

BR Staff Manual



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Introduction

Welcome

Dear Staff Member,

Welcome to Black River Farm and Ranch! You will soon embark on an adventure that will touch and affect many lives and quite certainly change your own. The potential of the summer camp experience is limitless as we strive to deliver a program impacting positively on many children.

We have been able to provide a fun and exciting experience to thousands of girls since 1962. However, we have only been able to accomplish this with the help of dedicated and caring staff.

You play the most significant role in a camper's summer and will leave a powerful impression that will last a lifetime. The responsibility you are being handed is awesome and the required effort tremendous, but the rewards are infinite. Seeing children learn new skills, gain confidence and make new friends is exhilarating and provides a level of satisfaction seldom felt anywhere else.

The attached staff manual has been compiled to help prepare you for the upcoming summer. Please read it carefully so that you can arrive at camp informed and ready to get the most out of the summer.

Our reputation is entrusted to you to continue the excellence in camping we've enjoyed for many years. Welcome to the Black River Farm and Ranch team! We look forward to working with you this summer.

Sincerely,

Black River Staff Manager

History

Since Childhood, Lois Donovan “Mrs. D” had a dream where she would have a place where girls could come to learn to ride and to be around horses and farm animals. Her dream became a reality in 1962 when Mr. & Mrs. D purchased an old potato farm in Croswell, MI. They were living in Birmingham at the time and choose the location because it was within driving distance from the Detroit area and still secluded from the hustle and bustle of the city.

That summer Black River Farm and Ranch opened their doors. The D’s had managed to build in very short time 2 cabins (now part of Virginia City) and a dining hall (What we now know as Silver City). The first two cabin names were Pioneers and Trailblazers. That first year the BR had 16 campers, 4 staff members, and 7 horses.

Today the BR has grown to include 136 campers each session, almost 50 staff members and approximately 80 horses. Girls who love horses and horseback riding have continued to come to Black River Farm and Ranch since 1962 for a summer experience of relaxation and rejuvenation.

Throughout the years The D’s and their daughters have been involved with the camp both as campers and staff. Renee Donovan Ciferri and her husband Mike Ciferri have remained active in the management of BR. Mike Ciferri “Mr. C” is currently the Executive Director, he is a graduate of the West Point Academy and successful business owner.

For more than 50 years the BR has continued to expand and improve our program and facilities. Working under the leadership of the Donovan and Ciferri families, our staff continues to pass on the joy of camping and horsemanship to girls and our camp and program evolve as we begin our second century at the BR.

At Black River, a charming 160 year old ranch house centers all of the other buildings on the 360 acre farm and ranch just 80 miles north of Detroit and 20 miles north of Port Huron. The west boundary of the ranch is more than 2 miles of the Black River. A stream wandering through the valley, a five-acre lake, natural woodlands and the fields of the River Bend Farm combine to create a perfect setting for girls out on a horseback ride.

Black River is set away from the hustle and bustle of civilization, and caters to a variety of interests by offering a range of activities in addition to its excellent horseback riding program. We open our doors to a small group of girls and offer western riding, crafts, boating, field activities, trampolines, and more. Most important the freedoms to run, romp, and be young!

Black River is licensed by the State, approved by the Health Department, and Accredited by American Camping Association.

Policies & Procedures

Recognize that the greatest assets of the Black River Farm & Ranch is the potential of its employees. Accordingly, it will be to the advantage of the Black River Farm and Ranch to pursue personnel policies, which result in maximizing achievement, satisfaction and the dignity of the individual employee.

Types of Positions

There are three different staff categories at camp:

- Senior Staff – Owner, Executive Director, Managers, Directors
- Program Staff – Counselors, Assistant Counselors (AC's), and Counselors In Training (CIT'S)
- Support Staff – Office staff, Kitchen Staff, Maintenance & Grounds Staff, etc.

Black River's policies and conduct guidelines apply to all staff, regardless of position.

Job Descriptions for Program Staff are located at the end of this guide. Please review the information for your position. If your Job description is not provided in this guide please ask the staff manager for your the job description.

How & Why You Were Selected

Black River Farm and Ranch seeks employees of the highest quality. This is why we carefully select these employees through camper and staff evaluations, written application, interviewing, and reference checking. In addition we reserve the right to make an investigative report on an employee or applicant concerning credit or criminal background. We may also conduct a drivers' record check prior to or during employment.

Employees will be selected on the basis of experience, training, intelligence, character, morals and the physical and mental desire to be a role model and to mentor young women.

We will staff each position with the most capable individual available and utilize the talents of each employee in a position proportionate with his abilities insofar as requirements of the camp and job opportunities permit.

Equal Opportunity

It is the policy of the Black River Farm and Ranch to grant equal employment opportunities to qualified persons without regard to race, color, sex, religion, age, national origin, disability, veteran's status, marital status, citizenship status or any other protected category. It is our intent and desire to provide equal opportunities in employment, promotion, wages, benefits, and all other privileges, and terms and conditions of employment.

Harassment

We maintain a strict policy prohibiting any kind of unlawful harassment or discrimination, including racial, sexual, ethnic, handicap, age, or religious harassment. This policy prohibits harassment in any form, such as verbal, physical, and visual harassment. Any employee who believes he or she has been harassed by a co-worker or manager should promptly report the facts of the incident or incidents and the names of the individuals involved to the Camp Director.

Your Job

Your job duties and responsibilities have been developed consistent with the needs of the camp as well as good management procedures. Our first responsibility is to our campers and families. We must be ready to meet any need they may have and we must remain flexible to adapt to changing situations.

Most of the time, your job duties will remain the same; however, you may occasionally be asked to perform job duties other than your regular job and when those situations occur, you are expected to cooperate. Management reserves the right to make work assignments to employees as necessary to meet the goals and objectives of the program.

Performance Evaluations

We believe all employees like to know how they are progressing in their work. Therefore, your supervisor will review your progress with you periodically. The review will consider job related factors such as -- quality of work, quantity of work, job knowledge, cooperation with co-workers, and effectiveness with campers, dependability, attendance and initiative on the job.

Our evaluation program gives you the opportunity to discuss your job performance. The purpose of these discussions is to help you understand how your supervisor feels about your contributions to the team effort and to allow you to express your feelings about your own job, the people you work with, and the place in which you work. Although these evaluations are scheduled on a regular basis, you are always encouraged to discuss your ideas, questions, or problems with your supervisor.

Hours of Work

Your particular work schedule will depend upon your job to which you are assigned. Your manager will explain your work schedule to you. Should you ever have any questions about when you are to be ready to work, please ask your manager.

Due to the nature of the camp, we can't always establish a definite number of hours to be worked each day. Work periods may begin at the same time each morning, but additional time may be needed at the end of the day to complete the work. When additional hours are required, employees are expected to cooperate.

