

IAJHSC Summer Leadership Camp Staff Handbook

I.Responsibilities of All Staff Members

As an IAJHSC Summer Leadership Camp staff member your primary responsibility is to maximize positive leadership and learning experiences for the delegates.

Each staff member has particular duties assigned to them, but the following responsibilities are shared by all staff:

1. Arriving at the camp prepared for your role with a positive attitude.
2. Assuring the safety and security of all delegates.
3. Demonstrating “service leadership” and serving as a positive role model.
4. Interacting positively with other staff members, and especially delegates.
5. Being alert to situations which may require assistance, guidance, leadership, or intervention.
6. Following the existing schedule, including staff meetings. Setting the tone by being punctual.
7. Enforcing the existing rules in a positive, supportive fashion.
8. Finding time to take care of yourself – enough food, down time, and especially sleep.

A major responsibility of all staff members is the safety of delegates throughout the camp.

This includes making sure the students follow rules pertaining to camp perimeters, invited or uninvited visitors to camp, adhering to curfews and other related guidelines. In addition, it is the role of staff to ensure that delegates do not participate in activities which are likely to result in physical injury.

Finally, it is important to be aware that some delegates, because of physical or other concerns, may not feel comfortable engaging in some of the more active aspects of the program. Staff members should explore opportunities for these delegates to stay involved in some way without feeling left out or of no value to the group. At no time should any student feel forced to engage in any activity, especially of a physical nature in which they choose not to engage.

The IAJHSC supports Illinois laws forbidding alcohol and tobacco possession by minors, as well as the many local ordinances in effect in locations where it conducts its programs. Further, the IAJHSC recognizes that members of its staff, regardless of age, are role models for participants in its programs. As such, the IAJHSC shall provide a drug-free and alcohol-free environment, which shall help ensure a safe and productive environment for all individuals. In order to further this objective, the following rules regarding alcohol and drugs have been established:

- The manufacture, distribution, dispensing, possession, sale, purchase, or use of controlled substances while at camp is strictly prohibited.
- Being under the influence of alcohol, illegal drugs, or the unauthorized use of prescription drugs or over-the-counter drugs while at camp is strictly prohibited.

This Policy applies to all camp personnel regardless of position.

II. Camp Staff Personnel Information

A. Category of Personnel

All camp staff members are considered volunteers and serve as such. Neither this handbook nor any policy contained herein should be construed as creating a contract of employment. Under no circumstance is the IAJHSC responsible for paying unemployment or workers' compensation benefits, or in providing any other benefits, to any individual.

B. Relationship between Camp Staff and IAJHSC

Upon the conclusion of the summer camp at which a volunteer is assigned, their formal relationship with the IAJHSC is thus terminated unless that person has been appointed as a director of said camp by the IAJHSC Executive Board. Any obligations and responsibility IAJHSC has towards any individual upon the conclusion of camp is also ended at that time and IAJHSC is under no obligation to request any volunteer return in a similar capacity for a future program.

C. Stipends

In recognition of service to the organization, the Executive Board may at its sole discretion vote to authorize the payment of annual honorarium stipends to individuals in recognition of their contributions to the organization. These stipends, if offered, are not considered salary and can be rescinded at any time at the discretion of the Executive Board. Such stipends will be reported, as required, to the Internal Revenue Service (IRS) as well as the Illinois Department of Revenue as "miscellaneous" income.

III. Senior Staff Job Descriptions

All adult staff members are required to attend staff development the two days prior to camp and have a background check on file with the Camp Director. Staff members should work to maintain the camp mission statement ("Developing authentic leaders with a foundation of confidence and integrity to make a positive impact.") and model the H.E.A.R.T. (Honesty, Empathy, Awareness, Responsibility, Teamwork) core values to everyone at camp.

Camp Director - According to the bylaws of the IAJHSC, the camp director will be appointed by the Executive Director and approved by the board at the Fall board meeting. The responsibilities of that position are outlined in the bylaws as such: *It shall be the duty of the Summer Leadership Camp Director to be the chief administrative officer in all matters regarding the Summer Leadership Camp.*

Their duties shall include, but are not limited to, the following:

1. Determine the camp philosophy and program with the approval of the Executive Board.
 - Oversee and assist with the refreshing of camp curriculum
 - Solicit named and anonymous feedback from senior staff about camp to incorporate into any refresh of the camp program. Share with the leadership team and senior staff, where relevant.

