



STAFF HANDBOOK **2023**

WELCOME TO THE RUNOIA TEAM

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Welcome



It is our pleasure to welcome you to Camp Runoia. We are an energetic and diverse group of people, dedicated to enabling campers to have an enriching and memorable summer. We Value each one of our counselors and staff members and are here to help you have a valuable experience with us.

This section of the handbook 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.

Runoia is our camp name for "harmony." Camp Runoia is an Accredited American Camp Association camp for girls located in Central Maine. Runoia's 120 acres of woods and fields, located on nearly a mile of shoreline, is on the largest of the Belgrade Lakes: Great Pond. Runoia is owned by Canyonland Camps and is operated by Alex Jackson and our assistant directors.

Runoia History

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 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, 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. More on Runoia's historic "strong women" [here](#).



Section 1: The Runoia Culture

Runoia Mission

"Building lifelong skills and empowering campers and staff to live in harmony with themselves, each other, and nature."

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.

Runoia 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.

Accreditation

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 five 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 team competition tradition is almost as old as Runoia. Previously a competition between the blue team and the white team, our team names have now changed to align with their mascots - “Blue-y Bee” and “Willy White” the elephant. All campers are either Bees or Elephants and try to win points for their team during the summer. Our “Bees” are represented with team color indigo, and our “Elephants” with gray. 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 competing in various events. Some competitions such as archery and riflery run 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 campers 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 Bees-Elephants scheme of things is to keep things fun and to prevent too much intensity. We as staff are NEUTRAL!

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, Equity, and Inclusion

Camp Runoia has fostered a culture of celebrating diversity and encouraging campers and staff from around the world with a spectrum of socio-economic backgrounds as well as different religious backgrounds. Each person in the community is treated with respect and acceptance regarding their race, religion, country of origin, sexual orientation, creed, socio-economic standing, gender, disability, and culture. At camp, we respect each individual's pronouns and expect the same from staff. 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. Appropriate age-relevant discussions with campers are also part of Runoia's culture of learning and growth. Camp Runoia provides staff with expert DEI training leading up to and during staff training for each season. Runoia's Diversity Advisory Committee (DAC) meets year-round to assess camp's accessibility and policies as related to DEI work.

Inappropriate behavior or age-inappropriate discussions, teasing or put-downs 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. Please be aware that your ideologies as portrayed to campers and parents are a direct reflection on Camp Runoia.

Policies

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.

Noise at Camp

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 “Goodnights” – sound carries not only to the lake, but also can be very noisy to campers and staff in First Shack and HLC.

Personal Lives and Information

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 campers. 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: Do you think it is appropriate for a seven year old to look at? If not, don't post it. 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. Our intention is to create a safe, healthy, positive environment for kids to grow and learn.

Personal Appearance and Clothing

As staff members we set the example. Please wear appropriate camp clothes (no badly torn jeans, clothing or accessories with tobacco, drug or alcohol slogans, ripped shirts, exposure of bras or bellies, etc.). You will be provided with 4-5 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 discreet. Our language and mannerisms have a big impact on children. More info:

- For health and hygiene, no bathing suits are to be worn at meal times.
- During the camp season, we encourage staff to not make major changes in their appearance, such as piercing body parts, dyeing hair, or getting new tattoos, as this may interfere with job responsibilities or be disruptive to campers and staff and the camp community building experience.
- We would appreciate staff with ear, nose, tongue, belly button, or other body piercings wearing only small, discrete jewelry/hardware during the camp season.
- Everyone must wear shoes in the kitchen and we encourage shoes in the evening.
- When we wear uniforms: Staff wear uniforms (blue/white/khaki) on special occasions, opening and closing days, campfires, trips out of camp. The rest of the time staff wear their teaching tee-shirts or casual, appropriate summer clothes.



