Thank you for your interest in becoming a Junior Counselor for the Connecticut Audubon Society’s RTP Estuary Center Summer Camp!

- To be eligible for the program you must be 13-15 years of age.
- Junior Counselors assist experienced staff working with campers.

There are limited spaces available each week. Spaces are filled on a first-come, first-served basis.

**Note that the RTPEC Summer Camp will take place at the Lyme-Old Lyme High School at 69 Lyme Street, Old Lyme**

Please visit the web pages for the RTP Estuary Center website at [www.ctaudubon.org](http://www.ctaudubon.org) for our summer camp offerings.

Enclosed are the Junior Counselor Guidelines and Procedures. Please take a moment to read the information with your parents/guardians.

To enroll we need the following:
- Health Form—must be received before the week you are enrolled
- Medicine Authorization form—if applicable

For more information, please contact the Summer Camp Director, Heather Kordula at 860-598-4218.
Connecticut Audubon Society
Roger Tory Peterson Estuary Center

Junior Counselors (Summer Program Assistants)

Guidelines and Procedures

Thanks for joining to help with our Summer Camp! The goal of the guidelines and procedures is to provide a healthy and safe environment for everyone during our summer programs.

SUMMER PROGRAM Junior Counselors:

Must have daily transportation to and from their volunteer location:
Lyme-Old Lyme High School (69 Lyme Street)

Agree to work a set schedule
Monday through Friday 9:00am – 3:30pm
If you cannot follow this schedule you must notify the Summer Camp Director in advance (860.598.4218) The Center’s voice mail system works 24 hours a day. Late night or early morning calls will not disturb anyone!

Will arrive on time—9:00 am

Must come to work appropriately dressed—Sneakers or hiking boots, shorts or long pants, tee shirts. Please NO: sandals or open-toed shoes of any kind, short-shorts, mini-skirts, spaghetti straps, strapless or crop tops or any exposed undergarments. We go outside in all weather.

Bring sunscreen and insect repellent and apply before entering the building.

Will NOT come to work under the influence of or in possession of alcohol, tobacco products, any illegal substances, or anything that may be construed as a weapon or a drug.

Will notify the Summer Camp Director in writing of any prescription or over the counter medications that must be taken during the time you are here. Must have Authorization form for any medications that are brought to camp. Your teacher must also be notified of any medications in the classroom.

Will not use any offensive or inappropriate language or physical behaviors.

Will not discipline children. Discipline is the responsibility of the education staff. Please do not discuss the behavior of any child with anyone. Information to the parents will only be given by the teacher or the Summer Camp Director.
You are expected to do all of the following under the direction of your teacher:

- Follow directions completely and agreeably.
- Prepare activity materials
- Participate in nature walks and outdoor activities
- Read stories, do puzzles, etc. with the children during free time
- Assist with room set up as needed
- Assist with room clean-up
- Wash (outside) and return to their proper places any buckets, nets, bowls, etc.

**FOOD & BEVERAGES**

**Allergies:**
- Please notify us of any allergies: food, animal, environmental. *We are a tree nut and peanut free facility.*
- Lunch and snacks **MUST BE** nut/peanut-free.

**Lunch/Snack:**
- Please pack your lunch in a moderately sized bag, as we have limited space to store all campers' lunches.
- **Please bring a full refillable water bottle**

**FIRST AID**

- You will help the teacher remember to take the first aid backpack whenever your group leaves the building.
- You will know where the Camp telephone is located.
- The emergency number is 911.
- Do **NOT** do any first aid treatments—get a teacher or Summer Camp Director
- Do **NOT** clean up after any first aid emergencies.
- Do **NOT** touch any blood, vomit or other bodily fluids or items containing these fluids.
- You will help to keep children away from these items.

**EMERGENCIES**

- Follow emergency procedure directions
- Know where the Camp telephone is located.
**JUNIOR COUNSELORS ARE EXPECTED TO:**

- Avoid verbal or physical abuse of children and adults
- Be fair and accepting of all others
- Work to the best of your ability
- Do all activities safely
- Be kind, considerate, helpful and respectful towards everyone
- Respect property/work of others—children, teachers, Connecticut Audubon, etc.
- Respect the plants and animals
- Cooperate with your teacher
- Be truthful at all times

**YOU HAVE THE RIGHT TO:**

- Consideration
- Politeness from everyone--adults and children alike
- Support from staff and teachers
- Clear directions—ask for clarification
- Freedom to make mistakes without teasing, putdowns, or ridicule
- Ask questions and seek help from staff and teachers
- Be treated with dignity and respect from everyone

*If you have concerns please do not hesitate to contact the Summer Camp Director or Alisha Milardo, Director of the Roger Tory Peterson Estuary Center*

**UNDERSTAND THAT THE FOLLOWING ARE GROUNDS FOR DISMISSAL:**

- Failure to follow the policies and procedures as stated above.
- Inability to work well with others (volunteers, children, teachers and staff, etc.)
- Habitual tardiness or absenteeism.
- Being under the influence of or in possession of alcohol, tobacco products, illegal substances or anything that may be construed as a weapon or a drug.
- Any behavior or situation, which endangers or is detrimental to the children, staff, teachers or public
- Inappropriate attitudes, comments, language or attire.
Connecticut Audubon Society
RTP Estuary Center

Junior Counselor
Parental and Counselor Acknowledgement

Please read and complete before signing

I, _______________________________ as legal guardian of __________________________, do permit this youth’s participation in the Connecticut Audubon Society Center RTP Estuary Center Summer Camp. I attest and verify that I have been sufficiently informed of the risks involved with the youth’s participation in the program and do hereby release Connecticut Audubon Society, its officers, agents, sponsors, representatives, assigns and volunteers from any and all liability for loss, damage, or injury to any person or property which I may have or may be incurred through participation in the Summer Program Junior Counselor program. I have read and understand the information included in the Summer Program Junior Counselor packet.

I, _________________________________________________ have read, understand and agree to follow the policies and procedures in the Summer Program Assistant’s packet.

Participant Signature  Date

Parent/Legal Guardian Signature  Date

Return to:
Summer Camp Director
Roger Tory Peterson Estuary Center
PO Box 62
Old Lyme, CT 06371

Or drop off at our location in the Big Y Plaza
Roger Tory Peterson Estuary Center
90 Halls Road
Old Lyme, CT 06371