Pay

Each employee will be compensated with fair and competitive wages for work performed.

Pay periods commence on Sunday morning and are completed on the following Saturday. Paychecks may be picked up or mailed.

Support staff hired directly by the camp have a payroll period that is two weeks at a time and you will normally receive your paycheck every other Friday for the period ending on the preceding Sunday. Support Staff working through a staffing agency must contact the agency for pay information.

Program Staff will receive a paycheck upon completion of their contract. Any deductions incurred over the summer will be deducted from your final pay check. These include; laundry, prescriptions paid for by the camp on your behalf, etc. Final paychecks cannot be picked up until treat Store bills are paid.

Staff who are fired or quit may not receive a check upon departure from camp. In this case, it will be mailed to you within 14 business days.

Time Records

The requirements and regulations today are very strict about recording the exact number of hours you work. A time record is required of several classifications of employees. You will be notified on your first day of work if a time record is required. It is your responsibility to keep accurate records.

Please be sure to clock-in when you come to work each day and when you leave work each day. Also, please clock-out when you take your lunch break and clock-in when you return from lunch. It is a direct violation of company policy to clock-in or out for someone else, or to have them do the same for you, and if it occurs, may be grounds for immediate dismissal. When beginning work in the morning, do not clock-in until you have completed all personal business and are ready to begin work. If you forget or make an error on your time record, please make the correction and initial it. The correction must be initialed by your supervisor.

When leaving work on the last day of the week, please review your time record carefully to see that all hours of work are properly recorded. If there are any changes which need to be made to your time card, report this to your supervisor who will make the change. Then, sign your time card indicating that it is correct.

Time Off Requests for Support Staff

Any request for specific days off need to be turned in to your supervisor before June 1st for the best chance of securing the time-off. After that time off will granted if the schedule allows. The sooner you make your requests the better.

Time Off Requests for Program Staff

Any request for specific days off need to be turned in to the Staff Manager by June 1st. Shifts will be scheduled based on time off requests.

All Time off must be made up. Make –up time or days will be scheduled with the staff manager.

- If you are sick and are unable to perform your duties due to being sick you are required to make that time up unless you have a doctor's note or if the Health Officer has quarantined you and/or asked you rest in the infirmary.
- Time off for issues related to school will be given priority and reviewed for makeup time by the staff manager.
- Other situations where you are missing work due to an unforeseen circumstance will be up to the manager's discretion.
- If more than 3 days off are needed you may talk to Staff Manager and Staff director about not being paid for that time off instead of making the time up.

Hours and days that need to be made up will be made up on your night off or in between sessions, depending on when and where the program needs help. A plan should be discussed and decided on with the Staff Manager and Staff Director as soon as you return for duty. You will be held accountable for making up all time off.

Days Off & Time Off for Program Staff

At the end of the programming day, usually around 10:00pm, most staff will have on-site on- duty free time.

Black River has what is called a closed camp policy, meaning: Program staff may only leave camp at designated times as specified by the Time-off Schedule. This includes days off and official camp business. At all other times, staff must remain on camp property.

Exclusive of Orientation, you will receive two nights off per week. The specific number of days off and their timing is determined by the Staff Manager each summer. Days off are scheduled at the beginning of the summer or session. It is coordinated with your cabin and activities, since cabin groups and activity areas must always be sufficiently staffed. Any special day off requests (wedding, graduation, etc.) must be arranged during Orientation or prior to your arrival to camp.

Nights off begin at 5:30pm and end at midnight. Staff leaving camp during their day off must sign out and back in at the guard shed. You must sign out yourself (a friend cannot do it for you) and not prior to allowed time off. Staff leaving camp on their day off must provide their own transportation into town. Program staff must be signed in and back in the bunkhouse before midnight. You are back on duty at midnight which means you must be sober and ready to work.

One "24" is permitted each week depending on session length and position; "24's" begin and end at 10:00am.

Staff is welcome to stay at camp, eat meals, and participate in activities on their day off. If you do remain on site you must continue to follow all policies, as they are applicable even on your day off, including those pertaining to smoking, drugs, alcohol and curfew. Staff leaving early for or returning late from their day off are subject to the same consequences as stated below.

Disregard to the time-off policy will result in the following:

1. First Offence - Loss of time from day off
2. Second Offence - Loss of day off
3. Third Offence - Grounds for dismissal

Curfew

There is a curfew for staff every night. Curfew is Midnight. This means that you must be in your cabin (not on the porch or in front of it) by that time. The imposed curfew is an important policy and breaking it will result in the following:

1. First Offence – Extra on-duty time (10 Minutes for every minute late)
2. Second Offence – Next time off spent at camp
3. Third Offence – Grounds for dismissal

Timeliness

In order for all of our jobs to work together satisfactorily, it is important to be present and on time every day. If, for any reason, you are unable to be present and/or on time, please call your manager at least 30 minutes prior to the start of your shift so that schedule adjustments can be made. You should talk to a manager -- leaving a message is not acceptable. You are required to call in daily for each day you are going to be absent.

If you are absent for three (3) or more days without proper notice, you will be presumed to have voluntarily quit.

If you have established a good record of reporting to work on time, you will not be penalized for an occasional tardiness due to a genuine emergency or factors beyond your control. Repeated tardiness and/or excessive absenteeism may result in disciplinary action up to and including dismissal.

Appearance & Grooming

Staff appearance is important and can convey a significant message and image to campers and parents. While we respect a person's individuality we expect all staff to set a positive example, as set out by the camp and its philosophy. We have therefore adopted the following policy: We reserve the right to require staff to cover tattoos, remove body piercings, and not wear clothing that is excessively unkempt or portrays alcohol or drug use, sex, profanity, etc., whenever on duty or in the presence of campers. The same applies to inappropriate jewelry, adornments and excessive makeup.

Employees are expected to maintain a standard of bodily cleanliness and dress that is acceptable to the executive management of the Black River Farm and Ranch. Personal care activities of employees shall take place when the employee is not scheduled for camp activities.

Program Staff Dress Code

Daily Wear

- Your appearance is important. You are required to uphold a high level of cleanness and neatness. You are a teacher and role model please dress like one.
- Any clothing referencing items or activities that are inappropriate for 6 yr olds are not allowed. Example: Beer or cigarette logos, explicit language, drug references or sexually explicit.
- Hair must be a color that appears to be natural.
- Fingernails must be kept short and clean
- All body piercings (except earrings) are to be removed.
- All tattoos are to be covered with clothing while on camp property.
- Clothing must be clean, well fitted, and conservative.

