

PERSONNEL POLICIES AND PROCEDURES

Mohawk Day Camp - Summer 2008

The purpose of this material is to give staff members a clear understanding of what camp expects of them, and what they can expect from camp. Creating an understanding of expectations is the first step toward fulfilling our mission to help campers grow socially, physically, creatively and emotionally.

Our primary concern is the care of children. We are a large "family," and guidelines help us work efficiently to create wonderful experiences for our campers.

Mohawk reserves the right to modify or amend any of its policies or procedures at any time at its discretion. If you have any questions regarding information contained in this document, please do not hesitate to contact us. **Nothing contained within these policies and procedures is intended to, nor shall be construed as, creating any contractual obligation with regard to any aspect of your at-will (at employer's discretion) employment status.**

I. WORKING DAYS

- A. **LENGTH OF SEASON** Camp is in session on weekdays beginning Monday, June 30th, and ending Friday, August 15th. There **will not** be camp on Friday, July 4th.

In addition, there will be several pre-season training days (see last page).

B. TRAINING

Training is vitally important for new AND returning staff. Not only is it a legal requirement, but it helps ensure camper safety, improves staff skills, and builds working relationships among counselors.

All staff will have several days of training in June. The specific dates will vary based on each staff member's position. All staff is **required** to come to all training sessions that relate to their specific roles in camp. *Tentative* training dates and times can be found on the last page. A detailed training schedule will be sent to you at the end of May.

Missing a training day is grounds for dismissal, change in position or responsibilities with appropriate reduction of salary. In addition, missing a training day will constitute an absence with loss of pay and opportunity for bonus, and, at the discretion of directors, may require makeup work. If you anticipate missing any portion of training for any reason, you MUST alert camp as early as possible; however, the repercussions stated above may still occur.

C. WORKING HOURS

1. ARRIVAL

- a. Staff with children must bring them to the dining area between **8:15 and 8:25AM** where they will be supervised by designated staff and given breakfast. These staff members will then escort the children to their groups. **There are NO EXCEPTIONS.**

- b. Head Counselors, Head Specialists and Swim Supervisors **must report to their posts by 8:30AM** unless they are involved in transporting campers who are not their children.
- c. Other counselors **not** assigned to buses or vans (General Counselors, Assistant Specialists, Swim Staff, Floaters or Counselors-in-Training [CIT'S]) are required to **report to their posts by 8:40AM, before** campers arrive, to ensure their proper supervision and safety. Make sure to allow time to park so that you can be at your post on time.
- d. Staff involved in transporting campers must go to their areas within camp as soon as transportation responsibilities are completed.
- e. Transportation Counselors should be prepared to start routes from 7:30 - 8:00AM in Manhattan or 7:50 - 8:10AM in Westchester. Times will vary based on route.
- f. Counselors not involved in camper transportation must secure their own transportation to and from camp. Parking is available at camp. **NO ONE IS TO PARK ON ADJACENT STREETS!** Camp is **not** responsible for damage to parked cars, fines/tickets etc.

2. DAILY DISMISSAL

Staff members not on vehicles transporting campers may not leave the premises until **after the last bus has exited the parking lot** and **they have signed out** with the appropriate director. This normally occurs shortly after **4:30PM**. **We need access to all staff present to ensure that every camper is accounted for before buses leave!**

D. LATENESS

A staff member **not** involved in the transportation of campers who is more than five minutes late reporting to his/her post, will be considered officially late. Repeat offenders may be sent home when they arrive, with an accompanying forfeiture of pay and bonus and/or dismissal from the staff. In the event of an *emergency* that prevents a staff member from being on time, a phone call to the office is expected as soon as possible.

E. ABSENCES

Mohawk is committed to provide outstanding supervision for our children. Excellent attendance is essential to honor the commitments we've made to our families.

We do not want to penalize staff members who have legitimate excused absences. We must, however, provide proper incentives that emphasize each counselor's responsibility for being on the job and on time everyday.

1. **Excused Absences** - Directors determine what constitutes an "excused absence" at their discretion. Most excused absences require written approval by a camp director or assistant director preferably *before* the season begins. An excused absence can include any legitimate illness or injury that prevents the staff member from fulfilling his/her duties, or risks the spread of disease to persons at camp. We realize that this kind of absence cannot be anticipated and therefore prior director approval is unlikely. In these cases, counselors must

notify camp the evening before the day to be missed or no later than **7:00AM** of the actual day. This procedure lets camp arrange backup coverage for transportation and for groups.