Camper Contact after Camp

After camp is over for the summer, many camp adults 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 friends outside of the camp season. *We strongly recommend not having contact with campers via social media, text, phone, mail, or in person without permission from the camper's parents.*

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 them to contact the Directors to discuss these concerns.

Section 2: Daily Camp Life

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Life at Camp



7:30	Rising Bell	Counselors wake up campers and prepare the cabin for breakfast.
8:00	Breakfast	Served indoors family-style. Cabin clean-up follows breakfast. Meds dispensed.
9:10	Assembly	Readings, announcements, and singing! All counselors are expected to participate.
9:30 - 11:50	Activities - P1 + P2	Elective camper choices and swim lessons, with a mid-way snack break.
11:50	AM Rec. Swim	Counselors are assigned lifeguard and look-out duties. Other activities offered by staff.
12:30	Lunch	Served indoors, family-style.
1:30	Rest Hour	A quiet time in cabins for rest.
2:30-4:50	Activities - P3 + P4	Elective camper choices and swim lessons, with a mid-way snack break.
5:00	Sublime Time	Optional time for special activities and PM Rec. Swim.
6:00	Supper	Served outdoors (weather permitting) cafeteria-style.
7:10	Evening Program (EP)	Counselors assigned to lead games, contests, talent shows, etc.
8:10-8:30	Milk and Crackers	Staggered by cabin groups, younger campers leave EP first with counselors for snack.
9:00-9:30	Taps	Junior Taps @ 9:00, Senior Taps @ 9:30 - lights out after the Directors and Sr. staff say goodnights.
10:30-11:00	Other goodnights	CITs lights out @ 10:30, JCs must be back on site @ 11:00. ON counselors stay overnight in cabins.

Our program schedule generally follows the "Typical Daily Schedule". Some days follow different schedules as described.

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 or the camp bus. Counselors will be assigned between "parking lot duty" where they greet families and help with unloading luggage, 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.

The Middle: The first session ends after 23 days of the season ("Change-Over"). The night before the last night, we will have a final campfire to sing, share about the session, and award 1-year pennants, 5-year blankets, and 10-year bracelets. Campers will leave with their families, take the bus 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.

The End: We finish the summer with the final Bees/Elephants team competition: swimming races, sports games, and other competitions. The last night is "Cotillion" when we present awards and the final team scores. The evening ends at the beach with a campfire and songs.

Clean Up Clean Up!: In the final day of camp counselors clean, organize, and inventory activity areas and cabins. Program reports are written by the 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.

Cabin clean-up: Each cabin will have a job chart that rotates jobs for each camper. Jobs include: cleaning toilets, sinks, waste baskets, clothesline management, porch and stairs, hall sweeping, pix (bathroom) floor & shelves, the grounds pick up around the cabin, recycling, a community job and free day. You will get a list to make your cabin 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. CITs, Staff and JCs are included in inspection. Cabins deemed the cleanest will win 'Matilda' at assembly the following morning.

Rest Hour: 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 firm, clear consistent standards, campers will know what to expect 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.

Life at Camp

Daily Happenings

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).

- 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
- Other offerings by adults

Expectation: Adult-facilitated camper activities. This time of the day is not free counselor time. Nights off for staff start at 5:30: you are welcome to end your activity and prepare for your night out. Counselors with nights off may not be preparing for a night off before 5:30.

Some staff have pre-scheduled obligations: dock duty, barn chores, cabin on time, etc. Everyone else offers or participates in a Sublime Time event. Counselors can advertise their offerings at Assembly or meal announcements.

Cabins at Bedtime: After all campers have prepared for bed, shacks meet in the middle of the cabin for 'circle time' and then in bed for reading. This is not the time for discussion of serious issues or loud music, but for calm, fun reflections of the day. Director On Duty and/or other members of our non-cabin staff will visit each night to say "Goodnights", after this the cabin should be quiet until the first morning bell. The counselors on duty for that night remain in the cabin for the entire night. No after-Taps activity.

