

## Description of the Day & Staff Responsibilities

**\*Specialists will be working at their area during all activity periods but should follow the above responsibilities when working in their assigned village.**

1. Wake up - staff are responsible for waking campers and making sure they are at village round ups.
2. Round ups (village gatherings) - Insist on quiet when attention is requested; do skits, make announcements, recognize kids ... think group cohesion; think camp community.
3. Breakfast - Talk with campers about the day; help distribute food and clean up; monitor campers' food intake - especially if a child in your group has food allergies; keep children seated at the table.
4. Cleanup - Make sure the bunk is clean. Be a role model for campers - keep your area clean. Make sure campers are ready for the day (clothing, equipment, etc.).
5. Clinic call - Accompany campers to the clinic when assigned; stay with campers.
6. Activity Periods - Assist specialist or run your own creative bunk program; supervise campers; remind campers to drink water and apply sunscreen, count children to be sure they are with you, be enthusiastic; be into it; teach new skills.
7. Rest Period - Supervise restful bunk activity; confirm if children have written home (3 times per week) slow the pace down; be mindful of individual camper problems; talk with each child - see how his/her day is going, spend a little extra time with campers who are having a hard day.
9. General Swim - Be certain every camper has a buddy; when guarding, talking with other staff members is not permitted; horseplay, running, pushing, etc. is not permitted; think safety at all times. The pool and lake can be fun places, but first and foremost they must be safe places.
8. Snack - Supervise distribution of food; make sure every child has something to eat.
9. Evening Program - Think excitement; sit with the children, participate in program by leading or assisting group.
10. Bed time - Develop routine to prepare campers to go to sleep (story, discussion, etc) meet with each child, think wind down; generate anticipation for the next day; compliment positive behavior, etc.
11. Staff dismissed - When bunk is quiet, problems solved, and the Shomrim are in place, counselors may enjoy their time off.

**Approximately once every 4-6 days counselors & specialists will be assigned to Shmirah (those that are on night watch in the village, keeping the children safe). Shmirah begins at 10:00 pm and runs until 1:00 am. There are two Shomrim on duty each evening per village. The Shomrim check each bunk every half hour and call into the office to check in. Other than an emergency situation, a counselor may not leave his/her area during his/her time on duty.**

12. Curfew - 1:00 a.m. - Be back on time - go back to your bunk to relieve the Shmirah - get rest for the next day.