Riding Ring

- Pants, Jeans, or Shorts
- T- shirt or tank top
- Riding or Barn footwear

Incoming Day

- Red gingham shirt, Denim or Khaki Pants, Jeans, Shorts, or Skirt.
- Tennis shoes, sandals, or riding boots.
- Shirts must be tucked in or waist length and hemmed.
- Jeans cannot be ripped or torn.
- Parents are interviewing you, dress accordingly.

Horseshow Day

- Western shirt, Khaki pants, or Jeans.
- Riding boots
- Shirts must be tucked in or waist length and hemmed.

Support Staff Dress Code

Daily Wear

- Your appearance is important. You are required to uphold a high level of cleanness and neatness. Clothing is to be free of large rips and tears, and not falling off you. You are a role model for campers.
- Any clothing referencing items or activities that are inappropriate for 6 yr olds are not allowed. Example: Beer or cigarette logos, explicit language, drug references or sexually explicit.
- Hair must be a color that appears to be natural.
- Fingernails must be kept short and clean.
- Protective footwear is required in maintenance, landscaping, and kitchen positions.

Drug Free Workplace

Use of Narcotics will not be tolerated at anytime, anyplace or for any reason and is cause for automatic and immediate dismissal.

It is a violation of Black River Farm and Ranch's policy for any employee to be on camp property, report to work, or work with the presence of drugs or alcohol in his or her body. In addition, the camp reserves the right to contact police if any staff member is found in possession of illicit drugs while on camp property or while on a camp-sponsored off-site excursion.

Black River Farm and Ranch may require applicants to submit to a blood or urine test at any point during employment. This includes testing following an accident or incident, reasonable suspicion testing, random drug testing, fitness for duty testing and follow up testing after an employee has been through a rehabilitation program.

The manufacturing, distribution, dispensation, or possession and/or use of alcohol, illegal drugs, or any controlled substance on Black River Farm and Ranch property, in company vehicles, while operating company equipment, or while on duty is absolutely prohibited and will be dealt with in accordance to procedures outlined in this policy. Further, use or possession of illegal drugs while off duty is prohibited.

It is a condition of continued employment for employees of Black River Farm and Ranch to comply with this Drug Free Workplace Policy program.

Alcohol

It is a violation of Black River Farm and Ranch's policy for any employee to be on camp property, report to work, or work with the presence of alcohol in his or her body.

It is strictly forbidden for staff to consume or possess any alcohol anywhere on camp property including personal vehicles on camp. Any staff that breaks this rule will be subject to immediate dismissal.

If any staff member observes a camper in possession of alcohol or drugs, they must report it immediately to a Manager or their designee.

Tobacco

The Black River Farm and Ranch is a "No-Smoking" Ranch. Your cooperation is required.

Smoking is both a fire and a health hazard. Therefore, smoking is not permitted at any time on camp property. Furthermore, staff may not have cigarettes in their possession or exposed to the view of campers on camp property.

If any staff member observes a camper smoking, they must report it immediately to a Manager or their designee.

Unacceptable Behavior

Employees will be required to comply strictly with applicable laws and to practice the highest standards of ethical and moral conduct.

Employees may be dismissed automatically for violating any of the following:

1. Smoking on camp property
2. Use or possession of alcohol or illegal drugs on camp grounds. It is a violation of Black River Farm and Ranch's policy for any employee to be on camp property, report to work, or work with the presence of drugs or alcohol in his or her body.
3. Abusive language will not be tolerated
4. Weapons are not permitted on camp property
5. Harassment or mistreatment of others will not be tolerated.

Dismissal

For the sake of the employee, as well as the Black River Farm and Ranch, no employee should be retained beyond an appropriate period if his performance is not satisfactory.

Lines of reporting

Each employee must report to their manger. Do not bypass your manger for higher management unless it is a matter regarding harassment or abuse. If you have brought an issue to your manger and are not satisfied with the response then you may contact the next highest level of management and so on.

Discipline

Employees are expected to know the camp rules, to understand reasoning behind the rules, then be willing to obey and to be ready to enforce the rules. Disciplinary action will be invoked for various reasons, some of which are: tardiness to job assignments and/or returning to camp after time-off; for having food or beverages in cabins; for failure to pay for items taken from the general store and/or crafts; etc.

Visitors at Camp

Our camp sessions are structured in such a way that there are always campers on site. As well, with over 50 staff and 134 campers, routines and policies must be followed for the camp program to function efficiently. In this regard, outside visitors are not permitted on camp property (past the office), including on your day off. Visitors at camp disrupt the daily routine and distract staff from performing their duties.

Friends and family that show up unannounced will not be permitted into camp.

Vehicles are not allowed into camp, except at the main gate or staff parking lot. Therefore, if you have arranged for day off transportation, be sure to tell them where to meet you.

Camp Owned Vehicles

Black River Farm and Ranch owns a number of vehicles that Senior Staff and Support Staff may have an occasion to use for camp business.

1. Camp owned vehicles are off limits to staff unless specific permission is granted. You must have a valid driver license to drive a camp vehicle (staff driver's license numbers must be on file). Junior staff (16&17 years old) may not drive camp vehicles at any time.
2. If given the use of a camp vehicle to go into town, take a camper to an out of camp appointment, etc., you are expected to drive and maintain it as you would your own. This includes the following; notifying maintenance of any problems, filling it up with gas (camp will provide a gas money); driving safely; returning it to the office when finished using it. All vehicles have current ownership and insurance documents in them that are not to be removed. If a staff notices their absence it should be reported immediately to the office.
3. No camp vehicles will be allowed to be used for programming. Staff is expected to carry equipment to their designated areas or request the transportation of heavy equipment.

4. Camp cars are always to be returned to the staff parking lot when finished. Other staff may have requisitioned their use and they may need to receive maintenance, etc.

Personal Vehicles

Program Staff want to bring their cars to camp. This is a perfectly understandable and acceptable request. However, we want to protect the camp and you the car owner, from any abuse of this privilege.

Not abiding by the following rules could result in a loss of vehicle privileges for keeping a personal vehicle at camp or from being able to use camp vehicles.

Please read the following rules carefully.

1. Your car can never proceed past the designated staff parking lot except for the following;
 - a. arrival and departure days
 - b. official camp business or with specific permission, as directed by the Camp Managers
2. The car is never to be used to store beer, wine, liquor or drugs while anywhere on camp property. If broken, this policy may also result in termination of employment.
3. The car is to remain locked at all times.
4. The car is not to be used to drive out of camp at any time, day or night, without prior permission from the Directors. The exceptions being your time off.
5. You must bring a photocopy of your driver's license, tag number, and insurance to camp office for our records.
6. We strongly recommend that you do not loan your car to fellow staff members. This way embarrassment and conflicts can be avoided about such things as gas, unintentional accidents, repairs, etc.
7. Black River Farm and Ranch does not assume responsibility for staff members while operating their personal vehicles.
8. Any staff member under 18 years of age may not drive camp owned vehicles at any time.

