

## **Camp Glen Brook Personnel Policies—Winter Camp**

### **Employment and Performance**

Camp Glen Brook and Winter camp employees have an “at-will” employment relationship. Either party may terminate the relationship at any time by giving the other party simple written notice. The salary would be pro-rated for the number of days worked. Camp Glen Brook does not discriminate. Camp Glen Brook employs without regard to gender, race, or national origin. Performance reviews will take place during camp.

**Remuneration** Salaries: First year counselors receive \$300-500 compensation for the week. You must complete an IRS W-4 withholding form, and all new employees must complete an INS I-9 (proof of U. S. employment eligibility). (This requires you to present documents as proof such as a passport, OR a birth certificate and original social security card, etc. Contact us if you have questions; new employees need to bring these documents with them.)

### **Medical Care and Insurance**

You must provide us with a completed and signed medical form which includes a physician’s report of a medical exam you have had within two years prior to entering camp. You may use the camp’s regular health room services at no charge. Employees are covered by worker’s compensation insurance for any employment-related injury or illness. You must provide your own health insurance for accidents or illnesses that are not work-related. International exchange visitors are provided comprehensive insurance through their sponsoring organization.

### **Expectations**

You must adjust your personal habits and actions to conform to the customs, policies, and ideals of Glen Brook. Many of you are coming from college or other situations where life is very different from camp. The camp community is small and differences can magnify. We value our differences, but we also need to have a common set of basic “rules of conduct.” What may be fashionable and fun and harmless at college or at a party with friends may be totally inappropriate in a camp setting. You also need to realize that you are a constant role model, even when off-duty. You are entrusted by the campers’ parents to take possession and care of the most precious gift in their lives for six weeks. It is an amazing act of trust in us and it places a large responsibility on us.

You represent the camp to the parents and the public, and fair or not, your actions, appearance, speech, etc. will often be judged on first impressions and affect how you and the camp are perceived. Parents, and directors, want to see counselors who are articulate, tasteful and moderate in dress and grooming, and show the highest levels of common sense and responsibility.

You must also keep hours and habits which will allow you to remain alert and in excellent physical and mental condition. It is unfair to your colleagues or your campers if you are grumpy, short-tempered, slacking, or getting sick because you aren’t getting enough sleep.

### **Actions Resulting in Immediate Dismissal**

We consider any of the following behaviors either so dangerous or so detrimental to the camp community that employment will be terminated immediately.

- Possession, use, or sale of illegal drugs at any time during the period of your employment or upon discovery that such was the case during the prior year
- Possession and or use of firearms or other weapons
- Use of alcoholic beverages on camp property
- Obtaining alcohol or tobacco for a minor including underage staff members
- Repeated offensive language or conduct
- Physical, mental, or verbal abuse or harassment of any camper or staff member
- Use of corporal punishment (hitting, slapping, spanking, shaking, etc.)
- Discipline of a child when you are so angry that you are out of control

### **Additional Actions Resulting in Dismissal**

The following behaviors are considered negligent due to the resulting lack of supervision of campers:

- Using computers, ipods, and cell phones while on duty—including rest period
- Not returning to bed by 11:30pm while on duty
- Leaving campers unsupervised during rest period
- Leaving bunk before all children are sleeping

### **Tobacco**

Glen Brook is a tobacco-free camp and use of tobacco is not allowed in camp. It is impossible to arrange for anyone to step off the 250 acres for a quick smoke. It will also not work for a smoker to come to camp and try to quit “cold turkey.” If you smoke, you will need to find another camp with a different tobacco policy.

**Dress**

In light of what is stated above about impressions and such, you must dress in clean and tasteful clothing, be well-groomed, and not use extreme styles. We prefer not to spell out a proscribed written dress code, but there are unwritten expectations. Many of you come from a campus environment in which it is fine to make humorous, sexy, or political statements, or to look a little wild and crazy at times among your peers. However, here you will be at a youth camp. You don't need to dress like your parents (or directors), but please understand that we are under the scrutiny of both rightly protective parents and impressionable and young children who are not yet ready to maturely process sexy clothes, face and body piercing and tattoos, over-the-top hair styles, or adult humor or statements. We also do not want to be billboards to advertise alcohol or tobacco, no matter how clever the tee-shirt. Ultimately, the director's decision on dress code questions will be final, and you must be willing to accept that if you work at Glen Brook. If you have questions, talk to the director before you are hired. It is simply not fair to drain precious energy during camp debating dress codes, censorship, and expression of individuality when we should be working with the kids.

**Visitors**

Visitors are welcome at Glen Brook. Please arrange for any visits from friends or family with the director or program director. Visits must be arranged with the director a week before the visit. While it is wonderful to show off Glen Brook to friends, it can be disruptive at some level. Visitors must obey all camp rules and customs, and the visit cannot interfere with camp life. Visitors can only be accommodated for meals or lodging at camp, with advance permission provided that we have the space. All guests are expected to help out around camp during their stay and must clean up the space they used before leaving.