2. Act as the chief administrator concerning all matters related to camp operations, supervision, and direction:

- Lead camp administration team in day-to-day operation of camp.
- Prepare all materials to be used at camp. Organize the pre-camp event and location, with the aid of the Assistant Camp Director or Staff Program Coordinator.
- Organizing/grouping campers and staff into councils.
- Responsible for camp and staff schedules, including site staff tasks and aid.
 - Monitor the flow of camp during each day in tandem with the administration team and update the schedule for the day as needed. Communicate changes to the entire senior staff as changes are made (using walkie talkies), to ensure everyone remains on the same page.
 - Serve as the emcee/host by announcing each camp activity before it begins and when it ends so that everyone knows what is next/where everyone should be/and make sure everyone moves smoothly and confidently from one activity to the next.
- Lead staff meetings
 - Create staff meeting agendas with the administration team and utilize them during pre-camp, post-lunch, and post-campfire staff meetings.
 - Model the curriculum we teach at camp during staff meetings (boundary breakers rules, parliamentary procedure, glows and grows, etc.).
- Directly handle and document all conflicts and problems that arise at camp with delegates or staff. Work with JC's and senior staff as needed. Communicate to senior staff how those conflicts/problems are being handled so staff can stay informed.

3. Be the face of Summer Leadership Camp

- Attend events throughout the school year, including Executive Board meetings and convention to always be promoting the camp experience.
- Respond to and communicate with parents/advisors when they email/call with questions leading up to camp.
- Be the voice, liaison, and the main contact to camp for advisors and the association to promote Summer Leadership Camp to the membership.
- Prepare a report to the Executive Board at the Fall Executive Board meeting.
- Be the face of camp to welcome and greet parents/families/delegates when they check in and register at camp. With JC Coordinator, act as a welcome team when families arrive and parents come to OA for check in.
- Prepare and distribute school participation certificates after camp.

4. Hiring of all staff and personnel required to deliver the camp program.

- Oversee the Staff Program Coordinator in completing/assisting in administrative tasks prior to and during camp (i.e. assigning of mock councils, assign of councils (include council staff) and assigning of job training groups).
- Oversee the JC Coordinator in the administration of junior camp counselors and their responsibilities during camp.
- Oversee Camp Administrative Assistant in completing/assisting in administrative tasks during camp.
- Direct and/or delegate the training and supervision of staff and program areas.

5. Maintain the safe and secure disposition of the camp storage trailer and other equipment owned by the association for camp use, including maintaining an inventory of camp materials.
6. Handle all matters concerning camp financial management and growth of camp attendance
 - Select camp site and negotiate contracts concerning the use of the site for presentation to the Executive Board.
 - Recommend fees to be charged for camp participation to the Executive Board.
 - Appoint a marketing lead and advancement team to create, promote, and offer scholarship plans to schools to grow delegate numbers, including fundraising for camp.
 - Camp Registrar duties (may be assigned to another staff member):
 - Handle all matters concerning pre-camp registration of camp delegates
 - Coordinate the number of campers from each school attending camp
 - Send out the ebills to the schools
 - Deposit and keep a record of the school checks as they come in
 - Send out the forms to the campers
 - Sort the Delegate Information forms, code of conduct forms, and medical forms for each delegate
 - Record what forms have come in and what forms delegates still need upon arrival at camp
 - Print bank cards for each delegate

Assistant Director - The Camp Director can choose to hire an Assistant Director to help with running the camp. Their duties will include, but not be limited to, the responsibilities included in the Staff Program Coordinator description. Other duties to be assigned by the Camp Director.

