

# LAFAYETTE PARKS AND RECREATION DEPARTMENT

## MCALLISTER RECREATION CENTER

### JUNIOR COUNSELOR PROGRAM GUIDELINES

#### I. **Objective of the Junior Counselor Program**

The Junior Counselor program has been developed to allow youth ages 13-14 the ability to gain valuable leadership skills through involvement in the McAllister Recreation Center Summer Camp program. This program will allow participants to obtain firsthand work experience in a day camp setting, while also learning valuable skills. Program participants will work hand in hand with the Summer Camp Counselors to ensure that the McAllister Summer Camp is a fun, safe, and enjoyable experience for all.

#### II. **Candidate Qualifications**

- A. All eligible participants will be at least 13 years of age on the first day of camp, and not older than 14.
- B. Candidates must be willing to undergo an interview process, similar to one that all Summer Camp staff goes through.
- C. Candidates must possess a high degree of maturity, responsibility, enthusiasm, and reliability.
- D. Candidates must be willing to lead by example and act as a role model for the younger campers.

#### III. **Selection Process**

All eligible candidates must turn in the Junior Counselor application, recommendation letters, and all other necessary paperwork by the appropriate date and time. Late applications will not be considered. Once the applications are reviewed, interviews with potential participants will be conducted.

If selected for an interview, applicants should treat this as they would any job interview. Since this will be the first interview for most applicants, some things to keep in mind are to show up to the interview on time, be enthusiastic, have a positive attitude, dress appropriately, and answer all questions to the best of your ability.

After interviews are completed, all applicants will be notified by phone whether or not they will be accepted in the program. Please keep in mind that prior participation in the McAllister Summer Camp program, while a positive, does not guarantee that an applicant will be accepted into the Junior Counselor program.

#### **IV. Benefits of Becoming a Junior Counselor**

The Junior Counselor program will provide participants with valuable work experience in a fun, relaxed setting. All Junior Counselors will be able to participate in camp activities, and will also be able to take part in additional activities unavailable to campers. This program will be good at introducing participants to the process of applying for a job, as well as going through the interview process. Also, if a participant is chosen to become a Junior Counselor, he/she will gain valuable experience, and will have a leg up on the competition when it comes to future job experiences.

#### **V. Job Description, Function, and Duties**

- a. The purpose of being a Junior Counselor is to assist the McAllister Summer Camp staff in the implementation and daily programming of the McAllister Summer Camp.
- b. As a Junior Counselor, you will work hand in hand with the Camp Counselors, and will be under the supervision of the Camp Director.
- c. Duties:
  - i. Adhere to the policies as set forth in this document.
  - ii. Assist the Camp Director and Camp Counselors in the supervision of McAllister Summer Camp participants. Junior Counselors are not allowed to supervise campers alone, discipline campers, or administer medications of any type.
  - iii. Assist Counselors in the day to day operation of camp. Junior Counselors will be expected to actively participate in camp activities, and not to become a distraction to the Camp Counselors.
  - iv. Assist Counselors with the setup of games and activities, distribution of arts and crafts items, organization of camp rooms, etc.
  - v. Reports on program and camper issues to the Counselors and/or Camp Director.

#### **VI. Training Requirements**

All Junior Counselors will be required to complete the entire application and interview process. At the conclusion of interviews, participants accepted into the program will be required to attend a Parent/Junior Counselor orientation meeting. This meeting will lay out program guidelines and expectations. Junior Counselors will then be required to attend a mandatory training session in conjunction with the Camp Counselor training sessions.

#### **VII. Financial Obligations and Requirements**

As a Junior Counselor, you will be allowed to attend the McAllister Summer Camp at a reduced rate. The cost will be \$55/week. This fee covers all field trips, snacks, and transportation. Junior Counselors will also be responsible for providing their own lunch daily. In addition to all of the normal camp field trips and activities, Junior Counselors will have other opportunities throughout the summer to take part in activities that will only be made available to Junior Counselors.

## **VIII. Hours of Work**

Junior Counselors will be expected to work Monday-Friday from 9:00 AM – 4:00 PM. Camp will begin on May 22<sup>rd</sup> and will be going through August 5<sup>th</sup>. Junior Counselors are expected to attend at least of 8 of the 12 weeks we have camp. If a Junior Counselor needs to be dropped off before 9:00 AM or picked up after 4:00 PM, no before or after care fees will be charged. If a Junior Counselor wishes to take days off, they are certainly allowed to do so, however the Junior Counselor Supervisor needs to be notified as far in advance as possible. If a Junior Counselor is sick, please call and inform McAllister staff so that alternate arrangements can be made if needed.

## **IX. Dress Code**

Junior Counselors will be expected to adhere to the same dress code as all other McAllister staff. Staff appearance is very important in how we are perceived by our patrons. Although our atmosphere is informal, it is vital that the McAllister staff be dressed appropriately. No cut-off shorts are to be worn on duty. Junior counselors will be provided with a minimum of three staff shirts. These shirts, as well as any other McAllister shirts, are acceptable to wear during work hours. Shorts should be of an appropriate length, and it is highly recommended that Junior Counselors wear athletic shoes each day and not sandals. A good rule of thumb is that if you have to question whether or not you should wear something, don't wear it. Also, Junior Counselors will not be allowed to carry personal cell phones. Cell phones, along with all other personal items, need to be left at home and not brought to camp where they can become a distraction.

## **X. Disciplinary Policies**

As a Junior Counselor, you will be expected to uphold a higher standard. Campers will look to the Junior Counselors as role models, and as such, rules violations within the program will be taken very seriously. Based upon the severity of the infraction, rules violations can result in an oral reprimand, written reprimand, parent conference, suspension, or dismissal from the Junior Counselor program. ANY physical altercation will result in immediate dismissal from the program.

Junior Counselors will be expected to follow all camp rules and policies. The following is a list of expectations for Junior Counselors:

1. Show up to work on time and appropriately dressed.
2. Come each day with a positive attitude.
3. Respect supervisors, fellow Junior Counselors, campers, parents, and the public.
4. Listen and follow instructions.
5. Participate in camp activities.
6. Do not use inappropriate language.
7. Be a positive influence for the campers.
8. Be flexible and willing to help out wherever needed.

As a Junior Counselor, if you follow these simple rules, you should not encounter any problems.