Code of Conduct for Employees' Community and Online Presence:

As a Black River Farm and Ranch employee, it is every staff member's responsibility to deliver on our mission. This includes all dealings with the community; inside and outside the workplace, both on and off duty. It is the responsibility of all employees to avoid any inappropriate speech or behavior in the presence of our community members at all times. This extends on everything from your voicemail at work to any online profile (e.g. Facebook, Instagram, Snapchat, Twitter, YouTube, etc).

Online Presence:

Black River Farm and Ranch recognizes the value of a healthy social media presence, but this must be balanced this with an approach that preserves the ethics and mission of the program. Staff must understand the issues around the use of electronic devices and social media abuse including, harm to a staff member's reputation and personal exposure to legal claims. Staff must exercise good judgment in these virtual interactions, and be committed to healthy and relevant content gathering, dissemination, and commentary, consistent with the camp's mission.

Staff persons may share appropriate images, content or commentary on camp-sponsored or other social media sites, both inside and outside the camp season if they are appropriate and consistent with the camp's mission. Inappropriate images, content or commentary includes but is not limited to fraudulent, abusive, profane, harassing or obscene messages or derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes or sexual orientation. This content will put you at risk for everything up to and including termination.

Any images or video taken on a camp property or with a camp-owned device is official camp property and is subject to these policies. Any image or likeness to persons wearing clothing or items containing the camp name must be consistent with the camp's mission.

Images, video or data of any kind may NOT be taken in camp bathrooms, showers, other private areas such as, when people are changing in the cabins. Gathering data is limited to public areas within the camp, and strictly prohibits it elsewhere. There is zero tolerance for such use. Appropriate image content includes people who are aware their picture, video, and/or audio is being captured and may be shared. Inappropriate content is any images, video or data of any kind

that was captured without consent. This content may not be shared with anyone on any platform and is a breach of policy to have on a device.

Staff members may not post images of campers at camp during the camp season on social social or any other platform without consent from a manger. Black River Farm and Ranch advises all staff of the risk of criminal or civil exposure, harm to campers / camp families, and damage to your and/or camp's reputation for inappropriate use of social media sites.

Whenever possible, Black River Farm and Ranch recommends making your online accounts or profiles "private" to limit liability for yourself. Black River Farm and Ranch recommends that no employee initiates contact with program participants. If a participant is under the age of 18 and is not a staff member, Black River Farm and Ranch prohibits employees from "friending", "following", "liking" or having a private association with them during the camp season. The only exception can be made with the participant's parental/guardian consent. Supervisors reserve the right to question employees about their online relations with program participants. Online relationships put you at risk for everything up to and including termination.

The Black River Farm and Ranch does not intend to interfere with any employee's private life, but publicly observable communications, actions or words are not private. All Black River Farm and Ranch staff must use good judgment and discretion. If you want your use of technology to be private, do not allow it to be seen in the electronic public forum. If you or your words are public, make sure they are not contradicting with your role at the Black River Farm and Ranch and they are reflective of the mission and values of our association.

Consequences for breach of this policy could include confiscation of devices, employee termination, and an agreement of indemnity by the staff member for harm to the camp resulting from a staff member's violation of these policies.

Accidents

When an accident occurs on camp property, whether to customers, visitors, or employees, the matter should be referred immediately to your manager, regardless of how insignificant the accident may appear. An Accident or Near Miss Report may need to be completed.

This procedure is necessary in order to provide immediate medical aid to an injured person and to facilitate a full and prompt report to the insurance company. When the accident involves customers, employees, or visitors, you should not make any statements to persons outside the company as to your opinion of the cause of the accident or who is at fault.

On-Duty Time

All camp staff has generalized responsibilities pertaining to their job. However, the camp environment is one in which a complete job description of all your possible daily duties would take pages and pages to detail. Therefore the following is only an overview of specific jobs and general guidelines of conduct pertaining to all staff. If you are unclear about your job expectations, ask a Manager or their designee for clarification.

Support Staff:

Support staff is responsible for all of the "behind the scenes" areas; kitchen, maintenance, grounds keeping, office and infirmary. Your work schedule is more structured than that of our program staff. Specific work hours and break time will be outlined by your supervisor.

Program Staff:

All Program Staff are assigned to a specific cabin group each session at camp. Although counselors are the primary caregivers, all staff members assigned to a cabin share the responsibility of maintaining the daily routine within the group. Shared duties include wake-up, meals, clean up, mentoring, evening programs and bedtime.

In addition to cabin duties you will have activity duties. Activity duties include a riding group, afternoon activity, and a night program. We will provide you with a program outline and expectations, you and your Junior Staff are responsible for the creation and implementation of your program, which should focus on skill development within a safe, fun and age appropriate environment. It is your responsibility to ensure that your program is adaptable for any skill level and broad enough so that returning campers continue to be challenged and exposed to new ideas, while first year campers receive a good overview. You are in charge of ensuring your area always has enough supplies. It usually takes 1 week to fill orders so it is important you take inventory daily and get requests in early.

Staff Members are responsible for accompanying their cabin or riding group to each activity. You must ensure that

campers know what activities they have, that they are properly prepared (dressed appropriately, proper equipment, etc.) and that they are punctual. During the activity you must take a participatory role with your campers. Whether assisting the instructor with teaching or the campers with learning you must actively get involved to the best of your ability.

At the end of the programming day, usually around 10:00pm, most staff will have on-site on-duty free time.

All Staff must know the whereabouts of their campers at all times.

Program Staff Additional Information & Policies

General Guidelines

In addition to adhering to all of the policies as set out by the camp and to the duties specific to your particular position, all staff are required to observe the following;

- Be on time for all activities and duties
- Be present at every meal, unless you are off duty
- Wake up and be at the flagpole on time and ensure your campers are too
- Refrain from using profanity around campers
- Act as a positive role model at all times around campers. Inappropriate Topics of discussion include the following; glorifying drinking, drugs, gambling or smoking; racist or tasteless comments or jokes; sex.
- Preparing for a day or night off is to be done on your free time, not during camper bedtime, programs or while on duty.
- Campers and other staff are to be treated with respect and courtesy at all times. An action that makes anyone feel uncomfortable, demeaned, embarrassed or humiliated, such as pranks, teasing, ridiculing, roughhousing, playing favorites, etc. is to be avoided. If you question whether an action is appropriate or not, it isn't and don't do it.
- Be responsible for looking after the well being of campers - physically, mentally, and socially. Areas to be monitored include: hygiene, health related matters (i.e. daily medications, sunburns and bug bites, illness or injury requiring Infirmary attention, etc.), group dynamics with peers and cabin mates, controlling loss of belongings, eating habits, behavior changes, etc. If you feel you can not adequately handle a situation, it is your responsibility to ask for help; another staff member, Senior Counselor, Director, Health Officer, Manager, etc.

