

# Florham Park Recreation Department Day Camp 2018

## Leader in Training (LIT) Manual

### Leadership



A leader must always be something of:

1. **An actor**- because you will play many roles
2. **An athlete**- because physical activity is important
3. **A dreamer**- because you will need an imagination
4. **A planner**- so time won't be wasted

**Recreation Department:** (973) 410-5390

<b>Director of Parks &amp; Recreation:</b>	John Timmons
<b>Recreation Program Director:</b>	Tammy Verderber
<b>Day Camp Director:</b>	Kayla Parlavecchio
<b>Day Camp Co-Director:</b>	Nicole Parlavecchio
<b>Day Camp LIT Coordinator:</b>	Casey White

**LIT Dates:** Monday, June 25, 2018 – Friday, August 3<sup>rd</sup>, 2018

**Closed:** Wednesday, July 4, 2018

*LITs will be assigned to a grade/gender group. Boys and girls in each grade are separated. Campers from multiple grades should never combine, unless noted on schedules.*

*You are to remain with your assigned group or function, unless asked otherwise. At no time are visitors or friends permitted.*

### **I: General Procedures**

1. All LITs are required to work the full week of camp, unless other arrangements have been made or a LIT is released of his/her duties.
2. When you arrive, go directly to the front of the Day Camp Office, sign in with the LIT Coordinator. The LIT Coordinator will meet with you before you report to your assigned picnic tables or function. You must be at your picnic table or function by 9:00 am (morning shift) or 12:15 pm (afternoon shift). LITs are not permitted to arrive before 8:45 am (morning shift) or 12:00 (afternoon shift).
3. The LIT shift ends at either 12:00 pm (morning shift) or 3:00 pm (afternoon shift). Once a LIT leaves for the day, you cannot return that day.

4. When you leave, go directly to the reception window of the Recreation Department (not Day Camp Office) and sign out with the LIT Coordinator.
5. LITs do not eat lunch at Day Camp. Please eat after you leave (morning shift) or before you arrive (afternoon shift).
6. *Walkie-talkies are for emergency use only.*
7. It is important that LITs transition from camper to role model. Immature behavior will not be permitted. All LITs are expected to act in a professional manner while volunteering at camp. Volunteers are required to show all staff members (Recreation Department staff, Day Camp directors, counselors, and other LITs) respect. Disrespect or unprofessionalism of any kind will not be tolerated.
8. Volunteers are expected to successfully complete their tasks. This may include filling water balloons, gluing projects together, bringing campers to the bathrooms, tying shoes, cleaning up after activities, etc. If you feel a task is unfair, please see the LIT Coordinator immediately. Don't say: "I'm a LIT, I don't have to do this!"
9. The LIT program is a training experience. You are being trained on how to serve as a summer camp counselor and a student leader. When you become eligible, you may apply for a paid staff position. Please note: Being a LIT does not guarantee you a paid position on the Day Camp staff.
10. LITs may not use cell phones during Day Camp hours. You are responsible for all of your campers. Texting/talking on cell phones is prohibited! If you need to use the phone, please use the one in the Day Camp office.
11. LITs represent Florham Park during Day Camp hours and outside of Day Camp. Do not post anything on Facebook, My Space, Twitter, Instagram, etc., that is inappropriate. The Recreation Department reserves the right to monitor, obtain, and review posts.

## **II: Discipline**

1. LITs will be disciplined for, but not limited to, any of the following occurrences:
  - Vulgar language
  - Use of cell phones (if caught on phone, it may be taken and you can pick up at the end of the day)
  - Smoking
  - Gambling
  - Disrespect to property
  - Disrespect to directors, counselors, campers, and parents

- Tardiness
- Bringing or meeting friends
- Not following rules/policies/procedures as outlined in this manual
- Laying down on tables, benches, courts, or fields
- Exposing body parts to campers
- Gambling/betting with campers
- Not reporting discipline problems
- Insubordination
- Lying
- Lending money to or borrowing money from campers
- Playing any type of non-Day Camp games with fellow staff members
- Endangering the safety or wellbeing of campers or staff members \*
- Rough handling of campers or staff members \*
- Bringing or using weapons \*
- Drinking alcohol or using drugs \*
- Bringing any type of illegal drug or prescribed drug. The medical coordinator must hold all prescription drugs in his/her office. \*
- Being arrested, on or off Day Camp time/grounds, for any type of offense. \*

***\* Immediate termination may take place if any of the above actions occur, and the proper authorities may be notified!***

### **III: Appearance**

1. LITs will receive two t-shirts prior to Day Camp. These t-shirts must be worn at all times.
2. LITs must have a neat and clean appearance at all times. No ripped shorts or short shorts are permitted.
3. LITs must wear sneakers. No sandals, clogs, or flip-flops are permitted.

### **IV: Inclement Weather**

1. Day Camp will close during thunder and lightning storms, or during torrential/ongoing rain. We do not have the indoor facilities to hold the entire camp. We may decide to close prior to the start of Day Camp. Please call the Recreation Department at (973) 410-5392 for an updated message.
2. If it begins to rain during the day and it is a continuous rain, Day Camp may close and campers will be picked up. It is important that we know who picks

up each child on these days. LITs are needed to help with this process, and they may not leave until dismissed by the LIT Coordinator.

## **Florham Park Day Camp 2018 LIT Statement of Understanding**

I, \_\_\_\_\_, have read and understand the Florham Park Day Camp 2018 LIT Manual and hereby agree to conduct myself in ways outlined in this manual. I will follow all procedures, and in the event I do not cooperate, I will be disciplined accordingly and will accept the determined consequences.

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_