

Louisiana follows an AT WILL employment law. NZ Camp will abide by this law.

This is a list of all rules, regulations, and responsibilities you must follow as a camp counselor, staff member, and volunteer for NZ Camp. By signing this, you are saying that you have read through all rules, regulations, and responsibilities with Whitney Fairchild, Heather Anderton, and Maria Escobedo. You are also saying that you understand everything that you have read. You will follow all rules, regulations, and responsibilities. You understand that NZ Camp abides by Louisiana's Employment AT WILL law.

Qualifications - what we are looking for in a camp counselor, staff member, and volunteer.

- Upon hire you must agree to take a safe environment training. Everyone must complete the Safe Environment training given by the Diocese of Houma -Thibodaux before being hired. This training is to ensure the safety and wellbeing of the campers at NZ Camp. Whitney Fairchild and the other adult staff members take the wellbeing and safety of our campers seriously. Anyone that break any rule or cross any line when it comes to Safe Environment will be terminated immediately and reported
- Ability to lead, plan, organize, and implement program activities.
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision in a respectful manner.
- Available hours to work 10 full weeks.

Responsibilities:

- Organize and lead a small group activities each week. Activities may include crafts, songs, games, and swimming. This also includes time spent on the bus.
- Identify, record, and respond to camper behavior.
- Ensure that the campus is kept clean, organized, and free of litter. You will have a schedule of to when you are responsible for cleaning certain areas of campus.
- Communicate with parents about camper's experiences and report concerns to Ms. Whitney.
- Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance.
- Know and understand ALL emergency procedures associated with the camp program.
- Know, enforce, and follow all safety guidelines associated with the camp and all program areas. This includes but is not limited to being responsible for your campers' safety and their whereabouts at all time.

General rules to follow:

- Phone use is not allowed in the presence of children or parents. You may use their phones during their allowed break. If you are caught with your phone, we will give you a warning. You are given two warnings only when it comes to phone use. If you proceed to continue to use your phone, we will have to ask you to step down.
- There will be no smoking on church grounds. If you are caught smoking on church grounds, you will be given a warning. After two warnings, you will be asked to step down. There will be a

designated area for those who do smoke. Smokers are only allowed to smoke there on their allotted breaks.

-Dress should be appropriate casual, work attire. Remember that you are working with children inside a church facility.

We want this summer position to be taken seriously as we feel everyone here will be able to become great leaders.

THIS IS A REAL JOB AND SHOULD LOOKED AT AND WORKED WITH THE SAME RESPONSIBILITY AS ANY OTHER JOB!