These guidelines are set out to ensure campers (and staff too) receive the best care and camp experience. Staff members who do not abide by these guidelines face similar consequences as breaking other policies. While the camp respects our staff and camper's individual privacy, our primary concern is for the health, safety and welfare of the entire camp and its inhabitants. Therefore the camp reserves the right to inspect cabins for contraband items and will make occasional cabin checks to enforce our camp curfew and related policies.

We have detailed emergency procedures covering all possible situations at camp, i.e. fire, waterfront emergency, lost camper, bad weather, etc. The fire alarm or constant ringing of the dinner bell signals a camp wide emergency. Upon hearing this ringing, all campers and staff must go to the flagpole and line up in their cabin groups, waiting quietly for further instructions. A tornado warning will be the repeated sounding of an air horn or car horns honking. Upon hearing this warning head directly to the storm shelter location in the basement of the farm house or below the small animal barn, whichever is closest. A comprehensive overview and practice drills will occur during orientation.

Our cabins are equipped with smoke detectors and all buildings in camp have accessible fire extinguishers. These devices are not to be played with by campers or staff. If you notice a broken smoke detector or discharged fire extinguisher notify the office or maintenance staff immediately and bring the fire extinguisher to the office. Horseplay involving fire is not permitted.

To avoid potentially dangerous situations, certain items are deemed hazardous and their use and/or possession at camp are regulated. Campers may not have in their possession matches, lighters or aerosol cans (Hairspray is permitted in aerosol cans). It is permitted for staff to possess these items, but they must use caution with their handling and store out of reach from campers. There are some unsafe items that serve no purpose at camp whatsoever and therefore are banned for all staff and campers. These include fire risk items such as incense, mosquito coils, citronella torches or candles and dangerous items such as knives, sling shots, pellet guns, fire crackers or anything resembling a weapon. Anyone found keeping any of these items shall have the object confiscated (and not returned) and may be subject to disciplinary consequences. It is the responsibility of all staff to take action and advise a manager if they find any of these items. Our primary focus at camp is to provide a safe, secure and comfortable experience for all campers and staff

members. It is your responsibility to ensure that you take care of yourself and look after the welfare of all campers.

Physical, mental, verbal, sexual or emotional abuse of campers or other Staff is strictly forbidden. In addition to violating one's human rights and breaking the law, it contradicts the caring and trusting environment of summer camp and may result in dismissal. As well, willful neglect (i.e. not meeting emotional, health and safety needs) of campers is unacceptable and will not be tolerated.

The camp has a fully equipped Infirmary on site, which is staffed by a Health Officer.

Staff must be perceptive of their camper's well being, take all complaints seriously and ensure that illnesses, infections, injuries or any medical conditions affecting a camper are dealt with immediately. Staff can take their camper to the Infirmary for routine problems or anytime in the event of an emergency. As well, if your camper takes daily medication, you must make sure they visit the Infirmary during medication times- after meals.

It is your responsibility to take care of yourself and maintain a high personal energy level throughout the summer. You and your campers can accomplish this by doing the following;

- Obtain enough sleep on a regular basis
- Eat a well balanced diet and drink plenty of liquids
- Daily check for you and your campers – sunscreen and hats on, properly clothed for the day (for rain, warmth, etc.), proper daily hygiene (clean, brush teeth and hair), health and well being. Find healthy ways of dealing with stress - talk it out, work out
- Maximize days off or "down time" to relax and rejuvenate yourself- read, nap, exercise - whatever helps you and your campers re-energize!

If you do not feel well, please go to the Infirmary for treatment; it is there for your benefit too. Everyone occasionally can feel a little under the weather, but sleeping in, skipping activities and not going to work is unacceptable unless "prescribed" by a Health Officer and Manager. If you feel too ill to work, you must go to the Infirmary for care. While we have the utmost concern for your well being, prolonged illness and absence from work could result in the loss of days off or termination of your employment.

ALL STAFF must bring to camp a completed health form. This form is located in the Forms section of the staff manual (PDF version).

There is no other area at camp that is under pressure to perform with such consistent excellence and punctuality as our Kitchen and Dining Hall. Our staff in this area is responsible for the preparation, serving and cleanup of up to 180 hot meals, three times a day. All staff and campers are responsible for adhering to set guidelines and routines, that when followed ensure our Kitchen and Dining Hall can perform most efficiently.

Camp Rules & Routines

General Camp Rules

- Wear shoes
- No gum chewing on camp property
- No Screaming

Kitchen and Dining Hall Rules

1. Kitchen, bakery, fridges, freezers and storage areas are off limits to staff, except those specifically working there.
2. Support staff will eat their meals thirty minutes before the rest of the camp in a designated dining area. Those staff in the kitchen must be finished dining twenty minutes before the first bell to prepare for serving the meal.
3. No food may be taken from the kitchen and/or pantry unless properly requisitioned first.
4. During the meal only staff on kitchen duty may be behind the counter.
5. Dining Hall and Kitchen supplies may not be removed from the Dining Hall (i.e. taken to cabins or activity areas, etc.) or used for programming unless requested and received permission twenty four hours in advance. This includes the removal of the following: cups, plates, bowls, cutlery, serving trays, juice jugs, etc.
6. All campers and staff are expected to display appropriate conduct while in the Dining Hall and during mealtime. This is out of respect for those who are responsible for meals, as well as others who are eating. This includes the following; being polite when asking for something, not wasting food, keeping the noise level down, remaining in the Dining Hall until the meal is finished, being quiet during announcements, returning food and dishes to their appropriate places and helping your table to clean up.
7. Food fights and eating and drinking contests are not allowed at any time. They are unnecessary wastes of food, can cause the participants to become sick and are disrespectful to those staff that prepared the food.
8. Please no running in the dining hall.
9. Staff is responsible for supervision of clean up. This includes making sure empty containers and garbage is thrown out, tables and benches have been wiped, etc. Dishes and garbage are not to be left for Kitchen staff to clean up. Camper cabins, including their staff, will be asked to remain after meals to assist with dining hall clean up if they fail to clean up after themselves.