There are no disciplinary consequences for excused absences. However, there will normally be a loss of pay and bonus. The staff member may be required to present official documentation to validate the reason for an absence.

2. **Unexcused Absences** can be the basis for ineligibility for rehire, or termination of employment, and loss of pay and bonus.
- F. **REQUIREMENT TO REMAIN ON SITE** *Staff are not permitted to leave during camp hours, including lunch, unless written approval is received from their division and/or camp directors in advance. Any staff member who leaves the grounds without this permission may be terminated, or re-assigned to another position in camp. Necessary personal appointments should be scheduled on weekends, before and after the camp season, or after the end of the camp day.*
- G. **EVENING OR OVERNIGHT DUTIES** Counselors may be required to spend one to two evenings (four or five for drama staff) and/or overnights at camp in support of the camp program. ***In the event of an emergency that prevents us from dismissing part or all of the campers at the regular time, all staff must be prepared to remain at camp or at an evacuation site after regular camp hours to ensure campers' safety and care. In a serious emergency, this could extend to overnight.*** These duties are included as part of your salary arrangement.
- H. **ASHOKAN** Some counselors will be selected to participate in a one-week sleep away program from July 14th - 18th. We send 12 staff to supervise campers at the Ashokan Field Campus. This is a voluntary assignment. An extra \$150 will be paid to participating counselors.

II. PAYROLL

A. BASIS FOR SALARY

1. Every day camp is in session for campers, plus the two full days of camp-wide training sessions for counselors that take place pre-season.
2. All camp staff will only be paid for days worked.

B. GRADUATING HIGH SCHOOL SENIORS who must attend pre-college training, will be paid for up to two days' absence if they provide a letter from their school indicating that the only time they can attend training is during the camp season.

C. A \$100 bonus will be paid at the end of the season for 100% attendance, including the two full-day training days. Students attending college orientation, and teachers who are contracted by their schools to work, and thus miss one or two days of camp (supporting documentation is required) will be eligible for a \$50 bonus.

D. BONUS REFERRAL PLAN Through the years we have been very appreciative of new referrals for staff positions made by those who have worked for us during the summer. All counselors under contract for the 2008 season are eligible for a \$100 bonus for each applicant they direct to us whom we hire and who completes the season. The counselor who recommends an applicant to us must appear on the new staff application form as a referral at the time the form is originally

filled out. If more than one referring counselor appears on the application form of an applicant we hire, the bonus will be divided equally among them.

- E. Paychecks are issued four times during the season, about every other week. Before they receive their final check, supervisory personnel must complete and submit all paperwork such as camper/counselor/program evaluations.
- F. If staff members are eligible, attendance and referral bonuses will be included in the final checks on the last day of camp.
- G. NYC Bus Leaders, and Counselors who have specific transportation responsibilities and must take public transportation to meet camp buses, are eligible for reimbursement for subway and bus fares.
- H. Payment will be made on the last day of camp, to those eligible for reimbursement, for American Red Cross or New York State approved equivalent courses in Lifeguard Training, CPR for the Professional Rescuer/AED, Water Safety Instructor certification, Responding to Emergencies, EMT, etc.

III. COUNSELOR ASSIGNMENTS

A. GROUPS and SPECIALTIES

We ask our staff to be flexible regarding in-camp assignments. Every summer, situations arise where staff members may work in a different capacity than expected. While we try to place people in the specialty or age group of their choice, it is our staff's flexibility and commitment to putting children first that have built our reputation as a premier camp.

B. TRANSPORTATION The Directors may re-assign transportation roles at any time.

1. THE TRANSPORTATION PORTION OF A STAFF MEMBER'S SALARY INCLUDED IN THE WORK AGREEMENT, IS PAID ONLY IF THE STAFF MEMBER ACTUALLY PERFORMS THE FUNCTION SPECIFIED, or is willing and able to do so. This position, and the accompanying salary increment, may be forfeited if the counselor is unable to attend the appropriate transportation orientation session, does not inform us beforehand of this fact, and is unable to attend a makeup session.

2. DRIVERS OF CAMP VEHICLES (OWNED OR LEASED) ARE NEVER TO USE THEM FOR PERSONAL PURPOSES DURING CAMP OR NON-CAMP HOURS (EVEN FOR CAMP SPONSORED ACTIVITIES) UNLESS AUTHORIZED TO DO SO IN WRITING BY THE CAMP DIRECTORS. VIOLATION OF THIS RULE CAN SERVE AS THE BASIS FOR IMMEDIATE DISMISSAL.

