wilderness trips include, but are not limited to: backpacking, canoeing, white water rafting, kayaking, hiking, and a variety of other outstanding adventures.

## **Out-of-Camp Competitions**

Camp Caribou competes in a variety of competitions with other camps in the area. We are a member of the Central Maine Camp League, which sponsors competitions in all land sports. We also compete in archery and riflery tournaments, as well as various swimming, diving, boating, and skiing competitions.

As such, there will be days when we are hosting a tournament, and thus other camps will be on the property. Please remain courteous and helpful to the staff and campers who will be visiting. On such days, it will be necessary to close down certain activity areas. Adjustments will be made in each bunk's schedule well in advance of those tournaments. There will also be instances where certain members of our staff, as well as campers, will be attending tournaments at other camps. The list of staff and campers who will be out of camp will be posted in the "Caribou Droppings," the camp newsletter which is distributed each morning. Please be aware of which campers and staff members will be out of camp each day!

And...remember, that when you attend tournaments at other camps, you are their guests. Please act accordingly. Also, when you are at another camp, your conduct reflects on Camp Caribou as a whole. Please remember to maintain respect, dignity, good sportsmanship, and always represent Caribou in a favorable manner.

## **Programming Tips**

Since all staff members will be responsible for programming (lesson plans at activity areas, club night activities, bunk nights, etc.), the following tips have been developed to help guide you through this process and should make your job much easier.

To start with, think about who you are planning for. How old are they? How many people are there? What are their physical, emotional, and intellectual capabilities? What are their interests and needs? The program should be tailored to these individual and group characteristics.

You must know what you want to accomplish in this program. What are your goals and objectives? Is your goal for the children to develop physical skills or group cohesion? Your goal may be a combination of a number of things.

Also, consider the staff working with you. How many are there, and what are their strengths and limitations? Involve the staff in the program by briefing them ahead of time as to their exact roles. You need their help and enthusiasm.

Now that you know the characteristics of the participants and goals of your program, find out what facilities, equipment, and supplies are available to you. If you need equipment or supplies that are not readily available, request them well in advance of the day that you need them. Do not forget that there is a time restriction. Are you

trying to accomplish too much in too little time? Do you have enough planned for an hour program? It is better to have too much planned and have to omit part of the program than to run out of activities.

Be flexible with your programming. Always be prepared to run an indoor program. Rain is always a possibility. When you see that an activity is not working, have alternatives and make a change as soon as possible. Activities fail for many reasons. Evaluate the successful and unsuccessful parts of the program after it is completed. You can learn from your experience. Your participants will let you know what they are gaining from the program if you tune yourself into them. You will be successful if you have everything planned out. Don't forget to set up any equipment, supplies, props, etc. ahead of time. Make sure that you have all necessary equipment and supplies on hand.

Now that you know the practicalities of program planning, be creative! Brainstorm ideas, and think up all the possibilities, no matter how unusual they may seem at the time. Bunk Nights and Club Nights should be creative, original, exciting, adventurous, and sometimes even bizarre. Take into consideration sight, sound, touch, taste and smell. Decide on your theme and enjoy the program.

A theme is the core of any program. A theme allows simple games to become new, fresh, and exciting. If the theme is a Homerun Derby, then Baseball takes on a whole new dimension.

All activities can take on a new look with a little creativity. The key to any program's success is your enthusiasm. Have fun with the activity and so will the campers!

Keep the following rules in mind when planning a program:

1. Be Creative.
2. Clear everything with your supervisor (this will vary depending on the activity).
3. Ask for supplies, equipment, facilities early.
4. Plan a program in which everyone can participate.
5. Organize activities and delegate responsibilities.
6. Plan a back-up program.
7. Evaluate the program when it's over.
8. You and the campers should clean up after yourselves.
9. Have fun! If you are having fun then chances are that the campers will be as well.

**SECTION V:**

**DAILY AND  
ADMINISTRATIVE  
PROCEDURES**

## Daily and Administrative Procedures

### Pre-Camp Procedures and Responsibilities

All staff must report to camp by noon on the first day of orientation. You will be required to attend all orientation sessions, in full, unless otherwise instructed by the Administrative Staff.

As part of the orientation process, all counselors will be required to take inventory of their cabins, clean their cabins, and make sure that the cabins are ready for the campers' arrival. Additionally, all counselors will be responsible for taking inventory of and preparing their activity areas for use. By the end of the last day of orientation, all cabins, activity areas, and facilities must be clean, in order, and in perfect condition for the campers' arrival and the start of the camp program.

