

Wolfe's Neck Farm Junior Counselor Program

Job Description & Camp Policies

Arrival: Please, Junior Counselors (JC) need to arrive by 8:30 am (by 8:00 am on Monday). We cannot provide supervision prior to 8:00 am Tuesday-Friday unless Before Care has already been scheduled for campers.

Pick-Up: Camp hours end at 3:00, JC's need to be picked up at this time. Extended care may be arranged, but only if there are campers already signed up for extended care. JC's who are present for extended care are expected to follow the same rules as campers and to stay with the group at all times. We cannot provide staff to supervise JC's once all campers have departed.

- o The job of the JC is to help the Summer Camp Counselors. You will also gain valuable leadership experience and have fun outdoors at the farm!
- o On Monday morning check in with the Camp Coordinator, to see what group you are assigned to. Each JC will be assigned to one group for the week. It is the JC's job to stay with your group at all times, unless asked to help with another group.
- o Monday morning registration is hectic. During this time JC's need to meet up with their Camp Counselor and help to supervise campers in the barn and Haze Hut. If a JC is not sure what to do, they need to ask a counselor. We want JC's to develop good judgment while taking care of their campers. Good JC's take the initiative and help the campers get ready for activities, or get a counselor to assist if a camper is doing something inappropriate.
- o JC's may be asked to supervise your group of campers for short periods of time, and to help set up and clean up after activities. JC's will also be responsible for helping their campers during theater time.
- o Counselors will be instructed to give JC's feedback throughout the camp to recognize good job performance, and provide tips and ideas for the JC to improve where needed. JC's are encouraged to communicate with their counselors, and seek feedback and instruction to improve performance. If a JC is having difficulty with a Counselor or another JC, the JC or Parent is welcome to discuss the matter with the Camp Director to find a satisfactory solution to the situation. We want the JC to have a good learning experience, and this includes working with campers, other JC's, and counselors.
- o JC's are expected to follow the same rules of conduct as the Summer Camp Staff. We also understand that many JC's will be new to this level of responsibility and may make mistakes. For serious rule violations, those which

endanger the safety of the JC, campers or counselors, or animals in the program or represent other severe behavior issues, a JC may be asked not to return based on the judgment of the Camp Director or Executive Director, the parent(s) will be notified in writing as to the reason for any removal from the program. For minor rules violations, JC's will be given verbal corrective counseling and given a verbal warning for the first offense, if the behavior continues, they will be given written corrective counseling and a written warning, to be signed by the parent. Any subsequent violations will necessitate the removal of the JC from the program. Remember that JC's are a role model for young children, and need to set a positive example.

- o JC' are an integral part of our camp programs and their participation is essential for camp to run smoothly. If for any reason a JC will be absent, we need to be notified as soon as possible so that we can find someone to fill their place. Unreported absences may be grounds for dismissal from the program. Please call the Education Office at 865-4363 or the main number 865-4469 to report and absence.
- o JC's who perform at a satisfactory or higher level will be provided with a letter of recommendation, if requested, that they can use when searching for future employment or when applying to other programs. They will also be eligible for future employment with the Wolfe's Neck Farm Foundation in our various programs.