IV. FOOD FOR STAFF

A. LUNCH

1. A buffet lunch, barbeque or pizza is provided daily for the camp staff.

2. Food is to be *eaten in designated counselor lunch or cookout areas only*.
3. Mohawk requires that *counselors remain on the campgrounds during lunchtime, and at all times*.

B. FOOD ALERT - IMPORTANT

1. Because certain campers and staff members have potentially **LIFE-THREATENING** food allergies (including peanuts, milk, eggs, etc.), no food, other than that provided for, or approved by our food service director, may be brought to camp.
2. No food, snack or drink may be transported on a camp vehicle without the permission of a director.
3. Staff with dietary requirements due to medical conditions must discuss them with a camp director and dietician before camp begins.

- C. **VENDING MACHINES** are available to staff only, and are not to be used after 3:45PM. Drinks, other than water, and snacks from the vending machines must be consumed only in the dining area. Cans and plastic bottles must be placed in the recycling receptacles provided. Soda is never permitted in camp vehicles.

V. RECREATIONAL ACTIVITIES FOR STAFF

- A. *Except on visiting days*, some of the athletic fields and basketball courts **may** be available to staff during time off at camp (such as lunchtime), as long as they are not being used by camp groups, and participants do not disturb or endanger campers. Except for beach volleyball, staff members playing any sport activity must wear sneakers in order to minimize the chance of injuries.
- B. Mohawk has after-hour recreational activities (after 6:30 PM) such as a softball team that plays other camps. In some years, intra- (and occasionally inter-) camp soccer, ultimate Frisbee, and volleyball, have been popular on a co-ed basis.

VI. TIME OFF

- A. Staff is **NOT** guaranteed a specific time-off period during the course of a camp day. If you have special needs (e.g., a medical necessity that requires breaks at specific intervals) please advise the camp directors.
- B. *Time off* is to be taken **ONLY** in designated areas!!! Visiting parents cannot distinguish between staff with valid time off, and staff who should be supervising children!

VII. SOCIALIZING

Socializing among staff members must be done during time-off periods, and in designated staff time-off areas. Staff is expected to socialize in an appropriate manner at all times.

VIII. CLEAN-UP

All staff is responsible for keeping their headquarters and specialty areas clean. They also clean camper tables after lunch, and may be asked to help clean other areas as needs arise.

Staff must also clean up after themselves in the staff dining and time-off areas!

IX. ATTIRE

A. Staff shirts

1. *For security reasons, a staff shirt must be worn daily.* Mohawk will provide staff shirts. These shirts may not be cut (sleeves, neck lines, etc.), dyed or decorated. Staff shirts, along with visitors' labels provided by the office, are how we instantly identify persons who are authorized to be on our premises. (Under consideration is a laminated card system in which cards will be worn by all staff members, except when the nature of a particular program makes it unsafe or awkward.)
2. If a counselor arrives at camp without an official camp shirt, he or she can obtain a "loaner." Repeated arrivals at camp without a camp shirt will result in disciplinary measures or even dismissal.
3. Staff must always dress appropriately and wear clean clothes. Shorts, Bermudas or jeans are permissible.

B. Unacceptable Attire

Includes (but is not limited to):

- Do-rags.
- Low-slung pants (e.g. hip-huggers)
- "Skimpy" clothing

The Directors reserve the right to set and enforce standards of dress and grooming.

C. Shoes

1. Staff must wear sneakers at all times.
2. Swim staff must wear sneakers for arrival and dismissal, but may wear flip-flops or sandals at all other times.

D. Unacceptable Footwear

Flip-flops, sandals, or shoes held on only by a strap between the toes, are not to be worn by anyone at any time EXCEPT FOR SWIM STAFF, who are allowed to wear flip-flops throughout the day except at arrival and dismissal times.

E. Swim Suits

1. All head counselors, general counselors and swim counselors must bring their own swimsuits and towels to camp each day ***regardless of the weather.*** *Swimsuits must be worn in the pool complex and footwear is to be left on the grass.*

2. **One-piece** swimsuits are required for all women and “**boxer**”-style swim trunks for all men. Swimsuits must be appropriate for teaching swim and interacting with children in the water. They must also be in good taste, which is at the discretion of Directors or other administrators.

F. Watches

Every staff member must have an inexpensive watch to enable him/her to meet schedule requirements.