Dining Hall Routine

1. There is one ringing of the bell to signify mealtime. When the bell is rung cabin groups and their staff may enter the Dining Hall in cabin order as it is at that moment.
2. Enter Dining Hall in a single file line and proceed to the buffet line.
3. Pick up everything you will need for the meal (trays, cutlery, food items, etc.). Proceed to your table.
4. We do not start until everyone from the cabin group is present.
5. Seconds will be called as soon as everyone has received their first helping. The first cabin in the cabin order for that meal will be called and the rest will follow.
6. If you wish to have seconds proceed to the buffet counter in a single file line. If your table needs more juice, bring your empty container to the front and ask a kitchen staff member for a refill. Campers and staff may have as many helpings as they wish, but food should never be wasted. Take small portions until you have had enough.
7. Remain sitting at your table until the announcements are over (there are announcements after every meal) and your table is dismissed.
8. Clearing will occur in the same cabin order as you entered the dining hall. Take all dirty plates, bowls, cutlery, and cups to the clearing station. This is easiest accomplished if everyone moves in a single file line; and hands over their tray one at a time. Bins on the counter are marked for cutlery and cups; please place each item in its correct bin.
9. At the end of the meal, food and drink containers, condiments and clean dishes should be returned to the front counter. Ensure you return everything to its proper area.
10. Wipe down your table with a cloth from the clearing station.

Meals/Special Dietary Requests

As part of your employment as program staff at camp you receive room and board. This includes three meals a day and a place to sleep. You can review our menu prior to camp. If you are a picky eater or have dietary restrictions please have a plan for how you will manage that at camp because you will be expected to eat balanced meals and set a good example for campers.

Dietary Issues: Anyone with food allergies, dietary restrictions or medical conditions that affect their diet should contact the camp to discuss. In these cases, you may be required to provide alternate food, which the kitchen will hold for you (within reason) to supplement your diet. Any food brought to camp must be approved by the Kitchen Manager and placed in a bin labeled with your name for storage. This information should also be specifically listed in your Staff Health History Form and referenced in your physical by a physician also. The cooks do receive this information and work hard to accommodate everyone.

Accommodation

All program staff is required to live on site during their employment and are provided living accommodation under their contract. Staff will be assigned to a cabin each session. Our cabins are rustic but comfortable; cabins have ceiling fans, carpeting, indoor sinks, showers, toilets, electricity, and bunk beds. You must bring your own bedding and personal items; a list is included in this manual.

Medical Care

The BR Infirmary or Health Center is staffed around the clock by Certified Health Officers and can assist you if you need first aid or provide you with stocked medication per the standing orders. Camp doctors are located one mile from camp. We use Port Huron's Hospital when possible and if necessary Sandusky Hospital. Staff are expected to seek medical attention during time off when necessary for the common cold or non-emergent issues.

Medication

All medication (prescriptions, inhalers, allergy serums, OTC medicine, etc.) must be in its original bottle or package - our infirmary staff cannot dispense it otherwise.

All medication must be stored with your belongings in a safe place not accessible to others. Campers must not be able to gain access to your medications.

Staff is not permitted to dispense **ANY** type of medication or first aid supplies not included in your first aid kit to any other staff member or camper.

Health Forms

The staff Health History Form must be fully completed every year (this is in compliance with State of Michigan and ACA regulations). A physical must be on file and completed within the last 24 months. Don't forget to indicate your health insurance information (all numbers on the card are relevant). Please attach a copy of your health insurance card to the health form. Staff without completed health forms will not be permitted to work until the form is received.

Health Insurance

Black River Farm and Ranch requires that staff have health insurance. Please attach a copy of insurance card to health form.

Laundry

If you are a staff member who will not be going home on your time off, you are welcome to use the washing machine and dryer in the basement of the white farm house. We will happily show you where it is and how to use it.

Mail

Mail is picked up and sent out every business day. Please give our address to your family and friends so they can correspond with you over the summer!

Departure from Camp at the End of Camp (Your Contracted End Date)

Staff are responsible for a thorough clean up prior to departure and are required to work until all duties are completed on their contracted end date. Any staff leaving their cabin and/or activity area in unsatisfactory condition upon departure will incur a cleaning charge determined at the Director's discretion. In such event, the staff member's check will be withheld until such charges are paid.

Emergency Communications from Home

In the event of an emergency or camp inquiry, family may call our camp office at (810) 679-2505 and leave a message for you. Any emergency calls will be personally relayed as quickly as possible to you.

Cell Phones

Cell phones must be kept in silent mode in your cabin while on camp. Responsible phone use during your free time is permitted. Specific policies concerning cell phones impact at camp will be discussed during orientation. Campers may not bring cell phones to camp or use yours for any reason. Staff that disobey policies concerning cell phone possession, shall have the phone confiscated and/or be asked to remove it from camp property. If your cell phone is out it needs to be turned off.

Office Procedures

The camp office is for business use only. Staff is permitted the office during staff office hours. These will be listed on the office door. If you need office equipment such as the computer, copier, or fax for program use please try and do so during staff office hours. If you are in the office please try to keep the noise down as the office may be receiving business calls.

Personal Property

The camp shall not be responsible for any lost, theft or damage to personal property howsoever caused. Please refrain from bringing valuables with you to camp. You will be working in all kinds of weather conditions and clothing or jewelry may get damaged. As well, cabin doors do not have locks on them. The camp offers a service that allows staff to place valuables (travel tickets, passports, etc.) in our safe. We recommend you do not keep large amounts of cash in your cabin.

Expensive clothing, cameras and musical instruments are brought to camp at your own risk. We suggest that you arrange insurance coverage on a "Floater Policy" on any costly items. The camp, though taking all reasonable precautions, cannot be held responsible for loss, damage or theft of any camper's belongings in transit or while at camp.

Programming Purchases/Rentals

The camp storerooms and activity areas have an abundance of programming possibilities. Each year we anticipate supply needs and try to purchase most supplies before camp begins.

When planning electives, evening programs, or special programs, staff are encouraged to utilize supplies the camp has on hand. Any requests for items to be purchased or rented in town must be reasonable and necessary for the completion of the activity (not the enhancement of it). Staff is asked to remain flexible if extravagant or unnecessary items are not approved for purchase. All purchases and rentals approved must be returned to the office, by the staff that requested them, after they are used. Any costs incurred by the camp by failing to do so, shall be charged back to the responsible staff.

Typical Day

TIME	WHAT'S HAPPENING
7:30am	Wake Up
8:00am	Flagpole
8:05am	First Breakfast
8:30am	Second Breakfast
9:00am to 10:20am	First Riding Group
10:30am to 11:50am	Second Riding Group
12:00pm to 1:00pm	Lunch
1:00pm to 1:45pm	Rest Hour
1:45pm to 4:30pm	Afternoon Activity
4:30pm to 5:15pm	Cabin Time
5:25pm	Flagpole
5:30pm to 6:15pm	Dinner
6:15pm to 7:00pm	Free Play
7:00pm to 7:45pm	Evening Program
7:45pm to 8:45pm	Treat store
9:00pm to 9:45pm	Bedtime (age specific)
12:00am	Curfew

Activity Areas

Qualified, skilled staff lead all of our activity areas.