Remember: 1) the safety of the children and 2) appropriate behavior around sleeping habits.

Campers, Counselors, Admin Staff sleep in their own beds at camp. Please do not share beds with friends during camp.

Life at Camp

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 it); 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 age. 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 may 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, Junior end + HLC (returned on Wednesday) Wednesday: shacks 5,6,7, Ocho, SV (returned on Friday) Fridays CIT's and anyone who needs to send out.

Each camper and counselor bags their laundry in marked bags. Roommates can combine their laundry. Bags need to be on the laundry shelf before morning assembly. Linens and towels go out 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?

Evening Program - "EP"

What is EP?

Evening Program or "EP" is a daily event after dinner to build community as a full camp population, have fun, and get some energy out before bed. Examples of EPs are capture the flag, talent shows, sports rotations, and many fun traditions of Runoia like "Miss Tacky".

At least one counselor from each cabin will be "on" for EP each night and expected to engage with evening program and their campers. Each counselor will assist EP formally at some point in the summer. The EP manager is a staff member who will inform "on" counselors of the EP, assign roles if necessary, and take lead the event. When the EP manager is "off" for the night, they will assign someone in their absence ahead of time.

For safety, we encourage the wearing of shoes from Evening Program until bedtime.

- EP meetings will happen, as directed by the EP manager, each day at the end of lunch.
- ALL staff who are "on" for EP that day will attend the meeting and help prepare for EP however necessary.
- Some EPs require advance notice and preparation - for example, the Talent Show.
- ALL staff who are "on" for EP are expected to be fully engaged in their role and connecting with their campers.



Typical Sunday Schedule

Most Sundays are special days, which run differently from our typical daily schedule. Sundays typically are not block days - rather than classes, campers typically engage in special programming for the day.

The day starts with an optional buffet breakfast - "Sleepy Sunday 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 around 8:30 AM. 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. So that others can sleep in, 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.

Sample Sunday Schedule

8:00 am 1 bell for the start of "sleepy" breakfast, if you are up and want to come.

8:30 am Final breakfast bell. Extra special cabin clean up.

9:30 am Assembly bell

10-12:00 Scheduled all-camp program

12:00 pm Rec. Swim

12:30 pm Dinner in uniform followed by Rest Hour

2:30 pm End of Rest Hour and start of afternoon activity: Bees/Elephants team events

5:30 pm Cabin time

6:00 pm Supper outdoors

7:10 pm Campfire (see description on the following page)

Intro: When we gather around a fire with an organized program for our Evening Program we call it “Campfire”. 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 EP staff (example ideas below). Practice – Lead staff 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 - Interactive part – staff 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 –EP staff 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 Junior Taps. Have more songs for Seniors and then sing “other Taps”.
- 8:20 pm – Final wrap up

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 about 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 others. If it's your EP make sure you have a fire setter and starter (check with Campcraft/Trip Leader skilled staff). Fire should be lit and attended about 15 minutes BEFORE campfire begins.

Campfire area set up – A & C benches or no benches (your choice), extra song books.

Clean up – benches returned, 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

Bells for meals:

Breakfast: 7:30 AM wake-up; breakfast following at 8:00

Lunch AKA Dinner: 12:30 PM dinner

Supper: 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 8:30 AM (last call), the food is cleaned up and put away at 8:40 AM

Supper: 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, and meals that fall during off time (night off or day off). 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 like name games, etc, to keep everyone included. We'll also go over some hints during staff training about keeping an organized table, how clean up is worked out, and other ideas for managing a table, encouraging discussion and conversation and organizing clean up.

Counselors' Coffee or Meet with Head of Cabin: May be held after lunch typically once a week for staff members to meet to discuss upcoming activities. This is a time for in service training, announcements and discussing EP.

ANYONE ENTERING THE KITCHEN MUST HAVE SHOES ON

Vegetarians: Vegetarian meals are available for vegetarians only. This is for vegetarians and is planned for the number of vegetarians who are in camp.