**Waterfront**

Staff may not swim without a lifeguard on duty. If you wish to swim at times other than the designated general swim, check with waterfront staff to arrange for a lifeguard and determine if the waterfront is reserved. Staff may canoe without a guard, but they must wear a life jacket and use the check out procedure. If you go for a dip after sunset, you must use a close buddy system, stay inside the docks, and have a lifeguard present.

**Attendance at Activities**

All counselors, unless on a day off, are to be present for Sunday Service, Saturday Night Entertainment, Thursday Folk Dance, and all other all-camp activities. It's a community, not to mention that we all need extra help when we try to run an all-camp activity. Please ask a director if you need to be excused.

**Quiet time and Curfew**

Please maintain reasonable quiet during rest period and after camper lights-out. All staff must be in their quarters by 11:30PM unless specific exceptions are granted by the director. Keep in mind that the counselors' lounge in the Main House is directly below sleeping campers.

**Romance**

In such a small, intense residential setting, dating and romance can be problematic for the community without mature sensitivity and discretion. Please be very mindful of this. Romantic relationships between staff and CITs, even though there may only be a small age difference, are unacceptable in a camp setting. Treat CITs and be responsible for them as if they were younger sisters and brothers. It is not appropriate for staff members to discuss details of their romantic relationships with campers or CITs (and you know they will ask!) Campers seem to be drawn like magnets to any perceived romances; discretion is a must. That means no lounging in one another's laps or other overt displays of public affection that might accompany a romance when there is a chance campers will see you. It never fails that as soon as a couple gets a little too cozy on the couch that a homesick camper wanders into the living room when you think they're all safely tucked into bed. It is essential that we all set an example of complete propriety, every minute of the day while at camp.

**Visitation**

During the time campers are in residence, females may not visit male quarters and males may not visit female quarters unless approved by a director or there is an obvious emergency. Sit on the steps or take a walk together, but please do not enter quarters. The issues are in the realm of privacy and safety as well as avoiding compromising situations, rumors, etc.

**Harassment**

Sexual or emotional harassment is unacceptable and is grounds for dismissal. Blatant harassment is probably rare in camp, but teasing or flirting or uncomfortable conversations or undesired physical contact can easily drift into harassment, sometimes without the harasser aware that the line was crossed. Ideally the first step is to let the person know that you don't find the conversation or actions or situation comfortable or acceptable. If it persists or you are unable to talk to the person about it, you should discuss it with a supervisor or the nurse. If the issue cannot be resolved informally with all parties, a formal written complaint may be filed with the director. The administration will conduct an inquiry, make a ruling and a written report, and take any necessary disciplinary action, including dismissal if warranted.

### **Child Abuse and Sexual Exploitation**

As stated above, any physical, emotional, or sexual abuse of a child will result in immediate dismissal. Abuse issues including reporting procedures will be addressed in your training sessions. For further information on this topic, see the Health and Safety Section of the *Handbook*.

### **Personal Vehicles**

If you bring a car to camp you will need to park in the designated area and follow all applicable parts of the transportation section of the handbook. You may not transport campers or CITs in your private vehicle unless specifically authorized by the director for each specific case. (The only exception may be the nurse or director transporting campers for medical reasons provided that proper releases and authorizations are signed.)

### **Electronics, Computers, Internet, and Such:**

Be aware that the campers are not allowed to have personal stereos, electronic games, etc. One of our goals is to live simply and to attempt to transcend as much as possible the daily distractions and intrusions of everyday contemporary life. We want to meet each other and the natural world on a different level than often happens.

- As staff you may use your personal stereo if you wish, but in camp it must be used with earphones (not just the volume turned way down), not in the presence of campers, and **not while you are on duty**.
- Personal TVs are not allowed.
- The camp will provide a computer and Internet access for e-mail and legitimate browsing. It may not be used for gaming, instant messaging, chat rooms, or exploring websites not applicable to camp life. If you feel you must, you may bring a laptop, **but it cannot be used in your room unless you are on a day off**.

### **Pets**

Since both the camp and you may be liable in a lawsuit if your pet injures someone, you must get permission to bring a pet to camp. Any pet accepted will be on permanent probation and will need to leave camp if it doesn't work out.

### **Personal and Camp Equipment**

Most camp sports equipment is available for staff use as long as it does not interfere with regular camp activities and rules for that equipment or activity are followed. Permission must be obtained from a director to take any vehicle or camp equipment off Glen Brook property. Camp vehicles can only be driven by authorized staff members. See the transportation section of your handbook. Any personal sports equipment must be stored and handled properly.