Staff Program Coordinator - In the event an Assistant Camp Director is not hired, the Camp Director will appoint a Staff Program Coordinator to assist with the day-to-day operation of the camp program leading up to and during the week of camp. Their duties shall include, but are not limited to, the following:

1. Coordination and support of senior staff ensuring their effective and cohesive operation on a day-to-day-basis during camp.
 - Directly work with senior staff to ensure that they are provided all materials (i.e. gavels & olympic flags, papers, props) in advance of corresponding activities throughout camp.
 - Have all props and information ready for senior staff in advance of general sessions.
 - Communicate directly with senior staff on day-to-day needs.
 - At the behest of the Camp Director, monitor the flow of camp during each day and update the schedule for the day as needed (this will include the timely communication of updates to senior staff via walkie talkie).
 - Ensure all changes to the camp program are communicated to senior staff (i.e. the addition of challenge course activities or changes of previously planned activities).
 - Be available for "office hours" each night to discuss activities for the next day with any senior staff member who has questions or wants to prepare further (i.e. talk through mock councils).

- Contribute to the agendas for staff meetings (pre-camp, post-lunch and post-campfire).
 - As needed, prepare morning and evening checklists/reminders for Director, Camp Administrative Assistant, Council Senior Staffers and self to ensure proper completion of planning activities.
2. Assist with planning and running pre-camp.
 - Ensure all senior staff information is properly prepared and compiled in binders.
 3. Complete/assist on administrative tasks prior to and during camp, including staff development.
 - Facilitate the assignment of and sign up for senior staff jobs prior to camp and/or during staff development.
 - Assignment of delegates into activity groups (mock councils, job training, etc.).
 - Assist with the refreshing of camp curriculum & assist with the communication of changes to senior staff.
 - Assist with management of camp supplies and inventory. Coordinate with Camp Administrative Assistant for senior staff supply requests.
 4. Establish and maintain a senior staff mentoring program (as needed for new staff members).
 5. Other duties as assigned.

Junior Counselor Coordinator - The JC Coordinator is charged with supervising the junior camp counselors. Their duties will be as follows:

1. Coordination, operation and support of JC programs ensuring their effective and cohesive operation on a day-to-day-basis during staff development and camp.
 - Assign JC jobs before and during camp.
 - Run JC meetings every morning.
 - Model the curriculum we teach at camp during staff meetings (parliamentary procedure, glows and grows, etc.)
 - Serve as the first line of communication to/from JCs in the staff chain of command.
 - Ensure all changes to the camp program are communicated to JCs (i.e. the addition of challenge course activities or changes of previously planned activities).
 - Solicit named and anonymous feedback from JCs during and at the end of camp. Share with the leadership team and senior staff, where relevant.
 - Serve as the emcee/host of Roles People Play, Afternoon Cartoons, Free to Be, and Luau, by announcing before they begin and when they end so that everyone knows what is next/where everyone should be/and make sure everyone moves smoothly and confidently from one activity to the next.
 - Coordinate JC R and R time.
2. Training, support and supervision of JC staff as outlined in the JC Coordinator manual.
3. When possible, attend pre-camp to ensure all JC information is properly prepared and compiled in binders.
4. Complete/assist on administrative planning tasks prior to camp.
 - Assist with the refreshing of camp curriculum & assist with the communication of changes to members of staff.

5. Checking in with senior staff to make sure that JCs are doing what is expected of them midweek and with the formal evaluation.
6. Collecting all JC materials at the end of camp including paperwork, backpacks, etc.
7. Other duties as assigned.

Camp Administrative Assistant - The Camp Administrative Assistant will be an extra adult on hand to allow the other staff members to focus on their duties. Their duties shall include, but are not limited to, the following:

1. Assist with weekly administrative tasks during camp, management of camp supplies and inventory, procurement of camp supplies.
 - Maintain senior staff meeting room to ensure all camp supplies remain clean and organized.
 - Serve as lead for packing up the camp trailer.
2. When possible, attend pre-camp to ensure all camp materials are properly prepared and compiled in binders.
3. Fill in for senior staff members, when necessary (i.e. lead senior staff meetings, cover a council meeting, participate in general sessions, etc).
4. Other duties as assigned.

Camp Nurse - The camp Nurse will be on hand to handle medical situations that arise during the week of camp. Their duties will be as follows:

1. Evaluate and treat campers and staff for minor injuries and illnesses.
2. Supervise and ensure proper distribution and storage of medication at camp.
3. Maintain a log of Health Center visits.
4. Give supportive advice to counselors and other camp staff if requested.
5. Identify health problems serious enough to require a physician's attention.
6. Other duties as assigned.