Allergies and other dietary needs are accommodated for in the kitchen.

Meal operations: Meals, with the exception of supper and Sunday breakfast, are served family-style at weekly assigned tables with mixed ages. Staff fulfill pre-assigned roles of Heads and Foots of tables. Remaining staff at tables assist by maintaining conversation and helping campers at each meal. One camper will be assigned to be the "hot seat" to help the head and foot of the table. The hot seat should rotate each meal. At the end of the meal, the Head will scrape and consolidate dishes for the hot seat to run up to the kitchen staff. One camper will be assigned to sweep and another to wipe the table following the meal.

Telephone Calls: The Office Manager is responsible for answering the telephone. If she is out of camp a Director will answer the phone. If a Director or the Office Manager is not available to take the phone call, please let the phone ring until the call goes to voicemail.

Announcements: If you need to make an announcement, please check in with the CIT's who are assigned MC duties each day.

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 a staff member 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. 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.

Other Odds and Ends

- No bathing suits should be worn at meal times (even under clothes), and no pajamas are to be worn at meals (except Sunday AM sleepy breakfast). Campers and counselors can go 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.

Life at Camp

Trip Days

On Thursday, some campers and counselors will go out of camp on a day trip and some will have an in-camp workshop.

Day trips include: trips to the Maine coast, mountain hikes, all-day canoe trips, etc. Activity tag up is held for girls staying in camp.

If trip lists are posted early please do not inform campers of the day trip they will be going on until breakfast when trips are announced.

Day trips will have designated leaders and drivers. Lifeguards are needed and prioritized on certain trips, including beach trips. Other staff will rotate to attend trips some weeks, and stay in camp others.

The trip leader(s) should gather assigned staff following breakfast to give out assigned campers or cabins, packing lists, and other important information.

All campers will attend morning assembly, and trip staff will gather campers immediately following and depart.

All day trips are meant to arrive back in camp at approximately 5- 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.



Thursday Trip Leader's Checklist

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, make 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.

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!

Only Authorized Drivers may Drive Camp Vehicles

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.
10. Vehicles will be checked back in at the end of a trip

In case of trouble call camp collect at #207-495-2228. 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!

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 - to be worn
- T- Shirt and 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
- 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/lip balm
- Insect Repellent
- Extra pair of dry socks
- Sweatshirt and wind breaker
- Bring a water bottle filled with water.

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

Campers

What is a camper?

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



Campers

Guidelines for Campers

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 discreet 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: Counselors will be asked to keep notes in activity areas and shacks about campers. These will be used for providing feedback to parents by the Heads of Cabins



Guidelines for Campers

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.

- That's really nice.
- Everyone's working so hard.
- I like the way you're doing that.
- Much better.
- It's fun to teach when you work like this.
- What awesome work.
- 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.
- You make it look easy.
- That's coming along nicely.
- That's quite an improvement.
- You really "out did" yourself.
- 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...working hard...

Campers

The 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. Lives in camper group with counselors and assists counselors.

CIT Program Summary

- Live together as a group with the CIT counselor
- Work on teaching methods and skills in all camp activities, first receiving instruction and then teaching each other
- Plan and organize several special programs: 4th of July, one Evening Program, a rainy day program, and one Sunday Campfire
- Take American Red Cross Lifeguard Training (LGT) course and a basic "how to teach" swim course OR participate in the Junior Maine Guide Program
- Trips: canoe and mountain trips planned and organized by the group and CIT counselor
- Specific camp responsibilities, includes but is not limited to: Sweeping the dining hall common area, beach patrol, daily lost and found, etc.
- Monitor Junior End during Counselors' Coffee
- Assist with Bees/Elephants team practices and score for games and other competition
- Take CPR course and First Aid course with the LGT course
- Participate in all Evening Programs – run Milk and Crackers
- Attend and participate in all Assemblies
- Attend staff meetings on request
- 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. is off limits to them. They do not have the same privileges as counselors, so, be sure to check with the CIT counselor before offering special treats or activities. 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!