### The First Day of Camp

Campers will be arriving at varying times on the first day of camp. It is important that each camper immediately be made to feel welcome here at Camp Caribou, part of his bunk, and a member of the larger camp community. The first day of camp will set the tone for the entire summer for our campers and, thus, we must all be excited, energetic, friendly, and helpful.

Some campers will be dropped off by their parents, while others will be picked up at airports, bus stations, and central pick-up locations. Each staff member will have an opening day assignment by the Head Counselor.

Once the campers begin to arrive, each camper must take all of his personal belonging to the bunk to which he is assigned, unpack, and make his bed. **Be sure to help your campers unpack, paying particular attention to any items that his parents may have forgotten to pack.** This way we can contact them immediately and have those missing items sent as soon as possible. **Additionally, all campers should deposit all money/valuables in the camp office immediately, and all medications should be taken to the infirmary.**

### Mail

Mail is picked up and delivered once each day, with the exception of Sundays. All outgoing mail should be deposited in the outgoing mail bin in the lodge or camp office. All incoming mail will be placed in your cabin's mail box (located in the office) once it has been sorted. It is usually ready for pick up either after lunch or after dinner. One of the bunk's counselors should pick the mail up. Campers are not allowed to retrieve mail from the office.

### Other Administrative and Office Procedures

The Camp Secretaries, Maintenance Director and Staff, Laundry Coordinator, and Food Services Staff are all a very important part of camp. Please remember to treat each of these individuals with the utmost respect. Also, official camp business is being carried out in the office, so please refrain from “hanging out” there. The staff lounge is provided for this purpose. In addition, the kitchen is strictly off limits to all staff unless accompanied by a member of the kitchen staff.

### Morning Notes

Each morning, several copies of the camp newsletter, The Caribou Droppings, will be placed on each table in the dining hall. This newsletter will contain information that is vital to the successful and smooth operation of the camp. Please make sure to read The Caribou Droppings each morning. Any staff member who has information that they would like printed in the newsletter needs to submit it to the Program Director by 9:00 pm the evening before.

### Laundry & Linens/Cleaning Supplies

The camp will provide each camper and staff member with bed sheets and pillow cases (international campers and staff will also be provided with blankets). The towels should be sent out with each camper's/staff member's personal laundry, while the sheets will be collected separately each week.

All personal laundry will be picked-up and cleaned one time per week. The turnaround time on laundry is 24 hours. Your bunk will be assigned a specific day for laundry pick-up.

Each bunk will be provided with the necessary cleaning supplies (broom, mop, dustpan, bucket, cleanser, etc.). If any other supplies are needed, or if you run out of any supplies, please see the Head Chef.

### Meal Procedures

The Kitchen Staff works very hard at preparing breakfast, lunch, and dinner for the camp community. Thus, it is imperative that all campers and staff members be on time for all meals. All meals are served cafeteria style. The order in which bunks go through the line is determined by their clean-up inspection scores. The scores are announced prior to lunch each day, and thus the rotation is in effect for that lunch, dinner that evening, and breakfast the next morning.



When entering the dining hall, all campers and staff should stand behind their benches. Once the entire camp is in the dining hall, the Program Director will designate someone to lead the prayer, after which, food service will begin. **NOBODY SHOULD EAT, DRINK, OR ENTER THE FOOD SERVICE LINE BEFORE THE PRAYER IS COMPLETE.**

Following the meal, there may be a brief period of announcements. Everyone should remain in the dining hall until dismissed. Before leaving, each bunk needs to be sure that its table is properly wiped and clean. All benches/chairs should be placed on the table, and all trays, cups, silverware, etc. returned to the kitchen.

It is each counselor's responsibility to assist in getting his bunk quiet for the before-meal prayer and after-meal announcements. Also, the counselors should inspect their bunks' tables before allowing their campers to leave the dining hall.

All counselors will eat each meal with their own bunks. Only non-bunk staff and counselors who are on their days off should be eating at the staff tables.

#### Flag Raising/Flag Lowering

Before breakfast each morning, all campers and staff are required to attend flag raising. Each bunk will be expected line up around the flag pole in an order designated during staff orientation. Following any announcements by the Program Director, we will raise the U.S. flag and the Caribou flag, and say the "Pledge of Allegiance."

Before dinner each evening, all campers and staff are required to attend flag lowering. Each bunk should line up in the same order as they do for flag raising. Following announcements by the Program Director, we will lower both flags.