- Waterfront staff are Lifeguard certified and most have years of experience.
- Riding instructors are CHA certified
- Assistant Riding instructors have completed training

Campers will have equal opportunity to participate at every activity. All campers must participate in some way at activities, even those they think they don't like or are unfamiliar with. Encouragement, support and enthusiasm from staff members are important in encouraging campers to participate.

Riding Program

The purpose of the riding program the BR is to teach girls to ride, care for, and appreciate horses in a stress free environment.

The riding program will begin at 8:00 each morning except Sundays and the last Sat. of each session. The morning is divided in 2 groups "Chiefs and Squaws". The first group will begin their mounted lessons at 9:00 AM and ride until 10:30 AM.

Then the groups will switch. The second group will begin at 10:30 AM and ride until 12:00 noon. The groups will alternate each day.

Opposite the group's mounted lesson, they will have Vaulting and "Horse Talk" or a ground lesson daily and either Small Animals or Barn Chores.

The overall riding program is under the direction of the Equine Manager. Each riding group will have at least one instructor and at least one assistant instructor. Each Riding group will be based on ability. Each instructor must then teach the skills set forth for their group by the Equine Manager.

Afternoon Activities

You will be scheduled each day for an afternoon activity. These activities include: Pool, Boats, Crafts, Field Activities, Ropes, Small Animals, Free Riding, Barn Chores, Trial Ride, and Vaulting.

You are to be at the activity at 1:45pm to set up – Activity must be set up by 2pm so you may need to be there earlier when necessary. You can begin clean-up of your activity at 4:15pm and leave no earlier than 4:30. Please see Activities Manager for any questions about your activity.

Afternoon Activities are designed to allow campers to get involved in many activities and make choices as to which activity they want to participate in. As Activity leader you are responsible for making sure campers know about your activity and want to be involved, making sure your activity has enough supplies, and running the activity so that it is fun and safe.

Electives

If a cabin group has free time, their staff are responsible for filling the period with an elective. Cabin counselors are in charge of leading, organizing and requisitioning any necessary supplies for the electives. Electives should be age appropriate and appealing to the specific interests of the cabin. Some examples are below, but there are many more you could do!

Examples:

- Trampolines
- Basketball
- Tennis
- Volleyball
- Walking/Hiking

- Team Building Activities
- Playground Time
- Field Games
- Board Games

Night Activities or Evening Programs (EP's)

Each cabin will participate in an evening program each night, led by the cabin counselors or specialists. Everyone will be asked to organize an EP at some point during the summer. You are responsible for ensuring you reserve specific buildings, activity areas, supplies, etc.

Examples:

- Air Band
- Campfire
- Capture the Flag
- Carnival
- Scavenger Hunt
- Talent Show

Things to Bring

The following should be used as a guideline when packing for camp. The indicated numbers are only suggestions; please do not feel obligated to purchase new clothes or supplies. Utilize what you have on hand. When packing please keep in mind that the weather and temperature can vary considerably. Staff may experience temperatures ranging from 50° to 90°. Cabins are not heated, insulated or air conditioned, plus you will be working outside in a variety of weather conditions - from warm and sunny to cold and rainy. **Pack all of your belongings into 2 pieces of luggage or 1 footlocker.**

Additional Items Recommended

- Alarm clock
- Books or reading material
- Calling card
- Clipboard
- ID (for driving and proof of age)
- Insect repellent
- Resource materials
- Sunglasses
- Watch
- Writing supplies, postage

Clothing

- Bathing suits - 2
- Hats - baseball, sunhat - 2
- Jacket or fleece
- Jean or other casual work pants - 3 pairs
- Long-sleeved/warm shirts - 4
- Pajamas/sleepwear - 1 or 2 pairs
- Rain gear - coat and pants
- Shorts - 4 pairs
- Socks
- Sweaters or fleece - 2
- Sweatpants or fleece pants - 2 pairs
- Sweatshirts - 4
- T-shirts - 8
- "Town/Nicer" clothes - day off, banquets, nights out, etc.
- Underwear

Personal Items

- Facecloth
- Hairdryer
- Kleenex
- Nail clippers
- Prescription medication
- Razor
- Shampoo, conditioner
- Soap
- Soap container
- Sunscreen (minimum SPF 15)
- Towels (bath and beach) - 4

Bedding

- Duvet, Sleeping bag, or thick comforter
- Pillow and 2 Pillow cases
- Sheet sets - single size – 2

Footwear

- Riding Boots
- Sandals
- Running shoes

Optional Items

- Musical instrument (guitar, etc)
- Portable speakers & Music device

DO NOT BRING TO CAMP - APPLIES TO ALL STAFF - ITEMS WILL BE CONFISCATED

- Fire Hazards - see page 9 of the staff manual
- Food - we have a strict food policy - No food or drinks of any kind in the cabin
- Fans, Hot pots, kettles or other cooking appliances, refrigerators
- Weapons of any kind

NOTE - Please limit valuable articles brought to camp. BR does not take responsibility for lost or damaged clothing or personal items. For your own protection, try to label everything you bring to camp.

Labeling Belongings - Please ensure that your name (first and last) is on everything they bring to camp - clothing, shoes, towels, sports equipment, sleeping bags, cameras, flashlights, etc. Use either a permanent marker or name tapes. Many camp stores offer nametapes while a few companies have mail order service.

Job Descriptions **If your position is not listed please request a copy of your position guide from the Staff Manger.*

Assistant Counselor (AC) & Counselor in Training (CIT) Position Guide

Purpose

Counselors in Training (CIT's) assist counselors with their duties of supervising, leading, and guiding a cabin and riding group of campers. Junior staff also have kitchen duties that include serving food, kitchen & dining hall set-up and clean up. CIT's may have to act on behalf of the counselor, when necessary to ensure safety, rules, and mission of the camp are upheld.

To further the mission of the camp through assisting in the delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Assist in the care and maintenance of the horses and related equipment.

CIT's are to participate in the execution of the camp program in keeping with objectives and policies of the Black River Farm and Ranch while ensuring the safety, rules, and mission of the camp are upheld.

Reports to The Counselor during activities and the Kitchen staff during kitchen duty

Qualifications for all Junior Staff

1. Successfully completed years as a BR Camper.
2. Must be 16 years of age by June 1st of the season for which they are being hired.
3. The desire to be a Counselor and willingness to train for a Counselor position.
4. Positive evaluations from previous years at Black River Farm and Ranch.
5. The ability to assist western riding and other program activities.
6. The desire and ability to mentor young ladies of all ages.
7. Must submit all employment forms including a health history and physical prior to the first day of work.

