



Counselor

Standard Operating Procedure

Morning

Clock-in at the Camp Office

- Pick-up your group's binder and any fanny packs for your campers from the Nurse's Office
- Meet your Director for your Morning Briefing, where schedule changes and announcements will be discussed

Drop-off (Camper Arrival)

- Counselors who are assigned to carline assist by greeting campers, getting them out of their cars, and helping them to their groups
- All Counselors *not* assisting in carline should be taking attendance, signing in campers from Club OT, and interacting with their group
- Make sure all campers have their lunch (if a camper does not have lunch, make note for your Director)
- Conduct headcounts using your group roster
- Hand in all attendance sheets to your Director

Morning Assembly

- Assist Directors in all games, activities, songs, contests, etc. and encourage all campers to participate

Daily Schedule

Activity Blocks

- Follow daily schedule, taking your group to their various activities
- Be fun and make a positive impact on your campers
- Motivate your campers by creating fun for them (i.e. songs, games, cheers, etc.)
- Take a mandatory group headcount before you leave for an activity and when you arrive
- Conduct safety checks throughout the camp
- Make sure all campers are included and engaged in all activities and discussions
- Assist Activity Specialists wherever needed and participate in all activities (including swim!)
- Take note of camper's involvement in activities for weekly communications
- Escort campers to the Nurse for any medical needs
- Brief Director on any behavioral issues throughout the day
- Have fun!

Snack/Lunch

- Bring your group to the snack/lunch area where you will eat while you supervise your group

- Bring campers with nut allergies to designated table with their fanny pack and assigned Counselor
- Make sure each camper eats their lunch every day, notify a Director if a camper does not eat. REMEMBER: Sharing/swapping of food is not permitted!

Swim Time/Pool

- Supervise locker rooms/changing areas and assist campers with the changing process when needed. *Do not put yourself in a situation where you are alone with a child.*
- Assist the Aquatics Team in supervising the pool deck. You will need to be dressed to swim and prepared to go into the water and help with swim lessons every day.
- If a camper does not want to swim for any reason, do not force them to swim. Please be sure to make a note for the Director once you leave the pool area.
- Take extra safety precautions at the pool and in the locker room. The pool area is a paperwork free zone.

Afternoon

Pick-up (Camper Dismissal)

- Counselors who are assigned to carline assist by checking parent identification, walking campers from their groups, and bringing them to their cars
- All Counselors not assisting in carline should be supervising their group, listening for their campers' names to be called, and recording times they leave
- Assist campers with gathering their belongings (backpack, swim gear, lunch box, awards, art projects, etc.)
- Conduct headcounts using your group roster
- Make sure your group's area is clean before Club OT is announced

Club OT Transition

- Complete the Club OT form for your group and personally sign them in with the Club OT activity leader
- Inform Club OT Team Members of any special needs or medical conditions and hand-off fanny packs (if applicable)
- Return any fanny packs, not being sent to OT, to the Nurse's Office

Clock out at the Camp Office

- Return your group's binder and check-in with your Director, if needed