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 on the following page:

Homesickness Strategies

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

Before campers arrive at camp, we ask parents to prepare their child 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 they can feel comfortable in her new surroundings. We also request that parents do not tell their child that they will "rescue" them from camp.

Let other staff know if you have very homesick campers, in confidence at Counselors' Coffee. Notify your HOC of any struggling campers. **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.

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
- *Continue reading on the next page.*

- **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 them in private
- **Establish cabin rules** together with your co-counselors.
- **If a camper misbehaves**, talk to them and determine the reason for their action. If you know the reason for misbehavior, you have a better chance of helping them change their 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.

This information from the Parent/Family Handbook is included to help staff understand parent expectations.

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 child 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: Campers are not permitted to receive packages from family members while at camp. In the case that campers have forgotten or need equipment and we cannot provide it, HOCs will reach out to a camper's family and they will be permitted to send a package.

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 called "Camp Stamps"

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 for our farewell assembly.

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: Our progressive program lets an individual excel to the best of her ability and achieve awards in activities. Achievement and recognition awards are presented at the end of each session by counselors.

Music and Instruments: We learn and sing camp songs on a daily basis at camp. Everyone at camp receives their own songbook that they may take home with them at the end of camp. Singing is a camp tradition. 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 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, E-Books, Electronic Pets: We enjoy being in the woods together and hearing the sounds of nature around us. We encourage singing and music. We allow the use of MP3 and CD players for Evening Programs and special occasions. We ask campers to refrain from bringing stereos, electronic games and music that is inappropriate for children. No MP3 players with video/Wifi or cameras/pictures are allowed for use in camp. Campers who are 13 or older may have MP3 players in camp for quiet times only. 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.

Campers

Key Info from the Family Handbook

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.



Counselors

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.

Through your role at Camp Runoia, you can expect:

- To face daily challenges that will strengthen your skills
- To be supported and cared for by your community and leadership
- To gain friends, family, and connections to carry with you
- Connect with amazing young people and influence them each day
- Teach and share your passion for your activity area
- Participate in meaningful cultural exchange
- Build your resume with transferrable skills
- Enjoy the beauty of a Maine summer
- Unplug from the digital world to connect with nature and peers
- And so much more.

Each summer is unique and forms a new community of staff and campers full of opportunity - we hope you have your best summer yet in 2023!



Counselors

Staff Activities

Jogging, Bike-Riding

- Let someone know you've gone out, preferably take someone with you. You **MUST** sign out in the office before leaving camp property.
- 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 ready.
- Each on duty counselor must be in the cabin before the 1st 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 belongings to others. You may not lend your equipment to campers. Camp Runoia is not responsible for staff personal equipment damage. Weapons and Firearms - all of camp's firearms are kept under lock and key. All firearms on the property must be kept locked. If by chance you are in possession of a firearm, please notify the directors. The firearm must be locked up for safety over the course of the summer.

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. Some arts will be limited due to the cost of supplies

Counselors

Staff Activities

Waterfront Activities (Staff): Some aquatic activities are open to staff in their free time with the permission of the Waterfront Manager, Head of Waterfront, or with prior authorization.

- Staff must swim with a buddy and at least one of the group must be a lifeguard. No one swims alone ever.
- Staff may not swim after dark.
- When swimming in soapies or swim lanes, a lifeguard must be present and a lifeguard or lookout must be present on dock with tube and whistle.
- When swimming outside the soapies or swim lanes, a lifeguard must be present and a lifeguard or lookout must be present out of the water (e.g., in boat) with rescue tube and whistle.
- Staff who use any boat must have a lifeguard present and a lifeguard or lookout must be present out of the water with rescue tube and whistle.
- Staff may use kayaks/canoes with at least one staff approved for use of the boats.
- Staff on free time who take any boats outside the Runoia cove or swim outside the cove must complete the check out/check in form and inform Waterfront Director or Director.
- Staff must obtain approval from Waterfront Director to use sailboats or windsurfers.
- Staff must obtain approval from Waterfront Director or Director to use motorboats.
- PFDs must be worn at all times when using boats.
- Staff who use paddleboards must be approved for use of boards and must wear a PFD and have a whistle.

