



## Camp Runoia Staff Manual 2017

Belgrade Lakes, Maine

Building Lifelong Skills

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## Section 1: Runoia Culture

### ***Welcome to Camp Runoia!***

It is our pleasure to welcome you to Camp Runoia. We are an energetic group, dedicated to enabling girls to have an enriching and memorable summer. We value every one of our counselors, activity leaders, and general staff members and are here to help you have a valuable experience with us.

This area introduces you to the Runoia culture, history, and traditions. Please read it fully so you can become familiar with our goals and camp environment. Camp Runoia has been loved for over a century and we know it is made all the more special through your hard work and commitment to our campers.

### ***The History of Camp Runoia***

*Runoia* is a Native American name for "harmony". Camp Runoia is an Accredited American Camping Association camp for girls located in Central Maine. Runoia's 100 acres of woods and fields, located on nearly a mile of shore line, is on the largest Belgrade lakes, Great Pond. Runoia is owned by Pam Cobb and is operated by Pam Cobb, Alex Jackson and the assistant directors.

Magnificent as our setting is, there is much more to Runoia than just natural beauty. It is the people working and playing together in a community, the tradition of the years of operation, and the professional ethics that pursues the idea envisioned by the founders, Jessie Pond and Lucy Weiser.

In 1906, Miss Pond and Miss Weiser while teaching and attending Columbia summer school in New York, thought of the idea of starting a camp. They wanted to take girls away from the hustle and bustle of the city to come to Maine to enjoy the woods and water. Miss Pond and Miss Weiser spent part of the summer looking for a site for their camp and found a place for lease in North Belgrade on Great Pond. In 1907, they started Camp Runoia with less

than ten campers and three staff including themselves and a cook. There is not much documentation of the first three years of camp. In 1909, the directors decided to keep records of the camp history and the first Runoia "Log" was written in 1910. This tradition has been maintained since then, and the year by year documentation is found in bound volumes in the camp "Lodge" with pictures and details of trips, plays, cookouts, and people -- who they were and what they did. It is a rare and valuable collection of the dreams and ideals of these two adventurous and talented women and the people they brought to Runoia.

Today, Runoia is still based on the basic philosophy that was started in 1907. Some things have changed. The site was moved in 1914/15 over the ice to its present location. Buildings, equipment, and activities have changed -- but, we still believe Runoia is a very special place for people to learn to live, play, and grow together in the out-of-doors.

#### ***Camp Runoia's Mission Statement***

Camp Runoia will provide the best camping experience possible in the Northeast. It will do this by:

- 1) Maintaining a safe, caring, fun community for each individual to achieve personal growth and development.
- 2) Integrating quality staff, equipment, and program.
- 3) Providing satisfying employment and remaining profitable in order to continue operating.

### ***Camp Runoia's Goals***

It is the goal of Camp Runoia to help each person:

- To grow and develop themselves through a challenging, healthy, and safe experience in camp and the out-of-doors.
- To develop useful lifetime skills in sports and social activities.
- To develop relationships with other people of all ages.
- To appreciate nature, the natural environment, and the importance of taking care of the world around us.
- To learn to use their own leadership abilities by listening to others and coming to decisions.
- To learn to contribute to the total community in a meaningful and positive manner.

In addition, Camp Runoia strives to create an environment -- through physical, emotional and spiritual factors -- for each person to learn and grow as a member of the community, as well as an individual. Camp Runoia also strives to provide an atmosphere that encourages the appreciation and acknowledgment of individual differences to help build self-esteem for all people in camp.

### ***Camp Accreditation by the American Camp Association***

The American Camp Association (ACA), founded in 1910, is a 5,000 member, not-for-profit education association committed to the continuing values and benefits of camping. ACA's mission is to enhance the quality of the camp experience for youth and adults, to promote high professional practices in camp administration and to interpret the values of camp to the public. For almost fifty years ACA has sponsored a voluntary, peer-administered accreditation program. The accreditation process or evaluation is based on a system of standards that camp professionals have determined to be desirable program practices. Camps are visited at least once every three years while in operation by trained visitors

who compare the camp's practices against the standards established for the industry. Camps must comply with all mandatory standards and earn a minimum score of 80 percent to become accredited.

Camp Runoia has been accredited since 1960 and upholds the standards for accreditation throughout all aspects of the camp operation. *Heads of Activities* are asked to review the standards applicable to their program and provide suggestions for program improvement

### ***The Blue - White Tradition at Runoia***

The Blue - White tradition is almost as old as Runoia. All campers are either Blues or Whites and try to win points for their team during the summer. Campers remain on the same team throughout their camping years. CITs are no longer part of a team. Team loyalty and spirit are extremely important to campers, but we, as staff, try to keep this from getting out of hand. In other words, while there is competition between the teams all summer, we work to keep this from being the main focus.

Team points are gained during summer by passing swimming tests and competing in various events. Some competitions such as archery and riflery runs throughout the summer while events such as swimming and canoeing races are held once during the last part of each session.

The teams are led by captains who are elected by the team. There is a Junior and a Senior captain for each team. These girls are chosen for their ability to guide their teammates by leadership and example. Team captains are elected at the beginning of each session and work with the Program Director during the summer to decide upon and coordinate team events.

The counselors' part in the Blue-White scheme of things is to keep things fun and to prevent too much intensity. We as staff are NEUTRAL! Competition can

be a healthy experience for people. Competition should be limited to the sports and games and not be carried back into the cabins. We like to promote a caring atmosphere where everyone is appreciated for the input they contribute. As staff members we can monitor this to enhance the quality of sportsmanship. We have a zero-tolerance policy for poor sportsmanship behavior. If anyone talks back to a referee or is rude to other campers or staff, she will be taken out of the game for a time determined by the ref.

**Diversity:** Camp Runoia accepts individuals for who they are. Each person in the community is treated with respect regarding their race, religion, country of origin, sexual orientation, creed, socio-economic standing, gender, disability, and culture. Friendly discussions regarding individual differences are encouraged when appropriate. In the situation where any individual appears to be uncomfortable with the subject matter or requests not to be engaged in the discussion, these feelings must be respected.

Inappropriate behavior or age-inappropriate discussions regarding diversity issues are not tolerated at Camp Runoia and will be handled by staff and/or Directors as any other misbehavior at camp. Parents may or may not be comfortable with some discussion topics -- please be thoughtful and respectful of what parents may think AND remember most campers will tell their parents everything you discuss with them. Usually the parents contact the Directors in the winter to talk about concerns they have, but, sometimes, they withdraw their child or don't re-enroll her in camp without any explanation from us. Please be aware that your ideologies as portrayed to campers and parents are a direct reflection on Camp Runoia.

**Gratuities:** Staff members may not receive gratuities from camper families. This is a policy of the American Camp Association. If parents would like to express their appreciation, they are welcome to contribute to the "Betty Cobb Campership Fund" – a fund managed by our non-profit alumnae organization.

**Loud Music:** We are here in the woods together. If music is played too loud,

the privilege to play music (on radios, iPods, CD players etc.) will be revoked.

**Noise at Night:** The stillness of the Maine night carries sound tremendously. Please help to remind others of noise. If you're wondering whether you are too loud, take a walk away from the group and listen...with all of us trying to control this we should do quite well. Please remember this when using the showers in the early morning or late at night and/or when at the waterfront. Also be conscientious of noise in the Dining Hall after Taps – sound carries not only to the lake, but also can be very noisy to campers and staff in First Shack.

**Our Personal Lives:** There are segments of our personal lives that we do not need to share with campers. Along the same lines, we might have reading material that is inappropriate to share with our campers, or have accessible to them. Please think before you speak and please do not leave inappropriate reading material around where campers can find them. Regarding posters or pictures you have at camp – the standard is: think if it is appropriate for a seven year old to look at. Items with alcohol, drug or tobacco slogans are not allowed in camp. Please do not bring personal pictures of parties with people consuming alcohol or smoking to camp. Let's create a safe, healthy, positive environment for kids to grow and learn.

**Personal Appearance:** As staff members we set the example... please wear appropriate camp clothes (no cut-off shorts, badly torn jeans, clothing or accessories with tobacco, drug or alcohol slogans, "coed naked" shirts, etc.). You will be provided with camp t-shirts to wear during teaching time (9-5:30) you are welcome to supplement with plain blue or white shirts or tanks. If you're getting dressed up for time off, please be discrete. Our language and mannerisms have a big impact on children. No bathing suits are to be worn at meal times and people wearing them are to be sent back to their cabin to change. Shoes must always be worn in the kitchen. During the camp season, staff may not pierce their body parts, dye their hair, or get tattoos. We would appreciate staff not wearing more than 3 earrings in each ear and if they have a pierced nose, tongue, belly button piercings: wearing only small, discrete nose

rings during the camp season. .

Everyone should wear shoes starting at Evening Program approximately 7 pm.

**Risks Inherent to Summer Camp:** Camp Runoia is voluntarily accredited by the American Camp Association (ACA) through a rigorous set of standards pertaining to program, site and facilities, transportation and vehicles, administration, personnel, and health care. Standards are evaluated by ACA trained professionals every three years and updated by Camp Runoia annually. Camp Runoia follows Maine State and Federal guidelines applicable to camp programs. Camp Runoia hires qualified and certified counselors to run the programs and activities available to your daughter at camp. Statistics show that fewer accidents happen at camp than in homes and at school. We care about the campers as if they were our own children.

The risks inherent to camp activities and the environment are undeniable. We, as a staff group, do everything possible to reduce and manage risk in the camp setting in order to provide a safe, caring, and healthy environment for campers and staff. If parents have concerns about specific activities, we ask they contact the Directors to discuss these concerns.

## Section 2: A Day in the Life – Cabin Life

### ***Typical Daily Schedule***

7:30 Rising Bell - counselors to wake up campers to prepare for Flag Raising and breakfast.

7:45 Flag Raising followed by Breakfast- Following breakfast, everyone returns to their cabins to help with cabin clean-up. Once the cabin counselor determines the job is complete, the campers are excused to sign up for their daily activities.

9:10 Assembly - we have a reading, announcements, and sing before the first activity of the day. All counselors are expected to be participating. If staff would like to lead songs, check with Pam.

9:30 Activity I - campers make weekly choices for Activity I, also called the "major" period. Counselors are assigned activities.

10:40 Activity II - campers make daily choices.

11:45 Recreational Swim -- counselors are assigned lifeguard and look-out duties. Sublime time activities may be offered.

12:30 Lunch AKA Dinner – it is the main meal of the day, served family style. After dinner, staff have a daily meeting, called "Counselors' Coffee" to discuss upcoming events and schedules.

1:30 Rest Hour – is a quiet time in the cabins.

2:30 Activity III – snack break and then progress to activities: campers make daily choices.

3:30 Activity IV - campers make daily choices.

4:30 Activity V

5:30 Sublime time – optional time for special activities and Recreational Swim -- counselors are assigned lifeguard and look-out duties.

6:00 Supper

7:15 Evening Program (EP) - counselors are assigned to lead games, contests, talent shows, etc.

8:10 Junior Milk and Crackers - younger campers leave EP with their counselors for a snack. Afterwards, they return to their cabins with the on-duty counselors to get ready for bed.

8:20 Senior Milk and Crackers – same as above

9:00 Junior Taps - Lights Out for Juniors after the Directors and Sr. Staff go around to say goodnight.

9:30 Senior Taps - Lights Out for Seniors after the Directors and Sr. Staff go around to say goodnight.

10:30 CITs (Counselors-in-Training) Lights Out

**Cabin clean-up:** Each cabin will have a job chart that rotates jobs for each camper and one counselor. Jobs include: cleaning toilets, sinks, waste baskets, foot baths, clothesline management, porch and stairs, hall sweeping, pix (bathroom) floor & shelves, the grounds around the cabin, recycling, a community job and free day. You can figure out your own job chart, what to name the jobs, and how you rotate it. Each camper's room and area needs to

be cleaned throughout the day: beds, shelves, wet bathing suits off the floor and on the line, UNDER the bed, etc. Shacks 6 and 7 are responsible for sweeping and cleaning the inside of the Lodge, Ocho is responsible for sweeping the Wharf and picking up belongings off the beach. Shack 5 sweeps the steps and porch. Shack 4 is responsible for sweeping the stairs of the dining hall. *Include these jobs on the job charts.* CITs or assigned staff sweep and clean the center of the dining hall every night after milk and crackers.

**Inspection:** Daily inspection of each individual's area and entire cabins is conducted by the camp nurse and/or her designees. The inspector leaves notification of which areas were well-taken care of and which areas need improvements. Points are given each day for each cabin. CITs, Staff and JCs are included in inspection.

**Rest Hour or Quiet Time:** This is quiet time. This means campers are to be on their beds doing something quiet: reading, writing, drawing, etc. You set the standards. If you start with strict standards chances are that you will have control for the rest of the session. Good behavior can be rewarded with a rest hour doing something special and quiet with your campers. We all need this time to relax, please use this cabin time wisely. If counselors are on duty they actively supervise during this time and may not sleep during this on-duty time.

**Camp Runoia Sublime Time (ST):** The primary goal of Sublime Time is engaging campers in meaningful ways with adults and other campers. This can happen in organized activities or simply just hanging out together (counselors AND campers).

Timing: check the schedule listed in this manual

ST - Description: campers have time with counselors in meaningful ways:

- catch up in activities (example: drama, horsemanship, trip organization)
- free play (example: pick up soccer, a group walk in the woods)

- scheduled camper showers (supervised by counselors on duty)
- participate in recreational swim
- engage in other planned or spontaneous activities
- Reading Club
- Badminton
- Tubing

Expectation: Adult-facilitated camper activities are expected during this time. This time of the day is not free counselor time. Nights off for staff start at 5:30 which means if you have a night out, at 5:30 you are welcome to end your activity and prepare for your night out.