Senior Staff Member - Senior staff members report directly to the Camp Director and are responsible for the primary supervision of all camp participants. Their duties will be as follows:

1. Daily administration of camp programming and activities.
2. Ensuring the well-being and safety of all participants (delegates and JCs under their care).
 - Communicate delegate issues to the Camp Director for handling and documenting.
3. Providing daily feedback to the Camp Director and other staff members as needed.
4. Participating in general sessions.
5. Maintaining a fun and safe environment for the participants.
6. Use walkie talkie daily until lights out to receive updates/communication from other staff.
7. Other duties as assigned.

2nd Year Program Lead - Senior staffer who serves as point person of 2nd year councils.

Site Staff Liaison - Senior staffer who ensures preparedness/completion of tasks by site staff.

District Rep Coordination - Adult staffer who facilitates district rep activities during camp.

IV. Camp Emergency Procedures

The safety record of the IAJHSC Summer Leadership Camp is excellent, but the possibility of an unexpected emergency that exceeds normal levels must also be anticipated and planned for. This section is to describe situations and procedures to be utilized by camp staff in such instances.

- The Camp Director should review emergency contingency plans (evacuation procedures, communication channels, chains of command) with the director of the host site. Those contingency plans should be communicated to each staff member during staff development. Camp staff and participants will follow the contingency plans of the host site. In the case of an emergency, staff members are responsible for following the guidelines provided to you by the Camp Director:
 - In circumstances where a natural event interrupts an activity and/or forces the evacuation of a venue or geographic area, incident management procedures for camps and local protocols should be employed to the degree necessary to expedite the safe movement and relocation of the students. In all cases where severe weather is forecasted or occurs, a camp staff member should be assigned to monitor local weather information. This will include monitoring television, radio and the Internet for current updates, watches or warnings.
 - In the event that a violent act, civil disturbance, acts of terror or report of a weapon threatens any camp activity, the first priority will be to isolate or remove students from the area of threat. If local protocols are applicable, they will be utilized. In all cases of a violent act resulting in delegate or staff injury, a director will notify the local law enforcement agency having jurisdiction over the camp facility.
 - In the event of an active shooter or violent intruder while delegates are at camp, IAJHSC will utilize the ALICE method in place of traditional lockdown. ALICE is an acronym for Alert, Lockdown, Inform, Counter, Evacuate. It's not designed to be sequential but rather to be utilized dynamically in each unique situation.
 - In the event an intruder is suspected or identified, camp staff must take steps to isolate students from the suspect and provide a secure environment for them until the threat is abated. Directors should also contact the site managers and local law enforcement.
- When the incident of a suspicious person or suspected intruder arises, camp staff should take the following additional actions:
 - Coordinate with facility personnel to locate and maintain surveillance of the person in question until security or local law enforcement arrives and takes control of the situation.
 - Ensure that students are in secured and/or distant areas or that a secure buffer zone is established between the intruder and the students.
 - Coordinate and provide debriefing (if necessary) to students following the conclusion of the situation.
 - Account for all students throughout the situation.

V. Missing Delegate

A missing delegate situation is determined when one or more delegates remain unaccounted for following a reasonable search of the camp facilities and pre-established student boundaries. Delegates should be accounted for at all council meetings, activities, general sessions and meals.

Upon being notified of a possible missing student, Camp Director should take the following actions:

- Question staff members and delegates who were the last to see or interact with the missing student.
- Dispatch a staff member to the last known location of the student in question.
- Following an initial search, notify camp staff for mutual aid in search efforts.

We are so grateful to have such a caring and committed staff here at IAJHSC Summer Leadership Camp. Without our passionate volunteers, we would not be able to help to shape the leaders of tomorrow and put out a quality program that draws hundreds of students from all over the state year after year. We appreciate your dedication to helping out and following the policies as set forth in this handbook. These guidelines are here to help keep everyone safe. We know that it is only with your help that we can continue to live out our mission statement of: **Developing authentic leaders with a foundation of integrity and confidence to make a positive impact.**