Counselors

Vehicles, Camp Vans, Parking Lot

Vehicles You Own and Have at Camp: If you have your own car in camp, try to bring an extra set of keys (marked with your name) and leave them in the office safe with your name on them. 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. -- 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.

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.

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. 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.

Bathrooms (Pix): There are bathrooms (Pix) in each shack as well as in the Junior, Mid, and Senior Soapies. The Annex bathroom (Pix) is only for staff members and should not be used during meal times. This is 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.

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. 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 envelope 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 campers to the health shack. This goes for staff members as well.

Counselors

Health and Hygiene

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. Staff can keep it with the nurse, in their lockers, locked medical bag or locked cars. Staff MAY NOT keep any medications or over the counter meds (like headache or tums) in their cabin or backpack unless it is locked. Maine State law and ACA accreditation require medications are locked & out of reach of children.

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.

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 caregiver 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 caregiver 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.



Tim Pearson is the year-round site and facilities manager of Camp Runoia.

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, 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 fill out a maintenance request form ASAP for Tim whenever a suspected issue is noticed in ANY building or activity area. Requests should NOT be made verbally or in passing - everything must be written down. If it is an emergency, please notify a director who can communicate urgency to Tim over the radio. Some things may be fixable on your own, but please do not attempt any major repairs at any time.

Tools: There are tool kits located in the following places: Boat House Sailing locker, Kitchen Pantry, Camp Craft,, Lodge office, Farmhouse Office, and Barn

Staff may not use any tools or equipment from Lucy's Garage or Tim's workshop at the Cape unless they have asked Tim or a director for permission. Please be sure to return any tools you use to the appropriate tool box or location where you found them.

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 pix. 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.

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.

Counselors

Staff Privileges

Alcohol: The drinking age in Maine is 21. Staff members who are 21 or over may have beer, hard seltzer, or wine to drink on time off in the Farmhouse **only**. The Farmhouse closes to all staff at 10pm. Of-age staff utilizing the Farmhouse to drink alcohol **may not** access through the offices. 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, hard seltzer, and wine should be labeled and put in the Farmhouse fridge. **Buying alcohol for a minor, including other STAFF, 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 Trips 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: Cell phones and other electronics are only allowed in the QP where there is WiFi. A locker is a good place to store your laptop for safe keeping for the summer. Cell phones and laptop computers are not allowed in your cabins. Camp Runoia is not responsible for any damaged or lost personal electronic items.

Counselors

Staff Privileges

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 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 do not 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. Counselor may not take food from the kitchen to cook at another house. In other words, staff may not “shop” at the Runoia pantry, walk-in fridge, or snack storage area.

Mail and Packages: Staff members deliver their cabin's mail at rest hour. All packages will be dealt with by Alex Jackson the Package Queen or her designated assistant. 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.

Counselors

Staff Privileges

Marijuana: Although cannabis is legal in Maine, it is not legal federally in the United States. Camp Runoia employees may not carry, hold or possess cannabis while at camp. They may not be high while working at camp caring for children and being a professional camp counselor.

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 voicemail. 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 a place for staff to use in the evening or when they are off duty. The QP is off-limits to campers, CIT's and staff children. Food and non-alcoholic beverages may be allowed if staff can keep the area clean and free from rodents/ants, etc. Staff may not sleep overnight in the QP. 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.