Some staff have prescheduled obligations during sublime time, for instance: dock duty, barn chores, cabin on time, etc. Everyone else will be offering or participating in a Sublime Time event.

**Sublime Time** write your daily 'specials' on the ST white board outside the dining hall. Counselors can advertise their offerings at Assembly or meal announcement time.

**Cabins at Bed Time and After Taps:** After all campers have prepared themselves for bed; they should be in bed for story reading. This is not the time for discussion of serious issues or loud dance music. Directors and/or other members of our non-cabin staff will visit your cabin each night to say "Goodnights", after this the cabin should be quiet until the first morning bell. The counselors on duty for that night remains in the cabin for the entire night. If you would like to have your cabin sleep out under the stars, you are welcome to do so. Please let the Director or person in charge know your plans. In the past there has been some after-Taps activity. Parents have asked that this be discontinued - they are worried about 1) the safety of their children and 2) appropriate behavior around sleeping habits. People (including staff) are to sleep in their own beds - in their own cabins.

**The First Night of the Session:** Plan with your co-counselors what you will do with your campers the first night. Remember to repeat this when the second session begins. Some ideas:

- *Activities:* Plan "get to know you" games; Help campers learn other's names: Learn and sing a song. We will review and learn these games/songs together.
- *Discussion:* Welcome them to camp; explain the daily schedule (maybe get an old camper to review the schedule); explain how and when they choose activities. Explain the morning cabin clean-up routine; Set a few basic cabin rules, e.g., respect each other and their belongings, positive attitudes, cooperation for cabin clean-up. Adapt the discussion to your age group. The younger campers will need to know what is the first thing they do in the morning (get out of bed, brush their hair, put clothes or brush their teeth, etc.); older campers might want to understand the morning bell system. Start an age-appropriate (and camp-appropriate) book the first night of camp with your campers. Continue this tradition every night and the campers will look forward to it. Please do not discuss anything serious which might concern or upset your campers at night.

**Laundry:** Monday: shacks 1,2,3,4, 5, CIT (returned on Wednesday)  
Wednesday: shacks 6,7, Ocho, SV, QP + all others (returned on Friday)  
Each camper and counselor bags their laundry in marked bags filling the bags for one full load. Check pockets for items! Roommates can combine their laundry. Bags need to be on the laundry shelf before morning assembly. Linens and towels go out in the laundry bags with clothes.

Counselors: check (especially) Junior campers' laundry - are the bags full? Are all their dirty clothes in the laundry bags? Did they check their pockets for items?

## **The Summer at a Glance**

Our program schedule generally follows the "Typical Daily Schedule". Some days follow different schedules as described previously. There are other days during the summer that have different schedules, for instance, Orientation Day for campers and the Fourth of July is a day of team games. Listed below are some other exceptions:

**The Beginning:** Camp opens at the end of Staff Training Week. Some campers will be picked up at the airport and some will arrive by automobile. Counselors will be assigned between "parking lot duty" where they greet families and take them to the Health Cabin for check-in, and being on "cabin duty" where they greet their campers and help them get settled into their rooms. The specific duties and responsibilities for each counselor will be posted on the bulletin board in the Counselors' Room.

**The Middle:** The first session after three weeks of the season (also known as "Change-Over Weekend"). The night before the last night we have "Log Night" which includes: readings, songs, awards, and possibly performances. Anagrams are written and read by cabin counselors for their departing campers on the last day of the session. We will have a gathering with for families with all of our campers prior to departure. Campers will leave with their families, or be driven to the airport to make flights home. There will be staff in the parking lot greeting parents and helping campers depart.

Campers staying for the full season enjoy a day trip with assigned staff. When our second session campers arrive, all duties and responsibilities for each counselor will be reviewed by our Program Director (Alex Jackson) and posted on the bulletin board in the Program Office.

**The End:** We finish the summer with a number of races: swimming, canoeing, sailing, etc. The second to last night before the end of camp is "Log Night"; the last night is "Awards Night" when we present all awards for the session and the final Blue-White team scores. The evening ends at the beach with a campfire

and songs. On the final day we will gather with families before the campers depart. All campers may depart with parents after the gathering except girls flying from the airport at various times. Again, counselor responsibilities are posted in the Program Office.

**The Aftermath:** In the final days of camp counselors clean, organize, and inventory their activity areas and cabins. Program reports are written by the Activity Heads. Staff will have continued responsibilities on the last day and will be free to leave on at the end of the last day of your contract. If you need to spend one more night at camp due to transportation, please let a director know. After camp is over for the summer, many camp people keep in contact. Between email and the phone, many people enjoy carrying their friendships into the school year. As an adult in the camp community, your actions and behavior outside of Camp Runoia still reflect on camp. Please keep this in mind when you are in contact with campers outside of the camp season. For online contact with campers, please refer to our social networking and online contact policies with campers.

### **Section 2.1: Evening Program or "EP"**

When you are responsible for EP, your additional responsibilities for the day may include meeting with the other on duty counselors at counselors coffer to fill them in on your plans. You ring the bell to start your EP. It should start at approximately 7:00 - 7:10 PM. At the beginning of the camp sessions, please be prepared to start EP immediately after the last table has cleaned up in the Dining Hall. This will help to reduce homesickness due to "down time" in the evening.

\*\*\*\*\*Shoes should be worn from Evening Program until bedtime\*\*\*\*\*

- For EP: Check the binder plan ahead, know what you are going to do, what the other counselors will do to help and what materials you will need. EP

includes all campers, CITs, JCs and Counselors in camp.

- Announce your EP at counselors' coffee and ask for help from other staff who will be in camp. All staff on duty will participate and/or help with EP. This supports the lead counselor and makes it fun for campers, too. CITs will run Milk and Crackers.
- At supper, make an announcement as to where to meet when the bell rings (lodge, kickball field, beach, etc.), what everyone should bring (wear sneakers, bring a bandanna, etc.). It is best if campers do not know what EP is until they arrive at EP. Keep it a surprise!
- Have teams made up in advance. CITs, JCs, and Counselors can help you run the EP and/or be placed on teams, be station managers, judges, etc.
- Have a 10-15 minute game planned for Senior campers after the Juniors go to milk and crackers.
- **See the activity folders and books in program office for EP ideas.** Also, talk to other staff about your EP idea to coordinate alternating types of Evening Programs throughout the summer and to trouble-shoot any unforeseen problems with your plan. **Be sure to think about a "Plan B" in case of rain.**

### ***Section 2.2: A Typical Sunday Schedule (which does not happen EVERY Sunday)***

The day starts with an optional buffet breakfast on the kickball field starting at 8:00 AM and finishing at 8:40 AM. People can come to breakfast in their pajamas. Campers and staff have the option of sleeping until the final breakfast

bell has rung. Remind everyone at bed time Saturday night of the sleep-in option and ask that they be considerate of others by leaving the cabin quietly in the morning. **Those who leave their cabins during this time may not return to their cabins until breakfast is over.** Campers need to be informed and reminded of this schedule. In the morning an extra effort should be spent as a cabin group getting the cabins clean. After cabin clean-up, at approximately 9:30 - 9:45 AM the first activity period is the final major class for the week.

### Sample Sunday Schedule

- 8:00am 1 bell for start of breakfast if you are up and want to come. You may not return to your cabin until the second bell. Campers fill out “major” requests for the coming week.
- 8:40am Final breakfast bell / last call for food. Campers may return to their cabins at this time. Extra special cabin clean up.
- 9:30am Assembly bell (trip songs, shack offerings)
- 10-11:45 Scheduled Program  
May include Special camp wide event (Drama shows, plays, musical performances or other events.)
- 11:45am Rec. Swim
- 12:30pm Dinner in uniform followed by Rest Hour.
- 2:30pm End of Rest Hour and start of afternoon activity: Blue/White or other – check the Program Schedule
- 5:30pm Cabin time
- 6:00pm Supper outdoors
- 7:10pm Campfire (see description next page)

### Camp Runoia Campfire Evening Program

**Intro:** When we gather around a fire with an organized program for our Evening Program we call it “Campfire”. Counsel members set the theme for the summer and solicit input from campers and staff for readings,

performance, etc. The Evening Program manager supports the counsel members and all meet with a director to review the summer plan.

**The Goal:** The concept of Campfire is for us to be together as a community in a reflective, calm and fun time.

**Theme** – selected by the Campfire Counsel (example ideas below).

**Practice** – Counsel members must know what volunteers are reading or presenting. Rehearse the related readings, skits, songs, jokes, etc. for the presentation parts of the Campfire (20-25 minutes of the campfire)

**Organization & Timing** – have a clear beginning, middle, and end.

- 7:10 pm - Beginning AKA Fun/Interactive part – counsel members have a consistent way to start campfire every week \* The fun (jokes, skits, dance, etc.) all based on the theme, lasts about 20-25 minutes. Include reflective moments based on the theme in the fun/interactive part.
- 7:40 pm - Middle – transition from performance/reflective piece/fun/drama presentation to the Songs – Counsel members need to select a song list.
- 8:05 pm - End – approaching 8:10 pm, End the Campfire in a consistent way and prepare to transition to standing to sing “May the Road Rise to Meet You” and Junior Taps. Have more songs for Seniors and then sing “other Taps”. 8:20 pm – Finale -Remove ashes for next campfire with Senior campers\*

\* We start the first campfire of the session with a reference to the ashes from the very first campfire at Runoia.

**Special Campfire** – at the last campfire of the session, we could have a candle ceremony where each camper gets a candle to have lit with her during campfire or stands to one word that relates to her summer, etc. Think what would create a special campfire and discuss with a Director.

**Location** – Typically we gather at the beach as it is a nice, reflective place and use the Lodge as a rainy back up plan.

**Fire setting** - Campfire staff will set the fire with assistance from adults (check with Campcraft/Trip Leader skilled staff)

**Campfire area set up** – A & C benches or no benches (your choice), extra song books, “K” & her guitar and chair.

**Clean up** – benches returned, K’s guitar delivered up the hill, song books returned to Lodge, fire extinguished, all wood put away neatly, and supplies/food, etc. sorted out and put away. Monday morning: cold fire plate returned to wood storage area with ashes deposited in metal trash can, water bucket emptied and turned over by wood storage.

Some Suggestions for Program Theme Topics:

Being Yourself	Honesty	Legends	Respect
Happy Moments	Favorite Places	Cooperation	Love
Friendship	Animals	Hope	Life
Trust	World Hunger	Pride	Best Friends
Travels	Memories	Communication	Cultural Differences
Personality	Dreams	Environment	Thankfulness
Family	The Future	Beauty	Feelings

### ***Section 2.3: Table Procedures***

Bells for meals:

Breakfast (3 Bells\*): 7:30 AM wake-up; 7:45 AM flag-raising + breakfast

Lunch AKA Dinner (2 Bells): 12:20 PM table setters; 12:30 PM dinner

Supper (2 Bells\*\*): 6:05 PM table setters; 6:15 PM supper

\* Sunday morning breakfast is usually a "sleepy breakfast buffet"; there is one

bell at 8:00 AM and those who wish to get up (quietly) can come up to the kickball field (weather permitting, this is served outside). People are welcome to come in their pajamas. A second bell is rung at 8:40 AM (last call), the food is cleaned up and put away at 8:45 AM

\*\*Saturday cookouts, Sunday buffet supper, Tuesday and Thursday supper THERE IS ONLY ONE BELL, generally these meals are served outside (weather permitting) and everyone lines up to file through the food line. In case of rain, these meals are served buffet style inside the dining hall. The Head of each table (see below) is responsible to sit at their own table and ensure proper clean-up after the meal.

**Meal times:** Everyone in camp is expected to attend every meal with the exception of Sunday AM buffet which is optional. As staff members, we set the example to eat well-balanced meals, keep our own tables under control, keep conversation going and make sure everyone feels included. There are a number of games that can be played, e.g., GHOST, name games, etc. We'll also go over some hints during staff training about keeping an organized table, how clean up is worked out, "hot seat", and other ideas for managing a table, encouraging discussion and conversation and organizing clean up.

**Counselors' Coffee:** Almost every day staff members meet to discuss the upcoming activities. This is a time for in service training, announcements and discussing EP.

### **ANYONE ENTERING THE KITCHEN MUST HAVE SHOES ON**

The table list for assigned seating is posted outside the dining hall. The table list changes every Sunday at the dinner (noontime) meal. The head of the table is listed first. The foot is listed second. If there is a third staff member at a table they may rotate positions with the other foot. When the head of the table is absent, the remaining staff are in charge of the table.

**The Head** of the table serves the meal and is responsible for ensuring everyone has a balanced meal, behaves at the table, keeps conversation going, makes sure the table is properly cleaned at the end of the meal, and that there is someone to set the table for the next meal. One of the easiest systems is to assign numbers to every person at the table at Sunday dinner. This person is responsible for wiping off the table, sweeping under the table, and setting the table. Staff are included in these responsibilities. Heads of tables are responsible for checking to see their table is set at meal time - plus that just one camper per table is setting unless it's someone who needs help.

**The Foot** of the table is responsible for assisting the head in all of these areas and pouring the beverages for the meal. In dry, hot weather, please encourage everyone to drink water. For the younger campers or anyone known to be challenged with bed-wetting - watch out for how much she drinks at the evening meal.

