



CAMP ACHDUS

PHILADELPHIA'S TORAH DAY CAMP

Staff Manual

Dear Camp Achdus Counselor,

Welcome to Camp Achdus. We begin the 2017 camp season with great expectations! You will play an integral role in our program - one that is a conglomerate of materials and experiences gleaned throughout decades of successful summer programming. Teamed with your hard work and dedication, this summer will be our best yet.

This manual is designed to instruct you, the camp counselor, in doing your very best work at camp.

Yours truly,

Zecharya Michelsohn, Camp Director



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Aim: Making a positive difference in the lives of our campers.

1. Establish a Relationship.

- a. Demonstrate: "I think you're great."
 - i. Through Countenance
 1. *Seiver* - Express interest in your campers.
 2. *Panim* - Show your face; make eye contact.
 3. *Yafos* - Smile.
 - ii. Through Compliments
 1. Moral victories - "Good for you."
 2. Well executed skill - "Well done."
 3. Physical / material appearance - E.g. "Nice haircut."
 - iii. Private use of a cell-phone during work hours tells campers, "I think my phone is greater than you," and is not allowed.
- b. Demonstrate: "I care about you."
 - i. Socially - Help campers make new friends / make shalom after a fight.
 - ii. Experiencing Success - Help campers get good at whatever they are trying to do (e.g. learning, sports, crafts, etc.)
 - iii. Physically - Make sure campers are eating and drinking enough.
 - iv. Emotionally - If looking sad, ask, "What's wrong?" and "Can I help?"
 - v. Medically - Get a Band-aid when needed; send to the office to have temperature taken.



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- vi. Private use of a cell-phone during work hours tells campers, “I care about my phone more than I care about you,” and is not allowed.
- c. Demonstrate: “You can look up to me.”
 - i. Respect yourself.
 - 1. Express a positive self-image.
 - 2. Dress appropriately.
 - 3. Do not smoke or drink alcohol.
 - ii. Respect people.
 - 1. Do not put people down (even as a joke).
 - 2. Express sympathy / empathy.
 - iii. Respect Hashem.
 - 1. Model careful observance of all mitzvos.
 - 2. Do not talk, or walk out, during davening.
 - 3. Say brachos aloud; encourage campers to answer amein.
 - iv. Private use of a cell-phone during work hours tells campers, “I make poor choices; I am not a role model,” and is not allowed.

2. Maintain Safety.

- a. Arrive at camp at least five minutes before campers arrive (9 AM).
- b. Keep an accurate attendance for your bunk throughout the day.
- c. Provide full supervision at all times. (Do not allow campers to wander off.)
 - i. Davening / learning
 - ii. Activities
 - iii. Swimming



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- iv. Meals
- v. On the bus
- vi. On trips!!
- d. Enforce safety rules.
 - i. No swinging a bat except when at-bat.
 - ii. No dunking in the pool.
 - iii. No fighting.
- e. Do not touch campers. (Exception: high-five)
- f. Private use of a cell-phone during work hours inevitably results in a less safe environment for campers, and is not allowed.

3. Generate Fun.

- a. Your mood will set the tone for the entire group. Enthusiasm is contagious and must be maintained by staff members for activities to be successful.
- b. Encourage participation from everyone at all times. Stress the idea that everyone has different strengths and abilities to offer the group and that none are better than any other.
- c. Build morale and camaraderie within the group. The more comfortable the group members are with one another, the more fun they will have during their time at camp, and the greater is the opportunity to build positive relationships.
- d. Commit to making every scheduled activity a success. If a group suspects that you do not care about a scheduled activity, the activity will quickly dissolve into horseplay and become functionally meaningless.



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- e. Stay positive (especially when disappointed). Offer criticism *constructively*, and only after campers have left for the day.
- f. Stay on schedule. E.g. Arriving late for your shift to the pool can throw off the schedules of every other bunk.
- g. Private use of a cell-phone during work hours inevitably results in a less fun environment for campers, and is not allowed.

4. Maintain Discipline.

- a. Be firm.
 - i. Have confidence in yourself as an instructor.
 - ii. Have confidence in your instructions.
- b. Be consistent.
 - i. Do not change the rules out of convenience.
 - ii. Follow through on your promises.
- c. Be fair.
 - i. Do not change the rules out of favoritism.
 - ii. Put yourself in your campers' places.
- d. Do's and Don'ts
 - i. Do have a reward and punishment system, as needed.
 - ii. Do not yell. (Raise your voice as seldom as possible.)
 - iii. NEVER hit, push, drag, or touch in any way to enforce obedience.
- e. Private use of a cell-phone during work hours inevitably compromises discipline, and is not allowed.



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I have reviewed the above guidelines and am committed to executing them to the best of my abilities. I understand that failure to maintain these guidelines may result in loss of pay and / or termination of contract, as determined by the camp administration.

Printed Name: _____ Date: _____

Signature: _____