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

- 24 hour Days Off begin at 7:30 am and end at 7:30 am the next day
- Camper supervision is transferred to the next “on” staff member at the beginning of a day off. Staff must be present in camp by 7:30 am the next morning and able to function in the capacity of their responsibilities.
- Nights off begin before supper after classes finish at 5:30 pm. You may not begin preparing for your night off until then. You are welcome to eat in camp at the regularly scheduled time.

The Directors have the right to make changes in the schedule as necessary. We attempt to make the schedule fair and equitable for all, however, those on trips, leading the CIT program, and with other responsibilities may have a different schedule. Counselors (ON 1 / ON 2) assigned to cabin duty for the night are responsible for coverage for a 24 hour period beginning at 7:30 am of the date scheduled to the following morning at 7:30 am. This includes all free cabin time, before meals, EP, in the evening, and through the night. There is an hour off during rest hour for ON staff.

	ON TIME	OFF TIME
DAY OFF	Before 7:30 am day of, back at 7:30 am on the following day	7:30 am - 7:30 am
NIGHT OFF	All day prior to 5:30 pm, including rest hour coverage	5:30 pm - 7:30 am
ON 1	All day - MUST participate in EP, serve firsts at supper, cover overnight in cabin	Rest Hour
ON 2	All day - MUST participate in EP, serve seconds at supper, cover overnight in cabin	Rest Hour

Time Off / Responsibilities

Dock Duty/Waterfront Coverage: The Head of Waterfront is responsible for organizing dock duty to provide adequate waterfront coverage for rec swims and special events. This schedule is posted in the Lodge Office and in The Boathouse.

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. All counselors not scheduled ‘off’ 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 7:30 am the following day. Evening On Duty begins at 5:30 pm and extends into Evening Program “EP”, through Milk and Crackers and “goodnights” by the Senior Staff. If you are an evening on counselor, you are expected to participate in assisting with the EP 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: If it is raining (we don't declare rainy days unless it's really raining) you're ON. Staff will be assigned to responsibilities as needed and some activity areas may run on a regular schedule . The Program Manager will help organize the day and help it to run smoothly.



Section 5: Job Specifics

Qualifications

General/Cabin Counselor 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.

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.

General/Cabin Counselor Responsibilities

Specific Responsibilities:

- Learn the likes/dislikes of each participant
- Recognize and respond to opportunities for problem solving in the group.
- Develop opportunities for interaction between campers and staff.
- Provide opportunities for the group so that each individual experiences success during camp.
- Provide opportunities for discussion of individual or group problems or concerns
- Help each participant meet the goals established by the camp for camper development
- Assist Heads of activities in the area you are assigned to on a daily basis - either assisting or leading
- 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.
- Participate in aspects of the general camp program: clean-up, meal time, assembly, special events, evening programs, waterfront responsibilities, trips (day and overnight).
- Carry out established roles in enforcing camp safety regulations and camper health.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

General/Cabin Counselor Responsibilities

Essential Functions:

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

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

General/Cabin Counselor Responsibilities

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 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.
- 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.

Responsibilities

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.

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

Essential Functions:

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

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

Specific Responsibility:

- Teach staff their responsibilities in the archery program during pre-camp training.
- Conduct initial, daily, and end-of-season check of equipment for safety, cleanliness, and good repair. Store equipment for safety
- Plan for specific lessons for all ability levels
- Make or file for necessary repairs
- 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.
- Train and approve archery Assistant to substitute for you in your absence.
- Plan and work with others during special projects/events, e.g., achievement awards, charts, Fourth of July, Evening Program, etc.
- Plan for and order archery awards and certifications as necessary
- Evaluate current season and make suggestions for following season.
- Conduct written evaluations on campers for archery activity
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

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.

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?



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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 them maintain eye contact with me
- ___ Allow them to tell their story
- ___ Clearly define what the problem is
- ___ Clearly name what I expect from them and what the rule is
- ___ Ask them if they think they 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

- 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 are free to end your employment at any time, for any reason, with or without cause.