To ensure campers and staff have balanced meals and to avoid waste, the head should serve a small portion of each part of the meal. In addition, everyone is strongly encouraged to finish everything on their plate but we discourage making a big deal out of eating or not eating. Try to watch for campers dumping half a cup of ketchup on their plates. Start campers with small portions (very small for some of our eaters) to ensure they can eat what's on their plate; they can always return for seconds.

**BREAKFAST:** After flag-raising, everyone files into the dining hall and stands at their table until grace is sung. Breakfast is served in two courses. Typically, first course is a choice of hot cereal or cold cereal, plus there is usually yogurt and fruit available on the cold cereal buffet. The head may send two people at a time to the cold cereal buffet. (The milk is on the table). People who want hot cereal take their bowl to the kitchen and the cooks will serve them. Try to have your campers pour only as much milk as they can eat on their cereal.

An order for second course can be taken while getting first course, the head

collects the bowls and scrapes the bowls. The person at the table designated "HOT SEAT", takes the bowls to the kitchen counter scrapes the food scraps into the food scraps bucket and brings back second course. After second course, the same procedure is followed. When everyone at the table is finished and the table is cleared, the head needs to confirm who is wiping and sweeping the table area. The entire table is excused at the same time.

**Lunch:** (the noon time meal). All campers except the designated "table setters" must stay out of the dining hall until the second bell rings. Everything else is similar to breakfast procedures. Dessert is optional but people are expected to finish what is on their plates! Please encourage dessert when fruit is being served.

**SUPPER:** If there are two courses for supper, follow breakfast procedures, e.g.: if soup is served first, the soup mugs must be cleared before second course is brought to the table. Please take the time to ensure your campers are getting a balanced meal. If you think someone is having difficulty with the food or eating in general, consult with the nurse and/or directors. Cookouts are on Saturdays. Each Saturday a Magic Motivator will ask counselors to volunteer to help with the meal: cookout, serve and clean-up. Older campers can be assigned to help, if you give them direction. The menu and list of items will be ready and the kitchen staff can help you. On Tuesday and Thursday evenings, assigned volunteers serve and clean up supper for that evening. Cabin counselors should be present throughout the supper preparation and clean up.

**TELEPHONE CALLS:** The Office Manager is responsible for answering the telephone. If she is out of camp a Director will answer the phone. Campers and counselors do not take phone calls at meal times. If a Director or the Office Manager is not available to take the phone call from the family member, please let the phone ring until the call goes to voice mail.

**ANNOUNCEMENTS:** If you need to make an announcement, please clear it with Pam at table #5. If Pam is out of camp, please check with another director.

**EXCUSING SOMEONE FROM THE TABLE:** If someone has to use the Pix (Runoia's name for bathroom) during a meal, they need to go to their own cabin. They MAY NOT use the Annex Pix (located at the back of the kitchen). This applies to staff as well (during meals). They may use the Junior Soapie pix.

**Do not walk through the kitchen when the cooks are preparing or cleaning up.**

**EXCUSING AN ILL CAMPER OR STAFF:** If someone appears to be sick, have the Foot notify the camp nurse immediately and follow her instructions. No one should be excused to go to their own bed, if they are ill, they go to the Health Cabin with the nurse.

**EATING WHAT YOU ASK FOR:** Please have people try to finish what is on their plates. Please serve small servings. If you have someone at your table who refuses to eat, do not make a big deal out of it but encourage them to eat what is on their plate. If you have a serious problem, please talk with a director. We don't want to push or force campers to eat food but we want to ensure they are eating balanced meals and trying to reduce wasted food.

**NO HANDS IN THE FOOD:** This goes for passing around a salad bowl, dipping vegetables or crackers into dips, etc. If you are passing sandwiches or cookies around, the first one they touch is the one they take. If someone has visibly dirty hands, please excuse them from the table to wash their hands in the sink in their own cabin.

**LATE TO MEALS:** There is ample warning for meal times with Runoia's bell system. If you are leaving your cabin for a meal, please usher the campers along. If campers are late for meals, they should be directed to a director check in. "Late" is defined as arriving at the dining hall during or after grace. If campers or staff are running to the dining hall during grace, they should stop where they are until grace has been sung.

## **OTHER ODDS and ENDS:**

- Do not pour anything down the water cooler. By the way, the mops are located in the back of the kitchen and if you have a spill at your table or the water cooler, etc. Have the child or the child assisted by a staff member clean it up immediately.
- No bathing suits are to be worn at meal times (even under clothes), and no pajamas are to be worn at meals (except Sunday AM sleepy breakfast). Campers must be sent back to their cabin to change.
- Food should not leave the dining hall or kickball field (for outside meals) at anytime. This reduces the mouse and ant populations in the shacks. If food or sugar packets end up in your cabins, you may have unwanted rodents and insects in your cabins.
- Birthdays: At a designated supper in each session, the birthday girl's cabin has a birthday table. The entire cabin eats together at one or two tables and we sing songs during the meal.

#### ***Section 2.4: Trip Day / Workshop Day and other Random Notes***

Thursdays some campers and counselors will go out of camp on a day trip or may sign up for an in-camp workshop. Day trips include: trips to the Maine coast, mountain hikes, all-day canoe trips, etc. Day-long workshops in riding, art, ropes, windsurfing, etc. are held in camp.

On Tuesday, Thursday and Saturday nights “Magic Motivators” will call on you to help serve and clean-up a buffet supper or cook-out for the camp and help in the kitchen on their assigned days. The kitchen staff prepares the meal and counselors serve and help sort trash/recycling after the meal. Cabin counselors should be ready to help during at least two meals during the season

Trip lists are posted Wednesday night after the campers have gone to bed. Please do not inform campers of the day trip they will be going on until breakfast when they can check the lists. In the morning, trip lists are posted on coolers outside of the Dining Hall so campers and staff know which cooler to put their lunch into.

Every Tuesday and Thursday, directly following breakfast, each individual will make their own lunch in the center of the Dining hall. Everyone should bring their CR lunch bag to pack their lunch in and then put the bags in the appropriate boxes/coolers. After lunches are made, the campers and staff return to their cabins for cabin clean-up. When the bell rings, everyone meets on the kickball field to organize in their group and pick up their equipment. All day trips are meant to arrive back in camp at approximately 5:30 PM. Unless an emergency occurs, trips should not return before 4:30 PM or after 6:00 PM. Check the shower schedule for who takes showers at this time. Trip Leaders must check to be sure the coolers are dry and stored back in Camp Craft by supper time.

## Thursday Trip Leader's Check List

*As the trip leader you are responsible for the safety and well being of your trip group. At times you may need to make judgments about changing the itinerary depending on the circumstance. It is best to include your co-counselors in this decision-making process and hopefully, come to consensus. Ultimately, the assigned trip leader has the final say.*

1) Check the trip lists by Wednesday night and start planning. On Thursday, when you are making your lunch, consider making an extra sandwich or two for the camper who doesn't bring enough. Once cabin chores are done and the bell rings, meet your group on the kickball field for send-off (unless you have made other arrangements with the Directors).

2) Assign co-counselors these responsibilities:

- Coolers, beverage, cups, napkins, etc.
- First Aid kit packed by the nurse (check medication directions with the nurse)
  - If you are the driver, have another counselor know the directions and hold the money (if you are given money)
  - If you are on Great Pond, make your itinerary clear and have alternate plans if the weather changes - let a director know your plans
  - All trips: each person needs: sunscreen, a hat and other items on the packing list for trips.

3) If you are driving with other vans, please communicate your caravan signals for stopping, wrong direction, etc. Make sure you check the van using the check list posted in each van before departing.

4) You are responsible for your trip group until approximately 5:00 p.m. This is the optimal time to arrive back in camp. If you have an emergency and must

return to camp early or if you are leading an in-camp workshop, you are still responsible for all of your campers until 5:30 p.m. At this point, campers can get their gear put away and a Lifeguard on the trip is welcome to take their group for a swim at the waterfront. If the Head of Waterfront is able to open up Recreational Swim, that will preside over individuals taking groups swimming. The counselor who is "on" duty for the night begins her duty at this time.

5) When you return to camp:

- Make sure vans are clean of all belongings and trash and seat belts refastened on the seats
- First Aid kit returned to Health Cabin, check in with nurse about any person who needed treatment
- Garbage is separated by recycling system: compost, paper, recyclables, etc.
- Coolers are to be washed out by the garbage shed with hose and tilted on end to dry later, they must be returned to camp craft storage. Also, if you used water bottles from camp, return them, wash them and after they air dry, put them away.
- Return money and receipts to the office manager
- Get your campers to unpack their gear, and get ready for Soapies II or swim
- You must have a Lifeguard to take your group for a swim at camp
- If you are the cabin counselor "on-duty", your responsibilities begin when you get back to camp.

Please take plenty of water - especially for hikes. The beach trips can take a big jug of ice water. Delegate these responsibilities to your co-counselors. Don't try to do it all yourself -- ask for help. **Have fun!**

## **CAMP RUNOIA VEHICLE CHECKLIST -- AUTHORIZED DRIVERS ONLY**

1. Check tires, gas, oil, lights, windshield wipers, horn, brakes, or check with Maintenance Personnel to be sure the vehicle has been checked. Set outside mirrors.
2. Walk around vehicle to be sure that it is free of obstacles. Look behind vehicle when backing up.
3. Log in using log book, list mileage in/out and list how much gas you put in the vehicle.
4. Check to make sure that your vehicle has a FIRST AID KIT, safety triangle & Fire extinguisher.
5. Driver is responsible for people wearing seatbelts, explaining public safety rules and general manners on a trip. In case of passenger illness, stop in a safe area and treat the patient accordingly.
6. Obey Maine and Federal Laws.
7. If you are leaving the van unattended, lock the van.
8. All vans should be refueled at the end of the trip .
9. At the end of the trip: complete the log book, clean the vehicle.

In case of trouble call camp collect at #207-495-2228 or Pam's cell phone #617-283-4244. Do not attempt to change a flat tire. Call camp for instructions in any emergency or breakdown. If you are traveling in a convoy, check procedures and communicate with other drivers about directions, signals, stopping and meeting places.

\* If you are unable to fill-up vehicle with fuel please notify maintenance.

**Safety of your passengers is your responsibility!**

## Packing Lists for Trips

### **Personal Equipment List for Day Canoe Trips:**

Sun screen/lip balm \*\* **it is the responsibility of the adults to remind campers about applying sun screen and/or getting out of the sun when necessary.**

Insect Repellent

Towel

Dry clothes (sweatshirt and pants)

Hat

Water shoes or wet sneakers (your oldest pair that can get wet) - *to be worn*

T- Shirt

Shorts

Dry sneakers

Bathing Suit - *to be worn*

Book or game

Blue Bag, Ziplocks, TP and feminine products you might need

### **Personal Equipment List for Day Trips - Beach:**

Wear your camp uniform (including white socks and sneakers or water shoes).

Sunscreen/lip balm

Insect Repellent

Sweatshirt/Wind breaker

Hat

Bathing suit and towel

A change of underwear and socks

A book or game

### **Personal Equipment List for Day Trips - Mountain hike:**

Wear your camp uniform (including socks and hiking boots or sturdy sneakers).

Hat

Sunscreen

Insect Repellent

Extra pair of dry socks

Sweatshirt and wind breaker

Bring a water bottle filled with water if you have one. Otherwise, be sure to check with your Trip Leader about getting a water bottle from camp craft. BLUE BAG and ziplocks and TP.

### **Personal Equipment List for Overnight Canoe Trips:**

Long sleeved shirt

Long pants

Short pants

Tee shirt

Jacket or Sweater

Raincoat

Boots

Bathing suit

Water Shoes

Hat

Extra socks and underwear for each day

Pajamas

Toothbrush

Toothpaste

Hair brush or Comb

Towel

Bandanna/washcloth

Soap

Flashlight

Insect Repellent

Sleeping Bag/ sleeping pad

Book or game

Water bottle

Back pack or duffel to pack everything into

Blue Bag and Ziplocks and TP and feminine products you might need

\*\*\* Please leave your pillow at camp, you may use your clothes as a pillow or may bring along a mini-camping pillow if you have one. \*\*\*

**Post copies of these lists in every cabin for easy packing reference**

## Section 3: Camper Guidelines and Miscellaneous Information

### What is a Camper?

She is the most important person at camp. Without campers, there would be no need for camp. She is not just an enrollment statistic, but a "flesh and blood" human being with feelings and emotions like our own. She is not someone to be tolerated so we can do our own thing -- she *is* our thing. She is not dependent on us, rather we are dependent on her. She is not an interruption of our work, but the purpose of it. We are not doing her a favor by serving her, she is doing us a favor by giving us the chance to do so. She is a wonderful chance for us to share ourselves and our talents to make a better world. She is a parent's most prized possession. She is their pride and joy.

### Ode to a Camper

"A careful counselor I ought to be, a little child follows me.  
I dare not go astray, for fear she'll go the self-same way.  
I cannot once escape her eyes, whatever she sees me do she tries.  
Like me, she says, she's going to be; the little child who follows me.  
She thinks that I am good and fine, she believes in every word of mine.  
The base in me she must not see, that little child who follows me.  
I must remember as I go, through summer's sun and winter's snow.  
I am building for the years to be, in the little child who follows me."

**Food, Candy:** Campers are not allowed to bring or receive gum, candy, or food at camp. When campers arrive, their cabin staff must ask them to hand in all candy/gum. The camper's stash will be donated to a food pantry. Parents are aware of this policy. The decision has been made for two reasons: 1) candy is messy; it attracts ants and mice, and 2) some campers arrive at camp with lots of candy even though their families were instructed of our policy. Sharing of candy can become an issue and create inequity of power between campers. It's important for staff to be discrete about any treats they have for themselves at night since campers are not allowed to have any. We have desserts daily and additionally, campers get special candy treats at times.