Additional Qualifications for AC's

1. Must be 17 years of age by June 1st of the season for which they are being hired.
2. Experience as a CIT for at least one year.

Essential Job Functions

1. Assist in the direction, supervision, and organization of campers in their cabin unit and riding group, within activities and throughout the camp in order to meet the intended camper outcomes.
 - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - ♦ Assure campers are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - ♦ Responsible for assisting with the teaching of activities.
 - ♦ Actively participate in all program areas as assigned.
 - ♦ Work in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - ♦ Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - ♦ Supervise daily cabin clean up and making sure each camper keeps her own things picked up. Also responsible for seeing that the staff room is kept clean and for keeping her own belongings picked up.
 - ♦ Make sure the campers wear clean clothing and are appropriately dressed and prepared for the weather and the activity.
 - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
4. Be a role model to campers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.

- ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.
5. Supervise and lead the cabin group at meals to ensure proper hygiene, manners and clean-up procedures are followed.
 6. Assist in the delivery of a horse program that is appropriate for the ages and abilities of the campers.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Assist in lessons as directed by the certified instructor.
 - ♦ Assist in the care and maintenance of the horses and related equipment.
 - ♦ Maintain the horse equipment including all tack, stalls, etc.
 - ♦ Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - ♦ Assist in packing all materials and supplies at the end of the season.
 7. These are not the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as needed.

Other Duties

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning or supervision of campers and staff on or near the waterfront.

Knowledge, Skills, and Abilities:

- ♦ Understand the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.

Physical Aspects of the Job:

1. Ability to communicate and work with groups of various ages and skill levels to provide instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
6. Cognitive and communication abilities to plan and conduct the activities to achieve camper development objectives.
7. Other physical requirements of a Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, and ability to lift up to 50 lbs.
8. Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Relationships:

CIT's generally have regular relationships with the camp support staff to include: kitchen, office, housekeeping and maintenance staff. You will be expected to be friendly and cooperative with everyone working at camp as we are all working towards a common mission. Your communications should be professional and courteous. Romantic relationships between staff members is not allowed on camp property and should not be evident while on property or on-duty.

BR Camp Counselor Position Guide

Purpose

Counselors are the primary caregivers for each camper. Counselors are to lead and guide a cabin and riding group of campers. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills.

To further the mission of the camp through assisting in the development and delivery of a horseback riding program that is safe, fun, and appropriate to the campers' ages and abilities. Assist in the care and maintenance of the horses and related equipment.

They are to participate in the execution of the camp program in keeping with objectives and policies of the Black River Farm and Ranch while ensuring the safety, rules, and mission of the camp are upheld.

Reports to The Program Director(s)

Qualifications

1. Must be 18 years of age by June 1st of the season for which they are being hired.
2. Presently enrolled in college or if still in high school at least two years' experience as a staff member with plans to attend college upon graduation.
3. At least three years of camping experience as a camper or staff member or the equivalent in work or leisure experience.
4. The ability to teach western riding or another specialty.
5. The desire and ability to mentor young ladies of all ages.
6. Must submit all employment forms including a health history and physical prior to the first day of work.

Essential Job Functions

1. Assist the Program Directors in the direction, supervision, and organization of campers in their cabin unit and riding group, within activities and throughout the camp in order to meet the intended camper outcomes.
 - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - ♦ Assure campers are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
2. Participate in the development and implementation of program activities for campers within the mission and outcomes.
 - ♦ Responsible for leading and assisting with the teaching of activities.
 - ♦ Actively participate in all program areas as assigned.
 - ♦ Provide for the progression of activities within the framework of individual and group interests and abilities.
 - ♦ Work in program areas such as waterfront, nature, all camp activities, and arts and crafts as directed.
3. Maintain high standards of health and safety in all activities for campers and staff.
 - ♦ Provide the daily care of each camper within your supervision including recognition of personal health needs.
 - ♦ Supervise daily cabin clean up and making sure each camper keeps her own things picked up. Also responsible for seeing that the staff room is kept clean and for keeping her own belongings picked up.
 - ♦ Make sure the campers wear clean clothing and are appropriately dressed and prepared for the weather and the activity.
 - ♦ Ensure that campers receive their medications as directed by health officer.
 - ♦ Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp health officer or camp director when appropriate.
 - ♦ Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to camp director.
 - ♦ Supervise and lead the cabin group at all meals to ensure proper hygiene, manners and clean-up procedures are followed.
4. Be a role model to campers and staff in your attitude and behavior.
 - ♦ Follow and uphold all safety and security rules and procedures.
 - ♦ Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

5. Help to train the junior staff in the duties and responsibilities of a counselor's position. Evaluate and mentor the junior staff members assigned to be your assistants each session.
6. These are not the only duties to be performed. Some duties may be reassigned, and other duties may be assigned as needed.

Additional Essential Job Functions for Horseback Riding Instructors

1. With the Equine Manager, develop and deliver a horse program that is appropriate for the ages and abilities of the campers.
 - ♦ Write lesson plans that meet camp outcomes and the abilities of the campers.
 - ♦ Evaluate abilities of campers.
 - ♦ Deliver progressive horseback riding activities.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Assist in the evaluation of the success of the horseback riding program.
2. Ensure that camp staff and campers know and follow safety and educational procedures.
 - ♦ Assist in the implementation of staff training for horseback riding including rules of the trail, barn, and arena and safety equipment.
 - ♦ Train other staff in their responsibilities when horseback riding.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Be knowledgeable about the horse ring and arena and trails available for horseback riding.
3. Assist in the care and maintenance of the horses and related equipment.
 - ♦ Maintain the horse equipment including all tack, stalls, etc.
 - ♦ Conduct daily check of area and equipment for safety, cleanliness, and good repair.
 - ♦ Assist in packing all materials and supplies at the end of the season.

Other Duties

- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assist in the planning or supervision of campers and staff on or near the waterfront.

Knowledge, Skills, and Abilities:

- ♦ Understand the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrate knowledge and skill in program areas designated camp program areas.

Physical Aspects of the Job:

1. Ability to communicate and work with groups of various ages and skill levels to provide instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
6. Cognitive and communication abilities to plan and conduct the activities to achieve camper development objectives.
7. Other physical requirements of a Counselor position could be endurance including prolonged standing, some bending, stooping, walking long distances, and ability to lift up to 50 lbs.
8. Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Relationships:

Counselors generally have regular relationships with the camp support staff to include: kitchen, office, housekeeping and maintenance staff. You will be expected to be friendly and cooperative with everyone working at camp as we are all working towards a common mission. Your communications should be professional and courteous. Romantic relationships between staff members is not allowed on camp property and should not be evident while on property or on-duty.