No employee or Camp Runoia representative other than the Director has the authority to change the at-will employment relationship or to contract with any employee for different terms of employment. Furthermore, the Director may change the at-will employment relationship only in a written contract, signed by the Director 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 end their work at camp, 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. You can also apply for a debit card – your salary will be put on the card.

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/vape/other smoking product 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 and marijuana.

Section 7: Emergency Procedures

Emergencies

Emergency Alarms and Contact Info

Fire: Sound fire alarm (air horn) and dial 911.

Weather: Continuous Ringing Bell

The Farm House is 3 Lucy Weiser Lane.

The Dining Hall address is 6 Lucy Weiser Lane.

The Lodge is 9 Lucy Weiser Lane.

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

Emergency Procedures

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.

Weather Emergency: Tornado - Windstorm - Hail - Lightning – Earthquake

1. **WARNING = CONTINUOUS RINGING BELL**
2. Close all activity areas immediately.
3. Go to nearest building and get on floor -- if time permits, send people to different buildings with staff. Wait for instructions and help.
4. 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.

Emergency Procedures, cont.

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.

Emergency Procedures, cont.

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.

Shelter in Place:

If you hear the camp bell ringing continuously, this is a signal for severe weather or another reason to stay inside. Take your campers to the nearest building and stay away from windows and stay low on the floor.

Emergency Procedures, cont.

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.

Strangers on Camp Property

People fishing in our cove are allowed to fish anywhere on the water. If there are going to be campers in the water and people are fishing in the cove, start a conversation with them like "how is the fishing today?" and then mention that we have girls swimming and boating in the cove.

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.

Emergency Procedures, cont.

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.

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.

Fire and Fire Drill Procedures

Fire Department - Call 911

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

When Fire is Noticed

1. The nearest person to fire horn sounds horn -- repeat long blasts. Horns are in red box by tennis court and 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.
2. 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.
3. 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.
4. Staff nearest fire try to contain it after children are evacuated. Do not put yourself in any danger.

Procedures

1. Lead campers to evacuation area in orderly manner. The person in charge will state the area.
2. People on the lake stay there and await instructions from person in charge. Horse Riders follow counselor's directions.
3. Always go to the windward side of the fire – don't stand downwind of heat or flames.
4. Night time -- if possible, bring shoes, flashlights and blankets, go to evacuation area.
5. Free time -- counselors in the area take campers to evacuation area.

Fire and Fire Drill Procedures

Evacuation Areas

1. 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 will be taken from the office safe. Leave people at the end of Point road on the lawn of the last house.
2. Waterfront ONLY if you cannot get to the archery field due to location of fire-- 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, CITs or camper-approved sterns in the sterns.

Equipment Available

1. Fire extinguishers are located in most buildings. Several buildings have two. Ladders are located under the counselor room end of the dining hall and at the tool shed.
2. Hoses are located throughout camp.

Fire and Fire Drill Procedures

Duties

1. 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.
2. 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.
- 3.* 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.

Waterfront Emergency Procedures

General Waterfront Emergency Procedures

- Raise the orange flag at the end of the motor boat dock.
- Whistle - three or more whistles or Sound air horn -- 3 short blasts at intervals.
- All boats are to come in immediately or seek the closest shelter on land.
- 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.
- Your calmness in emergencies will help the children remain calm.
- Staff in charge: Waterfront Director, Heads of water-sports activities.

Waterfront Accident

- Administer rescue and first aid immediately -- taking the necessary precautions to avoid exposure to bodily fluids.
- Send a person to notify the director and bring the health attendant (nurse) to the waterfront and at the same time use a radio to attempt to contact the health team and a director. When using a radio to notify health team and director, do not use the name of the person involved in the accident or discuss details of the accident other than whether it is an emergency or non-emergency, and the type of assistance needed.
- Help, if needed, will be called by the director with consultation from the camp nurse.
- Follow additional procedures provided in the separate document titled Waterfront Emergency Procedures.