**Camper Evaluations:** At the end of the first session and at the end of the season, staff members participate in writing an evaluation on each camper which is sent to their parents. The writing is divided among the cabin counselors. We suggest you keep a running record of your campers' progress and majors to assist you in writing these simple reports. Please keep these evaluations simple and positive. If you are having difficulty with any of your campers, the Directors would prefer to hear about it, rather than you communicating this to the parents. All evaluations are read by the Directors before being mailed to families. Use proper spelling, grammar, etc. Your writing is a reflection on you and Camp Runoia.

**Ways to Say, "Good for YOU":** Everyone knows a little praise goes a long way. Encouragement is the best tool for building self esteem and self confidence in others. It also helps you feel good about what you do for others. Here are some ways to give praise without repeating yourself over and over. The word "work" in the phrases below can be substituted with a word appropriate for the activity, e.g., in tennis, "shot" or "stroke"; in target sports, "aim"; in watercrafts, "steering", etc.

That's really nice.  
Everyone's working so hard.  
I like the way you're doing that.  
Good for you.  
Much better.  
It's fun to teach when you work like this.  
What awesome work.  
This kind of work pleases me very much.  
Your parents would be proud to see the job you've done.  
That's right.  
I like the way (camper name) is working.  
Impressive work.  
That's "A" work.  
You're waiting so quietly, thank you.  
That's a very good observation.  
That's a thoughtful point of view.  
You've got it now.

Look how well you're doing.  
Nice going.  
I like the way the group has settled down.  
You make it look easy.  
That's coming along nicely.  
Thank you very much.  
That's great.  
You do good work.  
That's quite an improvement.  
Keep it up; Keep up the good work.  
Good job.  
Excellent (awesome) work.  
Congratulations. You did it.  
You really "out did" yourself.  
Very good.  
I'd like you to show the group.  
Terrific.  
That looks like it's going to be great.  
You're on the right track now.  
It looks like you've put a lot of work into this.  
Very creative work.  
Good thinking.  
You've got the hang of it.  
That's a good point.  
Thank you for ...  
...raising your hand  
...being on time  
... getting ready for bed  
...doing such a great j

After you've started using the art of complimenting others, try to be specific about what the person did well. For instance, say, "Good job cleaning your room. Your clothes are so neatly put away." This way, the child knows that putting away her clothes neatly is good behavior. Or, "You've got it. When you hold your breath while releasing the trigger, you're aim improves tremendously."

### ***Section 3.1: The Counselor in Training (CIT) Program***

#### **Definitions:**

*CIT* - A tuition paying Counselor-in-Training; 7 weeks at camp.

*JC* - (*Junior Counselor*) receives a stipend based on duration of program (receives a salary if completed 12th grade and is 18). Lives in camper group with counselors and assists counselors; 7 weeks only and invited to staff training

*GC* - (*General Counselor*) you receive a salary commensurate with skills and responsibilities - minimum age, 18 years; 7 weeks only and attends staff training.

#### **CIT Program Summary**

1. Live together as a group with the CIT counselor
2. Work on teaching methods and skills in all camp activities, first receiving instruction and then teaching each other
3. Plan and organize several special programs: 4th of July, one Evening Program, a rainy day program, and one Sunday Campfire
4. Take American Red Cross Lifeguard Training (LGT) course and a basic "how to teach" swim course
5. Opportunity to participate in the Junior Maine Guide Program
6. Trips: canoe and mountain trips planned and organized by the group and CIT counselor
7. Specific camp responsibilities, includes but is not limited to: Sweeping the dining hall common area, beach patrol, daily lost and found, etc.
8. Monitor Junior End during Counselors' Coffee
9. Assist with Blue/White team practices and score for games and other competition
10. Take CPR course and First Aid course with the LGT course
11. Participate in all Evening Programs – run Milk and Crackers
12. Attend and participate in all Assemblies
13. Attend staff meetings on request
14. Bedtime - 10:30 PM - out of dining hall by 10 PM

CITs are not campers, however, they are not counselors either. Information about campers should not be shared with CITs. The Q.P. internet area are off limits to them. But, feel free to include them in games at night before they go to bed. Please help the CIT counselor

by understanding they do have a bed time and need to stick to it. They do not have the same privileges as counselors, so, be sure to check with the CIT counselor before offering to take them for a swim or share treats with them. The CITs also have strong ties to campers and will share information with them willingly -- just keep that in mind before you share with them!

### ***Section 3.2: Homesickness***

"It's hot, mosquitoes are everywhere. Nobody likes me. I hate camp and I want to come home." This is a typical first letter home from a homesick camper. Dr. Becca Cowan Johnson, a psychologist and certified camp director with the American Camping Association says, "Ninety-five percent of the time, children overcome their homesickness and are adjusted by the time a sad letter reaches parents. It's a mistake for parents to view these initial thoughts as representative of the camp experience."

Homesickness is a real emotion and we acknowledge it as such at Camp Runoia. Staff should console children and acknowledge their feelings. The next step is to get the child involved in activities and social situations and help them to build their self confidence. This can happen in a few minutes or a day or two. At times - especially at bed time and rest hour - children can be susceptible to relapsing into temporary homesickness which usually diminishes after the camper writes home to tell their parents how upset she may be at camp.

Experts define homesickness as feelings people experience when they're away from familiar surroundings. These feelings relate to fears of the unknown, fears of failure, fears of loss of loved ones, and overall anxiety. Homesickness is very common and it usually manifests itself in stomachaches, headaches, misbehaving (in hopes of being sent home) and statements of "hating camp and missing home." Generally, it only lasts for a short period of time and the camper adjusts to camp by beginning to feel familiar with her surroundings, schedule, friends, and counselors. Here are a few suggestions:

## Homesickness Strategies

- Discuss the camp schedule with the camper. Discuss what camp will be like and give her a chance to voice any concerns she might have.
- Do not tell the camper she can call home or be picked up by her parents from camp if she doesn't like camp. Instead, tell her to write her family about what she has accomplished at camp.
- Encourage her to get involved in activities; ask her to tell you what she did today; ask her to name her cabin mates; her counselors.
- Suggest that she keep a journal or sketch book of the fun things she does at camp.
- Work with her to set a goal of something she might like to accomplish. Later, ask her about it.

Acknowledge the child's feelings by asking for example, "you seem scared (or lonely or hurt). Tell me how you are feeling?" Since camp is an opportunity for the camper to grow, mature, and gain independence, tell her you want her to get the most from her camp experience.

Before campers arrive at camp, we ask parents to prepare their daughter for being away from home through sleep-overs, talking about the camp schedule, and choosing a stuffed animal, doll, or poster to take to camp, so she can feel comfortable in her new surroundings. We also request that parents do not tell their daughter they will "rescue" them from camp.

Let other staff know if you have very homesick campers, in confidence at Counselors' Coffee. **MOST IMPORTANTLY - YOU MUST LET A DIRECTOR KNOW THAT A CAMPER IS STRUGGLING.** This way we can all look after the campers when they are in different activities.

### ***Section 3.3: Camper Discipline***

Camper discipline, when necessary, is part of making the camp experience constructive for everyone. If done in a positive manner, discipline can help a person to have a successful summer and is a building block for developing into a functional adult. Discipline, when fueled by anger, hatred, or prejudice can be destructive and detrimental to the individuals involved. The goal of discipline is to change behavior -- not to make a child feel bad or hurt.

Misbehavior is often a form of attention-getting (whether the child realizes it or not) from peers, counselors, and/or children of other age groups. Try to predict times when misbehavior is most likely to occur and take steps to avoid or modify the situation. Be aware that campers may need different types of consequences for different actions. What works with one child may not work with another.

When disciplining children in the cabins, activities, or any other place in camp or on a trip, it is important to consider the following:

- Establish a set of rules and stick to them firmly. It may be necessary to be strict in the beginning of a session and gradually loosen up as the session progresses. It is often difficult to be firm after you've loosened up on certain policies.
- Be gentle and soft spoken. Do not shout or scream. Be conscious of your tone, word selection, and body language -- actions often speak louder than words. To avoid getting angry, take time out yourself if you need to.
- Use positive reinforcement. All children want and need praise. Praise goes a lot farther than consequences. Look for what a child does right and let them know about it -- everyone has an aspect that is positive.
- Avoid using the word "punishment".
- Give a child choices whenever possible and appropriate

- Use phrase such as, "Your choices are..." "You can.... or you can....". Or, "When you act appropriately you may rejoin the group." Or, "As soon as you are ready to quiet down...".
- Avoid embarrassing children; take the child away from the group and talk with her in private
- Establish cabin rules together with your co-counselors.
- If a camper misbehaves, talk to her and determine the reason for her action. If you know the reason for misbehavior, you have a better chance of helping her change her behavior.
- If you give a consequence, you are only effective if you follow through with the consequence. If you don't follow through, you have lost control of the situation and you probably will lose the child's respect for you.
- If you feel you are losing control... stop, take a deep breath, count to ten, or take some time out for yourself. Then resume disciplinary action without anger.
- After the consequence is complete, take a minute to talk to the camper to help them verbalize how they can avoid this action in the future. Come to an agreement about what can be done.
- If you are too upset to be constructive, have another counselor do the follow up - don't save it for another time because it won't be effective.

**No form of corporal punishment (push-ups, standing in water, etc.) is allowed at Camp Runoia. Negative feedback or discipline is not constructive.**

- A consequence that works successfully is "time out". For time out in the cabin during Rest Hour, they can be told to sit without talking on the cabin porch. During a land activity, they can sit on the side where they can be seen. In a waterfront activity they can be put on the Boat House porch (supervision is necessary). In a canoeing, sailing,

windsurfing, or kayaking class they can be brought into the counselor's boat. Consider age-appropriate time limits; a rule of thumb is approximately one minute for each year of age. Take the time to talk together afterwards to be sure she knows why she was given a consequence and review what is acceptable behavior.

- Revoking certain privileges can be an effective consequence. For instance, if campers are noisy after lights-out, the counselor can collect all the campers' flashlights and/or head sets and inform them they will be returned at a specific time. Again, the expectation should be clear to the campers, e.g., if they are expected to be quiet at night and they are informed of the consequences for being noisy, then the expectation is clear. If you're tired and act emotionally by running through the cabin grabbing their flashlights, you'll have a lot of upset children who will disrespect your actions. Give them a warning with clear expectations and follow through appropriately. Remember to praise them as soon as the behavior changes - do not hold a grudge.

Counselors need to work together and take time to discuss difficult situations, however, never do this in the presence of other campers. If you are working out a problem and you have a JC living in your cabin (or assisting you in an activity) she should be included in the problem solving, when appropriate, but reminded about the importance of confidentiality.

If you have a recurring problem with a camper or a group of campers please talk to a camp director about the situation. Together, you can come up with a plan. A part of the directors' job is help you to make the campers' summer successful. Asking for help from others is not a sign of failure -- it's a sign of maturity.

**Section 3.4: Additional Information from the Camp Runoia Parent/Family Handbook for Staff to Understand:**

**Mail to and from Camp:** Mail is important to children when they are away at camp. We recommend that letters be simple and frequent, however, not so frequent that if a letter from home doesn't arrive on a particular day, their daughter becomes concerned or upset. Generally one to three letters or postcards a week is plenty.

Any serious news should be handled with great care. When children are away from home they often over-react to anything happening at home, especially to their parents, siblings, or pets. We ask parents to talk to the Directors first before communicating any serious news to their daughter, so we are prepared to deal with whatever the situation may be. Emails will be delivered to your daughter with the daily mail, Monday - Saturday. Email service to campers is not available although parents can send emails through their dashboard with Camp in Touch service. All campers are instructed how to address an envelope to ensure their mail gets to you. Mail is delivered and picked up Monday through Saturday. If international campers are unable to purchase United States postage, Camp Runoia will provide stamps.

**Packages:** Packages are welcome from Parents/guardians. Families may send one package per session. We ask that families do not send food, candy or gum to camp. Our policy is reinforced by counselors opening packages with campers and discarding all edibles (food/candy/gum). Ideas for packages are: books, games, comic books, stationary, postcards, stickers, stamps, stuffed animals, replacement batteries, film, etc. We remind families that whatever is sent to camp must be able to fit into their child's luggage going home. Letters and photos are often more valued than stuff!

**Telephone Calls:** Camp Runoia's phone line (207) 495-2228 is used for all camp business. Campers do not typically receive phone calls. We suggest to parents that they correspond with their children at camp through the mail or email service.

**Visiting Campers:** Due to the short season of camp, we do not have an organized visiting

day. Parents and family members are welcome to join us on the last day of the session.

**Weather and Climate in Central Maine:** Maine weather can be unpredictable at times. Typically the climate from mid-June to early August is mild to hot. Day time temperatures range from 65 -85 degrees Fahrenheit. The evenings are between 60 - 75 degrees Fahrenheit. We do experience heat waves up to 95 degrees Fahrenheit, as well as, cooler weather primarily in rainy periods. In August the temperatures at night generally drop into the range of 50 to 60 degrees. Dressing with layers of clothing is the best way to deal with the unpredictable weather. We are flexible with our camp program and if we have severely hot weather we spend a lot of time at the waterfront. During cooler periods we spend less time in the water.

**Friends at Camp:** Each camper has individual needs and feelings about friends. Some children would prefer to go to camp with a friend they know from home. Some children like the chance to be independent and "get away" from their home experience.