G. PIERCINGS, TATOOS AND GROOMING

Mohawk believes in individual expression, and will make some allowances for popular trends. However, we also have an obligation to maintain the traditional tone our campers' parents expect. Therefore, we restrict certain piercing and displays of tattoos.

Staff members are influential role models whom campers wish to emulate. Please imagine that you are a parent who does not approve of tattoos and piercing. What would your reaction be if your child came home saying how “cool” tattoos and piercing are because his or her counselor has them?

Therefore, all staff must respect the following:

For Women **Body jewelry is limited to small earrings, tiny nose studs, and navel rings.** Navel rings must be covered at all times.

For Men **Body jewelry is limited to small earrings for men.**

Examples of unacceptable jewelry include, but are not limited to:

Ear bars, tongue or nipple jewelry, nose rings (non-stud), ear “plugs” or large earrings of any type, eyebrow rings, and excessive numbers of earrings.

Tattoos must be small and conservative. At a director's discretion, staff with excessive tattoos may be required to cover them under a T-shirt or bandage. ***Staff members that get tattoos or piercing during the summer, that affect their ability to perform their jobs, or that do not fit Mohawk's professional image, may be dismissed.***

X. YOUR PERSONAL PROPERTY

Mohawk is ***not*** responsible for your **PERSONAL PROPERTY**, and therefore will ***not*** make restitution for missing cash or other valuables!! Make sure that the amount of money you bring to camp, if any, is minimal. Valuables should be locked in cars, checked at the office, or locked in swim staff lockers (swim staff only).

Do not leave unattended, ***not even for a minute***, a meaningful amount of cash, credit or debit cards, wallets, expensive watches, jewelry, cell phones, iPods or other audio equipment, cameras, baseball gloves or tennis rackets. Unless they are needed for your assignment at camp, ***WE URGE YOU TO LEAVE THESE ITEMS AT HOME.***

Guns, knives and weapons of any kind are strictly prohibited from the camp premises, as are baseball bats and personal pets.

On our premises, Mohawk retains the right to search vehicles and personal belongings which include, but are not limited to bags, backpacks and wallets.

A. Cell Phones

The Mohawk staff may use cell phones ***only*** in the lunch and "time off" area behind the Main House. They must always be turned off in all other areas of camp, including buildings, tents and bathrooms. Bus counselors/monitors/leaders are expected to have personal cell phones, and are required to keep phones turned on during travel time to and from camp. They are ***only*** for the purpose of communicating with the Mohawk office, Directors, camper parents, or the bus company.

B. Photo Cell Phones

Photo cell phones may not be used for the purpose of photographing anyone – campers, staff, friends, families – on Mohawk grounds, buildings and buses. Violation of cell phone policy can be a basis for dismissal.

C. Cameras

Cameras may be used upon approval of a Division Director.

D. Internet

1. Mohawk STRONGLY discourages communicating with campers via the Internet. In an age of extreme scrutiny of children's e-mail and Internet usage, staff members are best protected, and are advised to communicate, by postal mail, preferably postcards in a format available to be seen by parents.
2. Mohawk's name, logo and photos, and camper and staff names and photos, may not be used on personal web pages (i.e., myspace, facebook, etc.), or on other Internet addresses or services.

3. Finally, as professionals representing Mohawk, staff is expected to remove any Internet information about them that may not positively represent them as responsible adults caring for Mohawk campers. Please remember that anything you post is public information, available to parents as well as us.

XI. MISCELLANEOUS

- A. **ALL ON THE JOB INJURIES OR ILLNESSES MUST BE REPORTED TO THE NURSE AND THE OFFICE IMMEDIATELY.** The camp is not responsible for the effects of colds or other communicable diseases. Prompt reimbursement for medical expenses incurred for treatment of injuries sustained at camp is contingent upon filling out accident forms properly and quickly.
- B. **SMOKING** To maintain a safe and clean working environment and to set an example for campers, smoking is prohibited throughout the premises except for one designated smoking area near - *but outside of* - the staff dining tent. This is a state law. **No smoking after 3:45 PM! Smoking in any other area is grounds for termination.**
- C. **ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS**

Mohawk is a drug and alcohol-free workplace.

The possession, use, sale or distribution of unlawful controlled substances or alcoholic beverages on Mohawk Day Camp's premises, on Mohawk business, or on Mohawk outings, is strictly prohibited. ***VIOLATION OF THIS POLICY IS GROUNDS FOR IMMEDIATE DISMISSAL.***

Furthermore, the illegal use of drugs or alcohol during non-working time on or off site is prohibited to the extent that, in the opinion of the Directors, it impairs a staff member's ability to perform his or her camp responsibilities and/or threatens the reputation or integrity of the camp.