For flag raising/lowering to go smoothly, and to guarantee that we arrive at meals on time, it is very important that the staff assist in getting the campers quiet and standing, and to remind campers to remove their hats. International campers and staff are not required to salute the flag, say the "Pledge," etc. However, everyone must stand, remove his hat, and remain quiet and respectful during flag raising/lowering. Everyone should remain at the flagpole after the raising/lowering until dismissed by the Program Director and instructed to proceed to the dining hall.

#### Clean-Up

There will be a mandatory clean-up period each day. All bunks must be cleaned thoroughly, and all beds made at that time. Campers and counselors alike should take part in the clean-up process. Each bunk should make a "job-wheel" so that each camper has a specific assignment each day. Clean-up responsibilities should rotate so that no camper gets stuck doing the dirty work all of the time.

All cabins will be inspected each day by a member of the Administrative Staff, and as previously mentioned, the order of food service is based on the inspection scores. A sample clean-up will be done during staff orientation so that all counselors are familiar with the clean-up/inspection process.

### Rest Hour

There will be a rest period every afternoon immediately following lunch. All campers should be in their cabins during this time. Staff members who are on-duty for the evening shift will be given rest period off. All other counselors should be in their bunks with the campers.

### Curfews

Lights out for everyone but the Seniors and Super Seniors is 9:00. Lights out for the Seniors is 10:00, and for the Super Seniors it is 10:30.

### Infirmery

The Camp Nurse will dispense all medication to the campers during breakfast, lunch, and dinner. Anyone who is not feeling well or is injured should report to the infirmery at any time.

### Camper Hygiene

In order to meet the standards set by the American Camping Association, Health Department, and our campers' parents, it is important that we strive to maintain the highest levels of personal hygiene among the campers. Thus, all campers should shower at least once daily. This process should include the use of soap, shampoo, and warm water. Each camper is provided with one towel for swimming and one for showering. Make sure that campers are not using their swim towels for showering, and also make sure that all towels are hung on the lines outside the cabins so that they will be dry for the next day's use. In addition, all campers should brush their teeth before breakfast and before lights out, at a minimum.

Campers should dress in clean clothes daily. This means a fresh pair of underwear, clean socks, a clean shirt, and clean shorts. No camper should be allowed to wear any item of clothing more than one day. Shoes and socks should be worn at all times (except at the waterfront).

Be aware of any irregularities in your campers' bodies and appearance. Is a camper gaining or losing an excessive amount of weight? Any rashes, skin abrasions, cuts, sores, blisters, bruises, etc., should be reported to the Camp Nurse immediately.

All campers should wash their hands before each meal and after using the restroom on a regular basis. The best way to avoid the unnecessary spread of germs is through frequent hand washing.

Though all of our campers are “toilet-trained,” some may experience accidents during the summer. If a camper has an accident during the night, please help him to change the bed linens (each bunk will have extra linens), change his sleepwear, rinse the soiled sleepwear, and clean himself up. All soiled linens should be placed in plastic garbage bags and deposited on the front porch of the office before breakfast each morning.

The best way to get your campers to follow a routine of good personal hygiene is to set a good example. Counselors should follow these same standards.

### Operating Camp Vehicles

If you are authorized to drive one of the camp vehicles, obey all traffic laws and speed limits. If you have campers in the vehicle with you, make sure that every camper has his own seat and that everyone in the van is wearing a seat belt.

### Last Day Of Camp

As with the first day of camp, all campers will be departing at different times and by different modes of transportation. All campers should be packed the day before camp ends. Each staff member will have an assignment for the last day of camp (either to assist in transporting campers home or to assist in the clean-up of the facilities). Staff contracts end at noon on the day after the campers leave. However, we will make every effort to dismiss the staff as early as possible. Generally, the staff is free to go by mid-afternoon on the same day that the campers leave.

## **SECTION VI:**

**WHAT TO EXPECT FROM  
YOUR CAMPERS, HOW TO  
WORK WITH THEM, AND  
TIPS ON BECOMING AN  
EFFECTIVE COUNSELOR**

## **WORKING WITH CHILDREN AND BEING AN EFFECTIVE COUNSELOR**

### Camp as a Family

Without consciously knowing it, you have become a member of a unique family --  
A Camp Family.

What qualities does a family possess?

A family is a group of people who depend on one another.

A family is a group of people who care about and for one another.

A family is based on qualities such as trust and honesty.

A family demands communication.