Camp Runoia's culture is conducive to making camp friends quickly. Children live together by age groups, choose most daily activities individually, and share meals family style at tables of mixed age groups which are rotated on a weekly basis. In the evening our program is designed to get the entire camp involved in a group activity. Camping trips, riding, and day trips are scheduled by ability level of the individuals. Within a few days of each session everyone at camp recognizes each other and knows almost everyone's name.

If campers come to camp with a friend from home and they are the same age and grade, they may or may not be in the same cabin and they most likely will not be roommates. If parents have special requests, please contact the Directors. Please support our decisions when at camp and do not ask a counselor on opening day to changes in roommates.

**Siblings at Camp:** Having a sibling at camp is an individual preference. Some sisters enjoy the familiarity of being together and others would prefer to spend time away from their family members. If siblings are different ages they will not live in the same cabin. They choose activities separately and can spend free time together or with their own friends.

**Achievement and Awards:** Five days a week, each camper has an activity called a "major". A camper submits her top three choices of activities for a "major". She will receive one of

these three choices each week as her major. During the major period the campers build skills from instruction and practice what they learn. This progressive program lets an individual excel to the best of her ability and achieve awards in the activity. Campers choose two other activities daily. Achievement and recognition awards are announced and presented at the end of each session.

**Music and Instruments:** We learn and sing camp songs on a daily basis at camp. Everyone at camp receives her own songbook that she may take home with her at the end of camp. Singing is a camp tradition. Before every meal in the dining hall we stand and sing a non-denominational grace. On Sunday nights we sing around a campfire. At morning assembly we sing camp songs together to start out our day.

We encourage campers and staff who play musical instruments to bring them to camp to play in their free time or for a talent show. We have a decent piano in the camp "Lodge". Please be aware camp cabins/buildings can be humid. The humidity may affect the camper's instrument.

**Radios, Stereos, MP3/iPods, Electronic TVs, Kindles, Electronic Pets:** We enjoy being in the Maine woods together and hearing the sounds of nature around us. We encourage singing and performing of music frequently. We allow the use of MP3 and CD players for Evening Programs and special occasions. We ask campers refrain from bringing personal stereos, stereos, electronic games and music that is inappropriate for children. No MP3 players with video or cameras/pictures are allowed for use in camp. Campers who are 13 or older may have MP3 players in camp for quiet times (not walking around camp "plugged in"). ALL VIDEO must be removed from camper MP3 players. Staff can use them in the QP. Campers are welcome to bring tapes and CDs to play on special occasions. Having music on during cabin clean-up can be motivating and fun -- some counselors bring MP3 or CD players for special events.

**English as a Second Language:** We are proud to have an international population represented at Camp Runoia with both campers and staff. Most international campers have a basic command of the English language, and learn a lot more English while at camp through the camp experience. Please see the section on "Academic Support" for more information on language skills. We feel fortunate to have a global community at camp and enjoy the exchange of cultures and values.

**Academic Support:** *Our traditional camp experience provides a balance for academic programs for building lifelong skills. Upon special request we will be willing to assist campers with summer studies and attempt to accommodate their needs with help from our staff. Please understand that our program does not include academic support in the form of tutoring. If campers have a summer reading list they should bring the books to camp with them. If the reading is required, please contact the Directors, so we can assist your child in setting up a schedule for reading. Our camp library has a selection of books on various reading levels, written in English.*

## **Section 4: Staff Guidelines**

### **What is a Counselor?**

Somewhere between adolescence and adulthood there occurs in human development an age that is physically and psychologically impossible. It is that unfathomable stage known as the camp counselor, a creature undefined by psychologists, misunderstood by parents, worshipped by campers, gainful of the Camp Director's respect, and either admired or doubted by the rest of society.

A camp counselor is a rare combination of doctor, lawyer and chief. She is a competent child psychologist with her junior textbook as proof. She is an underpaid baby-sitter with neither television nor refrigerator. She is a strict disciplinarian with a twinkle in her eye, a minister to all faiths with questions about her own. She is a referee, coach, teacher and advisor. She is the example of womanhood in worn out tennis shoes and a sweatshirt two sizes too big. She is a humorist in a crisis, a doctor in an emergency, a song leader, entertainer and play director. She is an idol with her head in a cloud of wood smoke and her feet in the mud. She is a comforter in a violent thunderstorm and a pal who has just loaned someone her last pair of dry socks. She is a teacher of the outdoors, knee deep in poison ivy! Heavens forbid!!

A counselor dislikes reveille, waiting in line, inspection, and rainy days but never shows it. She is fond of exploring, teaching new games, an old car named 'Henrietta' and days off. She is good at locating lost bathing suits, fixing ax handles, playing "don't wake me - I'm asleep", and catching flying Frisbees at rest hour; she is poor at crawling out of bed in the

morning rainy or not, clearing the clothesline before supper and getting to bed early. She is handy for patching up broken friendships, bloody noses and torn jeans.

A counselor is a friendly guide on a dark night on the way to the shack following milk and crackers. She is a dynamo on a day off, sometimes returns exhausted, but, recuperates in time for the next day.

Who, but she, can cure homesickness, air out wet bedding, play 16 games of Uno in succession, whistle "Dixie" through her fingers, carry two day packs, speak Pig Latin in French, stand on her hands while singing 8 verses of "It's a Long Road to Freedom" and eat three helpings of Sunday dinner?

A counselor is expected to repair ten years of confusion to Susie in seven weeks, make Barbara laugh, allow Jean to be an individual and help Joan adjust to the group. She is expected to lead the most prized possessions of parents who are much older than she. She is expected to lead these cherished individuals in fun and adventure -- even when her head aches; to teach them to live in and to love the out-of-doors even though she spends ten months of the year in a city; to teach indigenous activities - when she can't even spell the word - to guide them in social adjustment - when she hasn't even reached legal age - to ensure their safety and health - with a sunburned nose, a band-aid on her thumb and a blister on her heel.

For all this she is paid enough to buy the second text in psychology, bottled water, new socks, two tires for 'Henrietta' and new sneakers. You wonder how she can stand the pace and pressure. You realize you can never pay her enough, when, as she leaves the end of August, she waves good-bye and says "See ya next year!"

### **So - You Want To Be A Camp Counselor?**

You want to be on duty 24 hours a day for 7 weeks?

You want to be in charge of teaching 130 campers a sport or camping and living skills?

You want to live with a shack full of short people who have a million questions?

You want to guide kids with logic, patience and understanding when you'd rather scream?

You want to cheerfully put on your uniform when out on a trip with campers?

You want to go on an overnight and put off that free time until later (or possibly lose it altogether)?

You want time off once each week to renew yourself and then be ready to give 110% again?

You want to be paid below minimum for maximum work?

You want to be constructive and creative even though you are exhausted?

You want to discipline yourself 24/7?

You want the confusion and/or structure of a huge family?

You want to try all the food to set an example and restrain yourself when you really like something?

You want to meet bad weather on hiking and canoe trips with the van being late for a pick-up with optimism and calm and turn it into a learning experience?

You want to be firm, fair, friendly, flexible and fun (gulp) all at once?

You want this on your resume: creativity, flexibility, ability to teach, live and interact with others positively?

You want to see a child through a laugh or a tear? You want to be there to share success

or failure?

You want to search your soul for the right answer or game?

You want those quiet moments after victory or defeat?

You want those times when the campfire flames reflect all your dreams in others' faces?

You want to feel the group and individual spirit of growing human beings?

You want support after a mistake and the joy of a fresh start? You want the pain from working hard and reward from completing the job?

Would you like to see yourself really grow? Then, I guess you really want to be a camp counselor!

## **Your Role at Camp Runoia**

Being part of the community at Runoia, involves being able to be around children - leading them, responding to their demands, offering them a shoulder to cry on, and returning a scowl with a smile and positive attitude. In return, counselors create strong bonds between their peers and their campers. Camp counselors are expected to help in every way possible -- to follow directions of their supervisors, use their own common sense, and offer suggestions for improvement in program and policy. In turn, they learn a lot about themselves and improve their own skills through leadership positions.

### ***Section 4.1: Staff Activities***

#### **Jogging, Bike-Riding**

- Let someone know you've gone out, preferably take someone with you.
- If you rise early in the morning, you are expected to be back in your cabin by the first rising bell to assist in getting your kids up and to flag-raising on time.

- Each on duty counselor must be in the cabin before the 1<sup>st</sup> morning bell. Asking a fellow counselor to be a substitute is acceptable, if both parties agree.
- If you would like to use activity area equipment during your free time, please check with that Head of Activity to see if it is okay to do so. Staff must follow all activity area rules.

**Personal Equipment:** Do not lend out sports equipment or personal belonging to others. You may not lend your equipment to campers. Camp Runoia is not responsible for staff personal equipment damage. Weapons and Fire Arms - all of camps fire arms are kept under lock and key. All firearms on the property must be kept locked. If by chance you are in possession of a fire arm, please notify the directors. The fire arm will be locked up for safety over the course of the summer.

**Swimming (Staff):** NO ONE SWIMS ALONE EVER. Any staff members who swim in their free time must have a certified Lifeguard present. You may not swim alone even if you are a lifeguard. Lifeguards should be out of the water while accompanying the swim group. The Lifeguard is responsible for being aware of where all the swimmers are at all times. There is no diving anywhere in the swimming area. At night, swimming is limited to the "Soapies" area of the waterfront and the Arts and Crafts Room light must be on.

**Waterfront Activities (Staff):** All aquatic activities open to staff in their free time are done so with the permission of the Head of the Activity or in some cases, the Head of Waterfront. Staff must be qualified to use the equipment and must be in compliance ACA standards. All sailboats and windsurfers stay within sight of the boathouse so that waterfront staff can find you and you can see the emergency flag. Keep canoes and kayaks near the shore. Staff using the boats must let the Head of Waterfront know their itinerary. **All people using boats must appropriately WEAR PFDs at all times.** If the "Head of an Activity" uses their own activity area/equipment, she must check with the Head of Waterfront.

The basic idea is to:

- 1) Let someone in charge know where you are for your safety,
- 2) Check with the Activity Head to be sure you are qualified to use the equipment, and
- 3) Be accountable for returning.

**Using Other Activity Areas (Staff):** You are welcome to use field sports and tennis

equipment in your free time as long as you are not interfering with an organized class. Please be respectful and return the equipment you borrowed. Riding and ropes course activities are available only when the Head of the Activity has offered or agreed to work with counselors in these areas. For archery, riflery, waterfront, arts and crafts, camp craft, photography and ropes course, please consult with the Head of the Activity before using any equipment or supplies.

#### ***Section 4.2: Automobiles, Camp Vans, and the Parking Lot***

**Vehicles You Own and Have at Camp:** If you have your own car in camp, leave an extra set of keys (marked with your name) in the Q.P. on the hook inside the front door. Do not loan your car to other drivers since your insurance may not cover others. Plus, if your "friend" damages your car in any way or if you think they have, this may complicate your working relationship with them at camp. If possible, please include other staff with time-off to join you out of camp.

**Parking your car:** We need space for the cars of visitors in the parking lot – also we must always leave a space for the camp vehicle and nurse's car. Please park in your assigned space at the Cape, or 7's. Be aware that people live in the QP -- dim your lights when you come into the parking lot and be quiet when you leave your car to walk into camp. On the first and last days of camp and change-over weekend, all cars and camp vans will be cleared from the parking lot to make room for visitors' cars.

**Vehicles Owned by Camp:** Camp vehicles are to be driven only by staff that are authorized to use them. Designated drivers (at least 21 years) will be road tested. All out of camp trips using vehicles take a trip first aid kit with them provided by the camp nurse. In an emergency, when a passenger or driver needs treatment by medical professionals, the Camp Runoia health forms and "Permission to Treat" releases are in the trip's first aid kit. There will be a minimum of two staff to 13 camper passengers on all trips using vans. For trips to town, the regular first aid kit will be located under the front seat.

Authorized staff may rent a camp car on occasion. A lease form is filled out and signed by the designated driver responsible for the care of the vehicle, the passenger(s) she carries in

the vehicle, refilling the fuel used and paying the office manager the fee associated with the lease. **The vehicles may not be taken out of state or kept out overnight without prior approval.**

### ***Section 4.3: Health and Hygiene***

**Showers:** Our shower houses are called “The Soapies” fondly named from when we used to bathe in the lake. Campers’ cabin groups have specific days when they have to take a shower. Camper showers in addition to the scheduled days are unnecessary unless the camper has been on a trip or riding. Staff members have the option of using the showers in the Junior, Mid or Senior Soapies during their free time, however, campers schedules take priority over staff showering. We request that showers be limited to 5 minutes. Think water conservation! Please be sure to clean up after yourself. JCs may use the shower during their free time, CIT may use the showers according to their schedule. Please be aware that at night, noise from the Soapies carries into the quiet Maine night – especially in Junior End and the Mid-Soapies.

**Health Shack: No one is to enter the Health Shack without the presence of one of the health team or a director.** There are emergency first aid kits in every major area of camp. These are for your use. If you have campers who need to see the health team, they may line up at the Health Shack after breakfast. The health team dispenses all medications at meal times & bed time. All staff medications must be kept locked at the health cabin, in a medical zippered enveloped or in their locker. No medications should be within the reach of any campers. Some medication may require double locking. When someone is in bed in the Health Shack, they are there because they aren't well. There will be no visitors allowed in the Health Shack. We like preventative medicine; at the first signs of cuts, scratched mosquito bites, sore throats, coughs, etc., please get your kids to the health shack. This goes for staff members as well.