Mohawk Day Camp reserves the right to require a staff member to undergo a drug/alcohol screening test:

1. As part of a physical examination required of counselors/drivers, or at any time in compliance with Federal and/or State regulations, or when authorized by the Directors.
2. When it suspects that a staff member may be under the influence of any prohibited substance.
3. At random, for any category of counselors.

Refusal to consent to such a test may result in disciplinary action or dismissal. Test results showing *even trace amounts* of illegal substances are the basis for immediate termination of employment.

Any staff member taking lawfully prescribed medication which may cause drowsiness or otherwise impair that staff member's faculties, must inform a Director of the substance being prescribed, the possible side effects, and the duration of the prescription. This information will be kept in confidence to the maximum possible extent.

- D. TIPPING** *Solicitation of tips is the basis for immediate dismissal.* If you receive unsolicited tips, you may certainly keep them, but they should IMMEDIATELY be locked in cars, checked at the office, or locked in swim lockers.
- E. PERFORMANCE EVALUATION** All staff will receive feedback on an ongoing basis. General counselors and assistant specialists and swim staff receive two formal evaluations.
- F. MEDICAL FORMS** After receiving an offer of employment, but prior to the commencement of the camp season, all staff members must fill out and sign a medical form. Staff under 18 must have their parents or a doctor sign the form. This includes the blue emergency treatment card mandated by the American Camping Association.
- G. TERMINATION** Any staff member may be terminated at any point in the season if, in the sole discretion of camp management, the situation is believed to warrant it. Without in any way limiting or negating the fact that camp staff is employed on an at-will basis, a camp staff member will likely have his/her employment terminated for such things as, but without limitation:
1. Falsifying any information on employment application or making substantive omission(s).
 2. Failure to perform the regular and usual duties of assignment, or noncompliance with camp policies or procedures.
 3. Substance abuse.
 4. Abuse - physical, verbal or sexual - of campers or staff.
 5. All forms of discrimination and harassment.
 6. Insubordination.
 7. Stealing camp, staff or camper property.
 8. Unexcused and/or frequent absences or lateness.
 9. Leaving camp without permission of Camp Directors or Division Directors.
 10. Leaving camp before daily dismissal of campers is completed.
 11. Disregarding the safety or security of campers.
 12. Possession of firearms, explosive devices, knives, mace or any other item which could be injurious to our campers and staff.
 13. Soliciting tips from clients.
 14. Falsification of any documents, including attendance documents.
 15. Unavailability for duty.
 16. False reason given for excused absence or lateness, or unsubstantiated absence or lateness for a medical reason.
 17. Any other conducts which the camp, in its sole discretion, determines to warrant termination of employment.

TERMINATION PROCESS Only the camp Directors can terminate an employee. Salary checks for monies owed to dismissed staff members will be sent by mail on the regular pay date of the payment period in which the termination occurred.

H. **MOHAWK DAY CAMP IS AN EQUAL OPPORTUNITY EMPLOYER** We pride ourselves on providing the camp staff with a work environment in which all individuals are treated with respect and dignity. Mohawk Day Camp provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, marital status, disability, or veteran status. This applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer and leaves of absences, compensation and training.

I. **HARASSMENT AND DISCRIMINATION IS PROHIBITED** Mohawk **prohibits** the following:

1. **SEXUAL HARASSMENT**

- a. Unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment.
 2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
 3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- b. Some specific examples of inappropriate conduct include:
 1. Asking for dates, or making sexual advances, when it is clear or becomes clear, that the overture is unwelcome.
 2. Threatening or engaging in reprisals or retaliation after such an overture is rejected.
 3. Displaying sexually suggestive objects such as pictures, magazines, cartoons or posters.
 4. Conduct of a sexual nature at camp-sponsored parties or events.
 5. Making inappropriate verbal statements, such as sexually suggestive jokes, derogatory or sexually degrading comments, epithets and slurs or comments about an individual's body or appearance.
 6. Engaging in inappropriate written conduct, such as suggestive jokes, cartoons or off-color or obscene letters, emails, notes or invitations transmitted by email or otherwise.
 7. Inappropriate physical conduct, such as unwanted touching, impeding or blocking another person's movements, leering or sexual gestures.
 8. Offering or withholding of a job benefit, or conditioning an employment decision on the receipt of a sexual favor.