In a family people work together towards common goals.

They share common experiences and share common friends.

Camp Caribou is based on the premise of being a family.

We also work and share together.

We depend on one another.

We need to trust one another.

We also need to be open in communicating with one another.

Our campers are part of the family.

We are the leaders in this family.

We are the family role models.

We offer goals in our family for our children to strive for.

We, as adults provide the stability in our family.

Camp Caribou is Our Family.

If someone is at Camp Caribou and you don't know or recognize them, introduce yourself and make them feel welcome. We will have a lot of visitors over the course of the summer, and one of the first things that people notice about Camp Caribou is the family-like atmosphere and the warmth and friendliness of the Caribou Family. This is our home for the summer, and all of us have the responsibility of being a good host to any guests.

### Counselor Virtues

The truly great counselor is the one:

Who recognizes the responsibility placed in him and neither abuses nor underrates the gravity of his influence on the lives of his campers.

Who respects the potential worth of each individual and strives to build upon his strengths and accepts his weaknesses.

Who conquers his pride and self-interest just a little more often in favor of the “other guy.”

Who projects the zeal, creativity, and enthusiasm for life that are contagious, and inspires spirit in the entire camp community.

Who takes the time for intangible and aesthetic values and can instill awareness for the same in others.

Who, unconcerned with contradiction or being “put down,” will discuss his ideas, problems, and experiences with others in the camp community.

Who shows interest, tolerance, and true concern toward the ideas and problems of others, even when understanding and agreement may be difficult.

Who loves the out-of-doors and realizes the great positive influence that nature can have on the spiritual and humanistic development of the person.

Who sees that the small setbacks of the moment do not diminish the great challenges and goals of the total experience.

Who struggles with the difficult but honestly solicits and accepts the help of others when the situation warrants.

The truly great counselor is the one...

Who projects affection, recognition, sincerity, security, acceptance, good faith, sense of purpose, positive spirit, warmth, selflessness, inspiration...

And reaps the rewards of cooperation, honesty, enthusiasm, trust, respect, friendship, loyalty, admiration, and fulfillment.

### Your Role As A Counselor

#### **1. A Setter of Values:**

By your example, by everything you do, from the way you wear your hair, to the way you wear your shoes, to the manner in which you talk, your campers will emulate and often imitate the “neat” things that they note about you. Just as the campers may well pick up one of your favorite expressions, they just might pick up something that their parents deem undesirable. Thus, it is the good counselor that tempers his or her behavior when with campers. If your camper sees you helping someone else out, he will learn the value of assisting others; if he sees you throwing a fit because the umpire makes a bad call, then they fail to learn self-control and sportsmanship.

## **2. The Enabler:**

In a word, the counselor helps the group do things. This is most clearly seen in your responsibilities towards your own particular bunk and with campers when you are providing instruction to them at your activity area. You may also take this role in the form of seeing to it that discussions take place within the group context when a problem arises.

## **3. Resource Person:**

Here the counselor enables the group to accomplish something, but in an entirely different manner. Here the counselor provides the group with ideas, sources, methods of solving problems, or helping the group to find and explore its potential.

## **4. The Limiter:**

Very simply, functioning as a limiter means that the counselor says “no” at the appropriate moment and in the appropriate way. Thus, saying the small work no takes on another meaning. It is not enough to reply consistently to a camper’s request by stating that it is not possible for him to have what he wants. Often it will require an explanation on your part. Many times, counselors have a great deal of trouble in this area. Just saying “no” is an easy way out. Think about it first, and if necessary, explain to the camper that you’ll render a decision at a later time.

## **5. The Authority Figure:**

Very often the counselor is viewed by the camper as an authority figure, much in the same way that the child views his mother and father. Sometimes the camper is unhappy with the kind of relationship that he has with his parents, and in turn, may act out towards the counselor. By the same token, a good counselor can assist a child in developing more effective means of communication with the adults in his life. You are these boys “surrogate parents” for the duration of their stay at Camp Caribou.

\*It should be noted that these roles overlap and even sometimes conflict with one another. The more mature counselor will be able to work these conflicts out with a minimum of stress and confusion on the parts of both himself and the group.

## **Bill of Rights for Campers**

Campers have the right to be themselves.

Campers have the right to explore new ideas, change activities, and strive for new goals--their only limits are talents and lack of effort.

Campers have the right to privacy. We all have times when we want to be alone.

Campers have the right to be cared for and accepted; they have the right to feel important and special.