**Medicine:** All camper medication is stored in the health shack and dispensed by the health team staff have this option too. All staff medications (prescription and over-the-counter drugs even vitamins, pain relievers, etc.) need to be kept locked.

**Hygiene and Health:** We are teachers, guides, coaches, and parents...health and hygiene

are prerequisites for a good time. Please organize your cabin's wake-up and night time schedule so everyone has brushed their teeth, their hair, washed themselves, and gets their dirty clothes in their laundry bags. Arrange beds in the cabins so each person's head is at least six feet away from another person's head in the same room. If you have bunk beds in your cabin, the heads are meant to be at opposite ends of the beds to meet this state regulation.

Many Runoia counselors are certified in First Aid and are prepared to manage minor injuries and assess when a higher level of care is needed. The primary care giver at camp is the camp nurse. If a camper or staff member has any exposed bodily fluid, treat the person in a manner that protects the care giver from exposure to the fluid. In case of a bloody nose at night, the afflicted person should treat themselves until care can be given with proper protection, e.g., use of rubber gloves. Each care-giver, in camp or on trips, must use rubber gloves (located in every first aid kit). In case of accidental exposure to bodily fluids, the exposed persons should, if possible, wash with soap and water immediately and then report to the camp nurse or the closest medical facility, if out of camp.

#### ***Section 4.4: Maintenance***

**The Annex Pix:** This pix (bathroom) is only for staff members and should not be used during meal times. Primarily for kitchen staff, it should not be used by campers except in an extreme emergency. Campers should use their own cabin's pix. No one is to walk through the kitchen at any time to access this pix.

**Fireplace in the Lodge:** When starting a fire in the Lodge fireplace, please be sure that the screen is always in place, and put the fire 'to bed' when it is left alone! Please replace the wood you use.

**Grass and Lawns:** Please be careful with the grass. Grass will burn quickly if tarps or plastic sheets are left on it. Other objects such as coolers, boats, PFDs, etc. should not be left on the grass.

**Hair Dryers/straighteners:** If you have a hair dryer in camp, listen up! The electrical

outlets and fuses at camp are very sensitive. The cabins' electrical systems can handle one hair dryer on at a time. More than one hair dryer will likely trip-up the fuse box or blow a fuse. If you find it necessary to use hair dryers, please use only one hair dryer at a time.

**Limbs and Branches:** In the event of a strong wind, be careful walking under trees. There are dead branches in the trees which may fall and injure you or your campers. Let Glenn know if you see large dead branches in trees over pathways. Due to damaging winter storms, there are more hanging branches than ever before. Look up and avoid accidents... especially on trips out of camp when setting up camp and tents.

**Lost and Found:** All items left at the beach, in the Lodge, or around camp are handed out at Assembly in the morning. Remind your campers to pick up after themselves.

**Repairs:** Please write down any broken items the moment you detect it , e.g., toilet leaks, sink leaks, broken beds or other cabin equipment...WASP nests (the location of it needs to be included!), curtain rods, smoke alarms, dressers, lights, steps, railings, screens, windows, fire extinguishers, hoses, foot baths, porches, etc. Anything else you notice, please take it upon yourself to let us know!!! This repair note/form should be put in Glenn's mailbox (in the counselors' room) as soon as possible. Many repairs you can handle on your own, light bulbs, batteries for smoke alarms, clogged toilets... but please ask for help if you need it!

**Tools:** There are tool kits located in the following places:

Boat House and Sailing locker, Kitchen Pantry, Camp craft, Lucy's Garage, Lodge office.

Please be sure to return any tools you use to the appropriate tool box. In Lucy's Garage, there are a wide variety of tools and supplies. Please let Glenn in maintenance know if you cannot find something or if you need to use the last of something.

**Water and Pix (Bathroom):** We like our planet and try to conserve water as much as possible. Please remind your campers - especially when they're brushing their teeth they can turn off the water. Our entire waste-water system is discharged into septic tanks... it's very important not to dispose of any tampons, paper towels, etc. in the toilet. Please make sure sanitary disposal bags are available in the cabin pixes. The low flush toilets are prone to clogging so please remind people not to overuse toilet paper - or you will be plunging

toilets frequently.

As part of our ongoing commitment to being “green” by recycling, reducing waste and reusing materials we encourage counselors to think about how we can continually improve our consciousness about living lightly on the land and water.

#### ***Section 4.5: Staff Privileges***

**Alcohol:** The drinking age in Maine is 21. Staff members who are 21 or over may have beer or wine to drink after 10 pm in the Dining Hall only. Consumption of beer and wine is allowed by those age-eligible after the CITs have left the dining hall area to get ready for bed. Please do not bring liquor into camp including mixed liquor or alcoholic premixed drinks. Storing and/or consuming hard liquor is not allowed at camp. We encourage responsible drinking by anyone who drinks. Think about the possibility of an emergency situation and whether you would be able to function properly. Alcohol may not be shared with anyone under 21. Beer and wine should be labeled and put in the counselor fridge in the Annex of the Dining Hall. There is a lock on the refrigerator to reduce access by campers. Buying alcohol for a minor is an offense and is subject to dismissal.

**Camping Out:** If a group of counselors would like to take their day off or night out to camp out, they may use the campsite at Fairy Ring on the north side of the cove, as long as camp doesn't have an organized trip there. Staff must check with the Head of Camp Craft if they want to borrow any equipment. As usual, staff are due back in camp at 7:30 a.m. ready for their responsibilities. Therefore, packing-in of camp craft gear must be completed prior to 7:30 a.m. No overnight guests are allowed to camp at Fairy Ring without prior permission from the Directors.

**Cellular Phones and Laptops:** Cellular phones and laptops are only allowed in the QP. As an exception, laptops can be used to watch movies in the Lodge after campers have gone to bed. A locker is a good place to store your laptop for safe keeping for the summer. If you have a cell phone, it is okay to keep it in your car. Cell phones and laptop computers are not allowed in your cabins. There is free Wifi at the Maine Lakes Resource Center in Belgrade Lakes and many places in towns around camp. Camp Runoia is not responsible for any damaged or lost personal computer or laptop equipment of staff members.

**Food, Candy, Beverages (staff):** You are welcome to bring treats back to camp for your own use. Please respect that any food items belonging to staff are not for general consumption, **they are for eating in staff only areas during your off time.** This is in all fairness to the campers, who are not allowed to bring treats to camp or have treats on their own. You may keep your food items in ant-proof containers in the pantry or in the counselor's refrigerator. Each Friday the kitchen staff will clean out the refrigerator. If your name is not on your items, it might be discarded. \*\*\* Gum chewing is restricted to the evening after campers have gone to bed. **Special treats for your cabin should be fun things that the whole cabin can do and not oriented around food and candy treats.**

**Kitchen Privileges:** Unless staff are helping at Tuesday, Thursday or Saturday night supper, or packing out for a trip, they shouldn't be in the kitchen area. After Taps, staff are allowed to retrieve their own goodies from the counselor's refrigerator, or see if they would like anything from the counselor's section of the pantry. If there is a tray of food that is notably for the whole camp - please think about it and don't take anything... any abuse of kitchen privileges will result in a change in policy. Counselors must store all food in the kitchen areas – not in their cabin.

**Mail and Packages:** Staff members deliver their cabin's mail after counselor's coffee at rest hour. All packages received by campers will be posted on the package list. All packages will be dealt with by Alex Jackson the Package Queen or her designated assistant. We have requested that parents and family members refrain from sending candy or gum. All candy, food and/or gum received by campers will be discarded. CIT's may have their packages & take them to their cabin to be supervised by the CIT Leader. Staff may buy stamps if they aren't able to obtain their own. Please see the Office Manager and have cash available for payment.

**Phone Usage:** We have one phone number for camp. This is a business phone; usually there is someone in the office to answer the phone or the phone message can go to voice mail. Campers may not use the phone or receive phone calls without permission from the Directors. CIT and JCs may not use the phone for out-going calls without permission from the Directors. Staff members can use the staff phone in the QP (staff area) when they are not on duty. Long distance calls on this phone must be made with a calling card, phone card or collect out-going calls. If you need to buy a phone card, check with the Office

Manager and be prepared to pay in cash in the office. If staff need to make business calls or international calls or calls at times other than during their free time, please check with a Director.

**Staff Areas:** The QP is off-limits to campers and staff children and is place to slip away to during the evening is the QP. Food and non-alcoholic beverages may be allowed if staff can keep the area clean and free from rodents/ants, etc. The QP may have a quiet area for daytime sleeping or possibly an overnight, if you have a day or night off out of camp. If you aren't feeling well, you must check with the nurse and rest in the Health Cabin – not in your own bed or QP.

**Visitors:** You are welcome to have family or friends visit you at camp not to conflict with your responsibilities. Please notify a director if you are expecting visitors. No visitors may arrive after dark and friends of staff may not spend the night at camp.

#### ***Section 4.6: Time Off / Responsibilities***

**Time-Off for Staff:** Days off from camp will be pre-scheduled. Changes of schedule need to be cleared with the Program Director.

- 24 hour Day Off begin at 7:30 am and end at 7:30am the next day
- Days off begin at 11:00, or when 1<sup>st</sup> period (majors) has ended. Staff must be present in camp by 7:30 a.m. the next morning and able to function in the capacity of their responsibilities. Counselors not scheduled for this time are welcome to help the counselor in charge. If you are not assigned to cabin duty for the night, you have free time in camp.
- Nights off begin before supper after classes finish at 5:30 p.m. You may not begin preparing for your night off (showering, doing hair, etc.) until 5:30pm. You must be back in camp by 7:30am the next morning ready to help in your cabin.

The Directors have the right to make changes in the time-off schedule as necessary. We attempt to make the time off schedule fair and equitable for every counselor, however, those on trips, leading the CIT program and with other responsibilities may have a different time-off schedule. The counselors assigned to cabin duty for the night are responsible for coverage of the cabin for a 24 hour period beginning after breakfast of the date scheduled

to the following morning. This includes all free cabin time, before meals, during rest hour, in the evening, and throughout the night.

**Dock Duty/Waterfront Coverage:** The Head of Waterfront is responsible for organizing dock duty to provide adequate waterfront coverage. This schedule is put together during Staff Orientation.

**On-Duty:** The staff members “on-duty” in the cabin is responsible for the general supervision and well-being of the girls for a 24 hour period. Many counselor cabin groups choose to assist in challenging times of day, (getting up in the morning and getting ready for bed). On-duty time begins at 7:30 am and ends at 7:30am the following day. **Evening On Duty** begins at 5:30pm and extends into EP, through Milk and Crackers and goodnights by the Directors. If you are an evening on counselor, you are expected to participate in assisting with the Evening Program as needed, and be present with the girls throughout the evening. On duty and evening on duty counselors should be sure to communicate with each other about plans for getting the girls to bed, if necessary. The On duty person gets a break during EP.

**Rainy Days:** Staff will be assigned to a day of the week...if it is raining (we don't declare rainy days unless it's *really* raining) you're ON. You run the program for the day (or for the part of the day that is rainy). Rainy day programs will be due to be handed in during orientation week. The Program Manager will help organize the day and help it to run smoothly.

## Section 5: Job Specifics

### General Counselor/Cabin Counselor Job Description - Minimum Qualifications

#### General Counselor/Cabin Counselor Job Description - Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to maintain appropriate boundaries with campers and their families
- Ability to function as a positive role model for campers
- Ability to relate to one's peer group and work well with other Camp staff
- Ability to accept guidance and supervision
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, maturity, patience, and self-control
- High School diploma or equivalent and/or completion of Camp Runoia's training program
- Ability to follow and enforce all Camp rules and policies

Responsible to: Camp Director

**General Responsibility:**

To identify and meet camper needs, to carry out camp programs, to fulfill other staff administrative roles.

**Specific Responsibilities:**

1. Learn the likes/dislikes of each participant
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers and staff.
4. Provide opportunities for the group so that each individual experiences success during camp.
5. Provide opportunities for discussion of individual or group problems or concerns
6. Help each participant meet the goals established by the camp for camper development
7. Assist Heads of activities in the area you are assigned to on a daily basis - either assisting or leading
8. Coordinate and cooperate with co-counselors in the cabin area you are assigned to: encourage respect for personal property, camp equipment and facilities, encourage good hygiene, enforce camp rules and regulations, maintain good public relations with campers' parents, set a good example for cleanliness, punctuality, sharing clean-up and chores, sportsmanship, and table manners.
9. Participate in aspects of the general camp program: clean-up, meal time, assembly, special events, evening programs, waterfront responsibilities, trips (day and overnight).
10. Carry out established roles in enforcing camp safety regulations and camper health.
11. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions:**

1. Ability to communicate and train staff and campers in safety regulations and emergency procedures in the cabin and activity areas under your supervision.
2. Ability to identify and respond to environmental and other hazards related to activities you're involved with and cabin areas.
3. Ability to communicate and work with groups participating under your supervision, and provide necessary instruction to campers and/or staff.
4. Ability to assist in cleaning, moving equipment, instructing throughout the day as necessary.
5. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
6. Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.
7. Ability to be responsible for being aware of the health and well-being of your assigned campers.

**Sample Head of activity Job description (Archery)**

**Head of Archery - Minimum Qualifications**

- Training and experience in archery (documented), certification of completion of an authorized Archery Course
- Current CPR and first aid certification
- Ability to teach creative archery skills to campers of all ages
- Desire and ability to work with children in the outdoors
- Ability to set up a range, order, and repair equipment
- Ability to relate to one's peer group and work well with other camp staff
- Ability to accept guidance and supervision

- Good character, integrity, and adaptability
- Enthusiasm, maturity, sense of humor, patience, and self-control
- High School diploma or equivalent and/or completion of Camp Runoia's training program
- Ability to follow and enforce all Camp rules and policies

**Responsible to:** Directors

**General Responsibility** - to plan, direct and supervise Camp Runoia's archery program, maintaining standards that lead to a safe, quality program.