2. **OTHER TYPES OF HARRASSMENTS**

Mohawk Day Camp expressly **prohibits any form of discrimination or harassment**. It is the responsibility of each employee of Mohawk to **create an atmosphere free of discrimination or harassment, sexual or otherwise**. In addition, it is the responsibility of each counselor to respect the rights of co-workers and clients.

If you experience any job-related harassment, or have a related complaint, or believe that you have been treated in an unlawful discriminatory manner, you should immediately report the matter to your supervisor. If you consider a discussion with your supervisor inappropriate, you may bypass your supervisor and report the incident directly to the division, swim or camp directors. Should the investigation determine that an individual has created a conflict of interest in the camp's opinion by behavior that could be construed as discrimination or harassment, disciplinary action, up to and including termination, will be taken against the offending employee.

J. STAFF WITH DISABILITIES We will provide reasonable accommodations to qualified individuals with disabilities so long as these accommodations do not compromise the safety of campers or staff, Mohawk's program, or Mohawk's reputation. All complaints filed under this policy will be held in confidence to the maximum possible extent. Mohawk Day Camp will not tolerate any retaliation against any staff member who avails him or herself of the benefits of this policy.

K. CONTACTING CAMPER AND/OR CAMP FAMILIES OUTSIDE OF CAMP

A staff member is **NEVER** to contact a camper or camp family for the purpose of offering babysitting, play dates, or other social or business interaction outside of camp. Any such arrangement **MUST ONLY** be initiated by parents of campers, or expressly approved by Mohawk's Directors in writing.

L. GENERAL COUNSELORS TEACH SWIM!! General counselors are expected to be full participants in all activities involving their campers, including those conducted by specialists. **During the instructional part of each swim period, they are required to be in the water to teach swimming and/or actively assist the swim staff in this task.**

Thank you for taking the time to read Mohawk's Policies and Procedures. If you have any questions regarding anything in this document, please contact any of our Directors or our Assistant Director, and we would be happy to discuss the details or rationale.

We look forward to working with you this season.

Sincerely,

A handwritten signature in black ink that reads "The Schainmans". The signature is written in a cursive, flowing style.

Stephen M. Schainman, Director
Barbara Schainman, Director
Sheryl Dale, Assistant Director

STAFF TRAINING

APPROXIMATE DATES AND TIMES

(Detailed schedules will be mailed to you at the end of May.)

ALL STAFF

Two full-day training sessions:

- **Group Counselors and Swim Staff:**

Friday, June 27th (1:00 – 9:00 PM)
and
Sunday, June 29th (9:00 AM – 5:30 PM)

- **Non-Swim Specialists:**

Saturday, June 28th (9:30 AM – 2:30 PM)
and
Sunday, June 29th (9:00 AM – 5:30 PM)

- **Head Counselors and Lead Counselors:**

In addition to the above, *new* Head Counselors and *new* Lead Counselors will meet one to three times per week during the three weeks beginning June 9th. All Head Counselors and selected Lead Counselors will meet one to two times per week during the two weeks beginning June 16th.

Also, those supervising full-day groups for children five and older in 2008 must attend **Open House** for campers and parents on Saturday, June 21st; new Head Counselors from 8:00 AM – 2:45 PM, and returning Head Counselors from 8:45 AM - 2:45 PM. Those supervising preschool groups will attend **Open House** on Wednesday, June 25th from 9:00 AM – 3:00 PM.

Swim Staff

In addition to the All Staff training above, there may also be a couple of late afternoon meetings during the weeks of June 9th, 16th and 23rd. CPR-FPR re-certification will be scheduled in June. Mohawk plans to provide its own basic ARC Lifeguard training and Lifeguard re-certification courses in mid-June, as well.

Head Specialists

Note the two full-day training sessions above. New Head Specialists (and perhaps returning ones) may have a 4:30 – 9:00 PM meeting during one of the last three weeks of June. There may also be the need for additional special training and/or set up of equipment and supplies. This would be done on one or more days prior to the days scheduled for all staff training.

Transportation Training

Transportation counselors will attend training sessions and receive route assignments during the week beginning Monday, June 16th. In addition, transportation counselors are required to visit the homes of the campers they will transport to and from camp each day. This must be done during the week and a half prior to the first day of camp (this may take several late afternoons or evenings to complete). Counselors are required to phone camper homes first in order to arrange appointments.