Campers have the right to question and seek information. In return, they should be answered seriously and in confidence, if necessary.

Campers have the right to self-respect. They develop their own identities.

Campers have the right to be happy, to find something in the world that is meaningful and rewarding to them and provides a sense of completeness.

Campers have the right to be trusted, to trust, and to be taken at their word. If wrong, they have the chance to make good again.

Campers have the right to certain freedoms as long as they act responsibly and are mindful of the rights of others.

Campers have the right to be the best possible people that they can be.

#### Do's and Don'ts in Dealing With Campers

**Do** provide warmth, nurturing, caring, support, and assurance to campers who may seek your help.

**Do** be aware of warning signs of the need for additional help, and try to give that help.

**Do** go to others for advice and help.

**Don't** think that you are on your own--the administration is willing and eager to help.

**Do** strive to assure your campers of your reliability and trustworthiness.

**Don't** ever discuss the private concerns of your campers with others unless absolutely necessary.

**Do** provide close supervision of campers whenever possible.

**Do** listen and take seriously a camper's remarks; be on the lookout for disguised calls for help.



### Some Tips on Developing Good Camper Discipline

1. Have only a few rules. Be sure they are necessary and in the general interest, not just for your own comfort, and be sure that everyone knows what they are. Enforce these rules without emotion or commotion.
2. Be consistent and impartial. Don't have "pets" who get away with things and others who can't. It doesn't matter who does it, but what is done and under what circumstances. Every camper should feel as though he is your "favorite."
3. Don't argue with a camper. Enforce the rules.
4. Don't nag.
5. Certainty of punishment is a greater deterrent than its severity.
6. It is better to be strict with new groups at the beginning. It is easier to loosen up than it is to tighten up.
7. Stop the little things. It is easier to put out a match than a whole fire!
8. Take it for granted that your campers are well-intentioned. If you expect trouble, then you'll get it.
9. Don't make threats that you can't carry out or which defy camp policy.
10. Don't be afraid to acknowledge an error. We all make mistakes.
11. Sarcasm and ridicule threaten people. Make positive statements.
12. If you get satisfaction from punishing, you are probably wrong.
13. Make use of pivotal figures (the ones who are regarded highly by the other campers). Win them over and you win the others as well. Don't bribe them.
14. Discipline is not necessarily synonymous with punishment. Some staff members achieve good discipline with a system of rewards and privileges.
15. Be alert to physical aspects of a situation. Campers sitting in direct sunlight, in cold wind, in a stuffy cabin, on rocks, etc. for long periods of time. Children often misbehave in reaction to discomfort.
16. Be tolerant of passing fads and let your campers grow out of it.
17. Emphasis should be placed on the best form of discipline: self-discipline.

18. Don't discipline an entire cabin for the misconduct of a few.
19. Since the ultimate goal of discipline is self-discipline, you above all must exemplify it.

AND REMEMBER...NEVER RAISE A HAND TO A CAMPER, AND NEVER USE PHYSICAL ACTIVITY AS A MEANS OF DISCIPLINE.

#### What to Think About Before Acting

1. Am I reacting too quickly?
2. Am I going to treat the symptoms or the cause?
3. Is what I'm going to do based on previous rules, warnings, or understandings, or is it coming out of the blue?
4. Is this going to contradict another staff member?
5. Is this going to embarrass or single out a camper in front of peers needlessly or in an extreme way.
6. Do I feel like swearing?\*
7. Am I going to blow up?\*
8. Am I setting an example and reinforcing a particular value?
9. If I make a threat, am I prepared to follow through?
10. Am I attending to the needs of the campers and not just my own?

\* If you answer yes to questions 6 and 7, remove yourself from the situation immediately. Seek the help of another counselor or a member of the administrative staff. Never let yourself "lose it" in front of a camper.

## What is Nurturing?

The best counselor is a nurturing counselor. He will be respected by his campers and peers, well-liked by the camp community, and will gain the respect and gratitude of the parents. We expect that all of the staff at Camp Caribou will be nurturing and supportive towards the campers. However, this raises a good question. What exactly is nurturing? Quite simply, the dictionary defines "nurturing" as "caring for." Here are some practical examples of how you can be a nurturing counselor for the boys here at Caribou:

1. Get to know the campers in your bunk very quickly. Learn their names, where they're from, their likes, dislikes, favorite sports, foods, etc. Let them know that you care about each one of them as an individual.
2. Help your campers unpack and get settled in on the first day. Don't just lay around and watch them do it.
3. Be sensitive to fears and phobias. Some campers may bring stuffed animals and other "security blankets" from home. These campers need these items. Don't throw them away, make fun of the camper, allow other campers or staff to make fun of that camper etc. Everyone has some type of security mechanism--some are just easier to spot than others.
4. If a camper is homesick, acknowledge that, give that camper the attention that he needs, and get him busy and involved in an activity.
5. Be an active participant. Your campers will enjoy an activity a lot more if you are doing it with them.
6. Clean up with your campers each day, don't watch them do it.
7. If you come in after your campers are asleep and it is cold in the cabin, make sure that they are all covered adequately.
8. Pay attention to what your campers are wearing. If it is cool outside make sure they are wearing sweatshirts. If it's rainy, make sure they are all wearing boots and rain gear.
9. If a camper has a bad day, give him a reason to go to bed happy.
10. Do something special for a camper if it's his birthday.
11. Bring your campers back a small treat from your day off.

12. Keep potentially embarrassing situations from becoming embarrassing. If a camper wets the bed, help him to clean things up before the other campers become aware of this.
13. Make sure that your campers write home on assigned letter days.
14. Take the time to give special attention or assistance to a camper who wants to improve his skills in a certain activity.
15. Listen to what a camper has to say.
16. Read or tell your campers a story on the nights that you are on duty.
17. When you are off duty, don't "run" out of your bunk so quickly that your campers think you can't wait to get away from them.
18. Take the extra time to plan out Bunk Night every Sunday night. It's your opportunity to let your campers know that you care enough about them to take the time to plan something special.
19. Communicate with other staff members about your campers. This is a team effort. We can't help a camper if we don't know that a problem exists.
20. Be alert to physical and emotional changes in your campers.
21. Remind your campers to drink a lot on hot days, put on sunscreen on sunny days, etc.

#### A Word of Encouragement to the New Camp Counselor

(Taken from: Shottenfeld, A. (1996). A word of encouragement to the new camp counselor. Camping Magazine, 28.)

Here are a few suggestions for living and working with campers:

1. Have fun. We are all here to enjoy doing things together.
2. Be fair. Young people have a keen sense of fairness and fair play.
3. Be consistent. Don't change your standards.
4. Have great patience. Always be prepared to listen and to be helpful. Don't lose your temper. Campers will constantly test you to see how far they can go.

5. Don't shout or raise your voice. Save these actions for a time they may really be necessary, such as an emergency. Otherwise, campers may believe that shouting is the way you normally speak, and they will pay little attention to your raised voice.
6. Be a role model. Lead by example.
7. Watch your language. No profanity.
8. Teach manners by saying "please" and "thank you."
9. Have fun at meals and during down time. Get everyone talking.
10. Don't show favoritism. You may have a favorite camper, but never show this by your actions or words. Campers will lose respect for you and it will cause problems for everyone.

Becoming an effective counselor is a learning process. The following tips will guide you through this process:

1. Learn to anticipate what campers will do next.
2. Do not permit campers to be teased. Learn to sense a developing situation, and stop it before it starts.
3. Take an active interest in the interests of your campers. You will learn a lot from them.
4. Young people can be experts in some areas. Genuinely recognizing and respecting this fact is one way to win over a camper.
5. Look for the positive in each camper and emphasize it in front of others. Help campers to be accepted by the group. Find the campers' abilities and talents; then put the campers in a position to demonstrate these strengths to others.
6. Stay a few minutes after lights-out at bedtime to talk with your campers. Lights-out and rest period are two excellent opportunities to really get to know your campers.
7. Almost everyone feels homesickness. It calls for extra attention to the camper and talk about the great things that have happened and the exciting things to look forward to. Most homesickness occurs after lights-out and during quiet times.

8. Don't be afraid to admit that you have made a mistake or are wrong about something. It shows that you are human.
9. You are the campers' counselor and friend, not their contemporary or peer. You must remain an adult, while playing at the campers' level. If you become one of them, you will lose their respect and your job will become difficult.
10. Take time off away from the area.
11. Get enough sleep each night. Otherwise, you may be tired, irritable, and impatient the next day. Campers will notice this change in you immediately.
12. Talk with the Directors, Head Counselor, Program Director, or your Area Director at any time, about any problems, camper, or otherwise. You will not be able to handle all of the problems by yourself. Talking with a group leader or supervisor does not mean that you are not doing a good job. Becoming an effective counselor is a learning process.
13. Have a great summer!