**Specific Responsibility:**

1. Teach staff their responsibilities in the archery program during pre-camp training.
2. Conduct initial, daily, and end-of-season check of equipment for safety, cleanliness, and good repair. Store equipment for safety
3. Plan for specific lessons for all ability levels
4. Make or file for necessary repairs
5. Oversee daily operations of all archery activities including: writing lesson plans, keeping daily records, following regulations for safety, teaching and monitoring proper use of equipment in the archery area. Conduct daily check of area and equipment for safety, cleanliness, and good repair.
6. Train and approve archery Assistant to substitute for you in your absence.
7. Plan and work with others during special projects/events, e.g., achievement awards, charts, Fourth of July, Evening Program, etc.
8. Plan for and order archery awards and certifications as necessary
9. Evaluate current season and make suggestions for following season.
10. Conduct written evaluations on campers for archery activity
11. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

**Essential Functions**

1. Ability to communicate and train staff and campers in safety regulations in the archery area.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to archery and camp activities.
3. Ability to communicate and work with groups participating, and provide necessary instruction to campers and/or staff.
4. Ability to teach a minimum of four classes each day, make repairs to equipment, move archery targets and equipment as necessary.
5. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
6. Cognitive and communication abilities to plan and conduct the activity to achieve camper development objectives.

**Cabin Counselor Responsibilities**

The event of living together as a group will be a large part of each camper's total camp experience. The cabin counselor plays a significant role regarding the success of the

camper's summer. The counselor assumes responsibility for leadership and guidance in daily living. You are the camper's parent, friend, and disciplinary figure. You are a shoulder to cry on and the receiver of smiles and laughter.

Things to pay attention to:

- The personal health and hygiene of your campers, including: teeth brushing, washing (in the cabin and soapies - showers), clean clothes, and plenty of rest. NOT sharing razors, brushes, toothbrushes
- Safety (bunk beds, rafters, getting to the cabin from milk and crackers, etc.)
- The care of personal belongings and the neatness of the overall cabin
- Positive attitudes
- Respect for other people's belongings
- The participation in cabin activities by all of the campers in the cabin: reading at night, cabin clean up, Campfire, meal preparation, etc.
- The interpretation and implementation of camp rules and policies
- Developing a sense of community for your cabin

The example set by the counselors in all of the above will influence the way the campers respond. Camper behavior is often a reflection of what they observe.

It is necessary to set limits; discipline is a part of working with children. Children feel safe when they have a structure from which to work and play. The counselor group for each cabin needs to set clear expectations and cabin policy from the very first day throughout the child's attendance at camp.

Cabin counselors have to agree on routines and policies regarding: getting up in the morning, going to bed at night, Rest Hour, cabin clean up and leaving the cabin for tag up, laundry days, organizing for trip days, writing newsletters on Sunday, consequences for misbehavior (see Camper Discipline section), settling misunderstandings or arguments, respecting other people's personal belongings, etc. This will help the campers to live together comfortably and feel positive about themselves.

## Activity Head's Daily Responsibilities

- Know your emergency plan: think of the “Four S's”... Stabilize the victim, Send for help, Supervise your other campers, Sign and complete an incident/accident form.
- Develop and operate a program in the assigned specialty area in tune with the philosophy of Camp.
- Coordinate this program with other camp activities and events when possible.
- Train, supervise, and evaluate assistants. Allow assistants to take small steps toward improvement and skill building. Know their capabilities and don't give them responsibilities they can't handle.
- Keep inventories and notify the Program Director or Maintenance of necessary repairs. Maintain equipment in safe operating condition.
- Record your camper groups by activity period at morning assembly.
- Keep records of camper attendance and accomplishments and/or achievement.
- Establish procedures for keeping program area clean and equipment properly stored.
- Keep everyone informed of safety regulations by using posted charts and proper commands.
- Communicate with the Program Director about your assistants' progress and ability to lead.
- Have lesson plans ready for substitute leaders on your day off. Review the plans with your substitute before going on your day off and briefly check in with them the following day. Notes can be left in each others' mailboxes if verbal communication is not possible.

- Be prepared for the end of session Award Presentation by having your awards completed sooner rather than later.

### **Substitute Responsibilities**

- Speak to the Activity Head before your teaching time to review the lesson plans. Determine which skills are being worked on.
- Be prepared to guide the assistants you will have working with you.
- Know where all the equipment is located before the activity period.
- Keep up the Activity Head's records on camper achievement during the activity period.
- Enforce established safety rules consistent with the methods that the Activity Head uses.
- Check the tag board before you teach and make a list of the campers in your activity.
- Check in with the Activity Head the following day to communicate the experience when substituting. Use written notes if you are unable to talk with the Activity Head that day.

### **Assistant Responsibilities**

- When with an Activity Head, follow their rules - do not disagree with them in front of the campers.
- Be clear about your role and responsibilities in the class. If you aren't sure, ask the Activity Head.

- Find out what's going on in the activity before it begins.
- Know the camper's levels and progression they may be working on.
- Observe the Activity Head's instruction techniques and interaction with campers, they are role models.
- As you build more skills in a particular activity - ask the Activity Head for more responsibility. Make this a learning process for yourself but remember the campers' needs are the priority.
- Get feedback from the Activity Head about how you are doing. Which areas need improvement, which strengths you can build on to become a better instructor and leader?
- Help the Activity Head clean up and put away equipment.

## **Lesson Plan Outline**

The purpose of a lesson plan is to help you organize your lessons. It also helps other counselors who may substitute for you. Thus, it needs to be thorough so that anyone can read your lesson plan and use it to teach a reasonably good lesson. A written lesson plan follows this format:

1. Objective: In detail, list all objectives you intend to meet during your lesson.
2. Explanation: Explain and write the steps involved in learning the skill. All skills need to be explained. For example, in tennis: forehand, backhand, strategy, scoring, serving, etc. Whatever you intend on covering in the lesson must be explained. In some cases, you may only be teaching one skill for the lesson. This depends on the level of your campers and how much time you have.
3. Demonstration: Hopefully you have the ability to demonstrate the skill, otherwise, use your assistant or a camper who can demonstrate the skill.

4. Participation: Describe the drills and exercises you plan to implement. Use illustrations.
5. Evaluation: What skills are you going to evaluate and how? What type of feedback are you going to give? When are you going to give the feedback? Remember, your evaluation is based on your objectives. For instance, if in canoeing, your objective was to teach the parts of the canoe and paddle, did each individual learn all of the parts? Some of the parts? How will you let them know how they did? When will you let them know?

### **Teaching Skills:**

When you accepted the position of a camp counselor, you assumed a responsibility for leadership of children in a situation where your influence will affect their lives, not only for this summer, but throughout their entire lives. No other job, except that of a parent, carries more expectations and makes more rigorous demands of a person.

The camp counselor must be concerned with the *personal aspect* of a camper's life - not only how they are developing skills in camp craft or riding. The coach at a country club may not think about the personal aspects of growth and development of the mind of the child. As a camp counselor, you need to think about these things. Try to determine what frustrates a child, why she is upset, what makes her feel good, is she... depressed, positive, sharing with others, or showing off? Why?

A good counselor is interested in children as people and assists them in developing lifelong skills to become a responsible adult and an asset to society. Does this sound overwhelming? It should, because it's a big job. In fact, you don't just have a job for the summer, you have a mission to fulfill. Your preparation began years ago when you were forming your own habits, attitudes, beliefs, and interests. This is what makes who you are today. Remember this when working with your campers.

*There is an old Chinese proverb that says, if you give a man a fish, you will feed him for a day. But, if you teach him how to fish, he will eat for a lifetime.*

## Staff Evaluation Material

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This is a list of behaviors (things we do) and ideas (things to think about) that you can use for yourself. This list was designed to help you be able to watch yourself relating to campers; think about how your interaction with campers is going; have specific things to change, work on, practice.

Rate yourself on a scale from 0 to 10 ("0" for never and "10" for always; a "5" would mean you do it 50% of the time, a "9" would mean you do it 90% of the time) for each the following:

When I talk with campers, I...

- Make eye contact
- Make physical contact (for instance, a hand on the camper's shoulder)
- Kneel down for smaller children to be on the same physical level

When I am disciplining children, I...

- Am clear about my goal in discipline (to change behavior, not to make a child feel bad)
- Keep in mind that "I like you, I don't like what you did"
- Have her maintain eye contact with me
- Allow her to tell her story
- Clearly define what the problem is
- Clearly name what I expect from her and what the rule is
- Ask her if she thinks she can keep the agreement
- Understand the rules and the reasons for the rules and can explain them to my campers
- Admit when I don't know the reason for a rule
- Promise to find out the reasons for rules I don't know

In dealing with campers, I...

- \_\_\_ Tend not to feel attacked or defensive
- \_\_\_ Am able to keep from taking things personally
- \_\_\_ Make clear the difference between feelings and actions
- \_\_\_ Give permission for (acknowledge) feelings, but set firm limits about what is done with them
- \_\_\_ Can understand campers feelings and still enforce rules
- \_\_\_ Get campers to form a partnership with me to work on problem solving together

Use the same scale to rate yourself for the following actions:

- \_\_\_ I stop unwanted behavior at the first sign of it
- \_\_\_ I am fair to everyone even though I like some campers better than others
- \_\_\_ I make sure that the way I talk and what I say are getting the same message across
- \_\_\_ I let campers know when they do well and when they need improvement
- \_\_\_ I can admit when I don't know something (when I am wrong)
- \_\_\_ I discipline children quietly and not in front of other campers
- \_\_\_ I separate my own play time and my work time
- \_\_\_ I listen, then talk
- \_\_\_ I am firm but not mean
- \_\_\_ I use activities and fun times to help develop a good relationship between the child and myself

### **Self Evaluation for Counselors - a few more things to think about**

- How well do I really know the campers in my cabin? Do I make a point to talk to each of them every day? Do they trust me enough to come to me with a personal problem?
- Have I made an effort to "sell" my activity each period it's offered? Am I well-organized for the activity? Do I keep my campers involved for the entire period? Am I flexible enough to adapt my program to different conditions (hot, cold, or wet weather, age differences, etc.)?
- How many Evening Programs have I been involved with and helped the counselor in charge? How many recreational swims have I lifeguarded?

- How many times have I offered to help another counselor with something?
- Do I enforce camp rules or let campers get away with misbehavior? What kind of a role model am I to campers and other counselors?
- Have I been cooperative with the kitchen, health cabin, and maintenance staff?
- How frequently have I escaped to the Counselors' Room to avoid being with campers? How often do I let my social life take priority over my job as a camp counselor?
- Do I take the initiative to get things done or do I wait for other people to ask me to do something?
- What have I done to help other staff members? When was the last time I complimented another counselor or a camper? Do I feel comfortable making suggestions to other counselors or the camp directors? Do I make positive suggestions?
- Have I missed opportunities that might have contributed to a camper's personal growth? Do I look for those opportunities?
- Why is camp better off because of me? What has been my most significant contribution to camp this summer?
- Who is my role model at camp or outside of camp? What do I do to act like them? Do my actions have a positive influence on the people around me?
- Have I recognized and appreciated the good job I am doing here at Camp Runoia? Do I feel as if I have learned from my experience at camp?

## Section 6: Employment Information and Policies

**Complaint Procedures:** Camp Runoia is committed to providing a safe and productive work environment, free of threats to the health, safety, and well-being of all. These threats include, but are not limited to, harassment, discrimination, violations of health and safety rules, and violence. Any employee who witnesses or is subject to inappropriate conduct in the workplace may complain to the Directors. In addition, we encourage employees to come forward with any workplace complaint, even if the subject of the complaint is not explicitly covered by our written policies.

We encourage you to come forward with complaints immediately, so we can take

whatever action is needed to handle the problem. Once a complaint has been made, the Directors will determine how to handle it. All complaints will be handled as confidentially as possible.

We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation. If you believe you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, please report the conduct immediately to a Director.

**Employment At Will:** We are happy to welcome you to Camp Runoia. It is our sincere hope that your employment here will be a positive experience. However, we cannot make any guarantees about your continued employment at Camp Runoia. Your employment is at-will. This means you are free to quit at any time, for any reason, just as we free to end your employment at any time, for any reason, with or without cause.

No employee or Camp Runoia representative other than Pam Cobb Heuberger has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. Furthermore, Pam Cobb Heuberger may change the at-will employment relationship only in a written contract, signed by Pam Cobb Heuberger and the employee. Nothing in this handbook constitutes a contract or promise of continued employment.

**Performance Evaluations:** Performance evaluations are done throughout the summer to help you improve your skills and problem-solve challenges. They are used as tools for identifying strengths and areas for improvement. Performance evaluations are typically administered by a camp director, department head or senior staff member. Please ask if you would like more frequent feedback during the summer.

**Resignation:** If an employee feels they must break their contract, it should be discussed directly and only with the Directors. Departures or dismissal or resignation will be made with as little disruption as possible. A statement of resignation will be required and salary will be prorated.

**Salary:** You will be paid in four pay periods over the course of the summer season. If you have a US bank account and want to have your check deposited directly into your bank

account check with the Office Manager about setting this up.

**Sexual Harassment Policy:** Camp Runoia strives to be a safe and caring environment where respect for other people is a top priority. Sexual harassment and sexual misconduct will not be tolerated. The definition of sexual harassment/misconduct is: any unwelcome offensive behavior, including: sexual advances, requests for sexual favors, and all other verbal conduct (inquiries, jokes, comments) or physical conduct of a sexual nature. Report cases of sexual harassment and/or sexual misconduct to the Directors, Head of Kitchen, Nurse, Head of Trips or Head of Waterfront in confidence immediately and appropriate action will be taken.

**Smoking:** Camp Runoia is a smoke-free/tobacco-free environment. Our policy is no smoking anywhere on camp property and no carrying tobacco products -- if you see guests smoking at camp, kindly remind them this is a smoke-free environment. This includes any vapor type smoking devices.

## **Section 7: Camp Runoia – General Emergency Procedures - updated June 2013**

Emergency phone numbers are on or posted by telephones.

Fire: Dial 911.

The Dining Hall address is 6 Lucy Weiser Lane and the Lodge is 9 Lucy Weiser Lane. The Farm House is 3 Lucy Weiser Lane

Note: ***The director is the person in charge of camp at the time of emergency.***

### **Waterfront Accident**

1. Administer rescue and first aid immediately -- taking the necessary precautions to avoid exposure to bodily fluids.
2. Send a person to notify the director and bring the health attendant (nurse) to the waterfront at the same time use the intercom system to attempt to reach a director in the office.
3. Help, if needed, will be called by the director with consultation from the camp nurse.

### **Missing Person**

1. Send a staff member to notify the director.
2. Check all of camp - obtain name, description of person and last known attire.

3. Search immediate area including waterfront.
4. Find out if cabin counselor or last activity counselor is aware of any problem.
5. The director may organize a search party.
6. The director may send out vehicles for area search.
7. The director may notify local constables, State Police and/or parents.

### **Tornado - Windstorm - Hail - Lightning – Earthquake – WARNING = CONSTANT RINGING BELL**

1. Close all activity areas immediately.
2. Go to nearest building and get on floor -- if time permits, send people to different buildings with staff. Wait for instructions and help.
3. If on the lake, head immediately for nearest shore -- use power boat to take people to shore if necessary. Do not stand under tallest trees or in open fields. Stay low to ground until storm clears.

### **Epidemic or Mass Illness**

1. The director and the health attendant will confer and make decisions.
2. If there is a mass illness, campers and staff may be housed and fed in shacks. Emergency vehicles may be used to evacuate to hospitals.

### **Serious Accident at Camp**

1. Administer immediate first aid. Send a person to notify the director and RN or health attendant.
2. If needed, the director calls for ambulance, notifies police and parents.
3. Collect all the facts in writing. Include signed statements from witnesses if it is a serious accident.
4. If non-camp connected people are involved, obtain their names, current and home address, telephone number and all details.

### **Serious Accident Out of Camp**

1. Administer immediate first aid. Stabilize the victim. Move as a group to get help or if necessary, send second counselor with a strong camper to request help.
2. Attend to victim's needs and keep your campers together until you reach help or help arrives.
3. Contact camp and talk to a Director or person in charge of camp as soon as possible.

4. Do not talk to the media at this time. Refer all media calls to camp if necessary.
5. Complete incident form once help has arrived and victim is in the care of others.
6. Continue to supervise your campers, you are still in charge of them.

### **Automobile Accident**

1. Administer first aid immediately - wait for medical assistance.
2. Obtain names, license plate numbers, driver's license, provide proof of insurance including: agent and policy numbers, addresses, and telephone numbers. Make a sketch of how the accident occurred.
3. Phone camp immediately, giving the location of accident, extent of injuries, the hospital campers and/or staff will be taken to, ambulance service name and any other pertinent facts, including where and how the person sending the message (you) can be reached.

### **Missing Camper on a Trip**

1. Gather remaining campers and staff. Establish the time/place camper was last seen, what the person was wearing and the possible reason for their absence, e.g., toilet stop, tie shoelace, etc.
2. Back track route with group depending on its age, capability, fatigue, weather, and counselor coverage.
3. Organize search party (line formation for trail or water search) or send paired searchers.
4. Send for help if necessary to nearest check point or telephone as indicated on topographical map and notify camp as soon as possible.
5. Continue search until camper is found or assistance arrives.

### **Bomb Threat**

If there is a bomb threat by telephone, ask the caller:

1. What is the device? Where is the device? When is it set to go off? Who told you there was a bomb?
2. Keep the person talking and notify another staff member by quietly saying, "A bomb here at camp?", or words to that effect to the caller so the staff member hears. Second staff member notifies whoever is in charge of camp.
3. Don't hang up the phone even if the caller does. The person in charge will call #911 or the State Police at 624-7000 by using a second phone line reporting that there is a bomb at Runoia.
4. Keep cool and keep the caller talking.

## **Call or Visit from the Media for Information**

Only the directors of Camp Runoia should answer any media questions. If you are asked say, "You will have to talk with the directors of Runoia as I cannot answer your questions." No one should speak for Runoia other than the directors -- don't be pressured into saying anything.

## **Strangers on Camp Property**

People fishing in our cove, are allowed to fish anywhere on the water. Start a conversation with them like, "how is the fishing today?" and then mention that we have girls swimming in the swim areas and would appreciate if no hooks were used around the docks." Unless there is a boat emergency, people should not land on the beach, docks or floats. When someone is walking in camp or on our beach/floats/docks, speak to the stranger, find out who they are and what they are doing here by asking, "May I help you?". If they are not meant to be at camp, they should be asked to leave. The director or person in charge should be notified immediately to escort them off the property. It is the director(s) judgment whether to contact the State Police. If the person(s) refuses to leave, the director or person in charge will stay with the intruder(s) and a staff member will contact #911 or the State Police at #624-7000.

## **Strangers and Trips Outside of Camp**

On trips outside camp, all staff are responsible for all campers at all times. We wear camp uniforms when we are out of camp in public areas. Buddy system and counting checks will be done frequently. All swimming activities are monitored by a certified Lifeguard. When campers want to leave the group to use facilities, go on a walk, etc., supervision by a staff member (no matter what age group) is camp policy. Staff must review procedures about strangers with campers before leaving on trips. In the unlikely event of camper separation from the group, campers are not to talk to strangers except to contact a responsible adult, for instance: Park Service Authority, Police, etc. They should remain with that person and have the person contact camp.

# **Camp Runoia Fire and Drill Regulations - Fire Department #911**

Location: **Lucy Weiser Lane, end of the Point Road, Belgrade Lakes, Maine**

## **1. When Fire is Noticed**

- A. The nearest person to fire horn sounds horn -- repeat long blasts. Horns are in red box by tennis court and in Sailing Locker at the Boat House. Remove camp lists and pencil from fire horn locations and bring to person in charge\* at the respective locations: Archery or Waterfront.
- B. Staff are to take campers to the Archery Field or the Waterfront depending on the location of the fire. Avoid passing near the fire location.
- C. First person able to get to a telephone call 911. The Dining Hall is 6 Lucy Weiser Lane. The Lodge is 9 Lucy Weiser Lane. The Farm House is 3 Lucy Weiser Lane.
- D. Staff nearest fire try to contain it after children are evacuated. Do not put yourself in any danger.

## **2. Procedures**

- A. Lead campers to evacuation area in orderly manner. The person in charge will state the area.
- B. People on the lake stay there. Riders follow counselor's directions.
- C. Always go to the windward side of the fire – don't stand downwind of heat or flames.
- D. Night time -- if possible, bring shoes, flashlights and blankets, go to evacuation area.
- E. Free time -- counselors in the area take campers to evacuation area.
- F. Serious Accidents refer to Serious Accidents under Emergency Procedures.

## **3. Evacuation Areas**

- A. Archery Field -- line up by shack groups. The person in charge takes attendance. All staff report to the person in charge. If cars are needed to evacuate, take extra staff in first car, drive to Rte. 27 slowly, watching for fire trucks. Campers and staff will be checked off as they enter cars. Extra set of car keys are located on the hook inside PS front door. Leave people at the end of Point road on the lawn of the last house.
- B. Waterfront ONLY if you cannot get to the archery field -- line up by shack groups. Person in charge takes attendance. If evacuation is needed, un-rack canoes, get PFDs and paddles and assemble loaded canoes in the cove. Directions will be given as to which direction to travel by the person in charge. Canoes will travel in pairs with Staff, JCs, CIT/CT2s or camper-approved sterns in the sterns.

## **4. Equipment Available**

- A. A. Fire extinguishers are located in most building. Several buildings have two. Ladders are located under the counselor room end of the dining hall and at the tool shed. When using ladders be certain to check for an avoid contact with all electrical lines.
- B. B. Hoses are located throughout camp. Connect two or three hoses, no more.

## 5. Duties

- A. Staff who are not assigned to campers get hoses and fire extinguishers and report to fire. *RN* - bring first aid kit and any patients in Health Cabin to evacuation area. *Kitchen staff* - assist as needed - report to person in charge. *Riding counselors*- secure horses in field and take campers to Archery field (keep away from fire areas) and report to person in charge at the Archery field.
- B. Remember, people and animals come first -- buildings can be replaced. Let the fire department handle big fires and stay out of their way once they have arrived.

\* Person in Charge If the people ahead of you on this list are out of camp, you are in charge. Both the Archery Field and the Waterfront need to have an assigned person in charge: **Camp Director(s), Assistant Director(s), Program Director, Head of Waterfront.** Everyone else after *calmly* delivering your campers to the assigned area, report to Person in Charge of Archery Field or Waterfront area for instructions.

## Safety and Emergencies

### Safety Rules and Emergency Procedures for All Boats

1. All boats should remain close to shore except sailboats. Windsurfers should stay within cove unless a power boat is along. Sailboats should stay within a mile of the beach unless running a racing course, on an all day sail, etc., in which case a motor boat is with them. **The emergency code, when sailing, is to put your sails down immediately.** This code shows you need help.
2. Each person in or on a boat must wear a Personal Floatation Device (PFD). This includes staff during activities and time-off. "Boats" are: windsurfers, canoes, row-sail-motor boats, and kayaks.
3. **Stay with your boat if you are in trouble or it should overturn.**
4. In the unlikely event that a sailboat cannot reach shore and there is lightning, turn the boat over so that the metal does not attract lightning. Stay with the boat until help arrives.
5. Keep a lookout for dark clouds to the West (Blueberry Hill area) or Northeast (Oakland area). Storms can come in rapidly from these areas. Go to the nearest shore point and pull boats up if possible. Stay with the boats and wait for assistance. Contact camp by telephone if possible, or send a non-camp person to contact camp with your location.
6. In case of a storm, pull into shore immediately. Stay with the boats and wait for assistance. Call camp by telephone or ask a non-camp person to call camp with your location.
7. **Remember: Peoples' safety comes first -- equipment last.**
8. All powerboats should be operative and have a good supply of gasoline. One seaworthy boat should be clipped to the motor boat dock or swimming dock and always be ready for an emergency.

9. Only approved staff may operate power boats. All waterfront staff are trained to operate power boats. If the boats need repairs, let maintenance know immediately by writing a note and putting it in the Maintenance mailbox in the Counselors' Room.
  
10. All boats must remain in sight of beach - Boat House area. If staff are leading canoeing, sailing, windsurfing, kayaking, or rowing activities away from the Runoia Cove area, the Waterfront Director should be notified and informed of staff plans. Except sailboats and windsurfers, all water crafts should remain along the shoreline. When crossing from one point of land to the next, use the shortest distance and be aware of weather conditions. If it appears unsafe, alter your plans by returning to camp or pulling up on land.
  
11. There will be at least one practice drill each summer. Emergency instructions will be posted.

**IN A WATERFRONT EMERGENCY:**

1. Raise the orange flag at the end of the motor boat dock.
2. Sound air horn -- 3 short blasts at intervals.
3. All boats are to come in immediately or seek the closest shelter on land.
4. In thunder, lightning or wind storms, keep everyone out of the water and direct them immediately to the nearest building. A staff member should be with each group.
5. Your calmness in emergencies will help the children remain calm.
6. Staff in charge: Waterfront Director, Heads of water-sports activities.

# Camp Runoia's Hazardous Chemical Inventory List

FYI: Locations of Potentially Hazardous Chemicals at Camp Runoia

## Kitchen

Bleach  
Cleanser  
Dishwasher Powder  
Fuel Oil  
Propane  
Oven cleaner

## Annex

Propane

## All Pixes (bathrooms)

Clorox Green  
Cleanser

## All Soapies (shower houses)

Clorox Green  
Cleanser

## Lucy Garage

Motor oil  
Gasoline  
Paint thinner  
Paint  
Lubricating grease

## Garage (Shop)

Could contain:  
Roofing cement  
Paints (oil and latex)

Propane tanks  
Motor oil  
Gorilla Glue  
Epoxy  
Wood glue  
Glue  
Paint thinner  
WD-40  
Wasp/ant/hornet spray  
Gasoline (small amount)

## Farm House

Could contain:  
Paints (oil and latex)  
Propane tanks  
Motor oil  
Gorilla Glue  
Epoxy  
Wood glue  
Glue  
Paint thinner  
WD-40  
Wasp/ant/hornet spray  
Dishwasher powder/liquid  
Laundry Detergent  
Ammunition  
Caulking

## Camp Craft

Propane Stove  
Basic G and Basic H  
Hand washing detergent  
Cleanser

## PS

Laundry detergent  
Clorox green  
Cleanser

## Arts and Crafts

Glue  
Rubber cement  
Paint (oil, water)  
Grout  
Spray paint  
Wax

## Photography/Garage

Developer  
Stop