

COLEMAN FAMILY
CAMPS



2012 Staff
Application Handbook



Dear Staff Applicant:

We are delighted that you are considering joining our extended camp family! As you search for the perfect camp, this handbook will provide information to help you see if you are a good fit for our camp community. We create a sense of community, where each person is a contributing and belonging part of the whole. At Coleman Country, our greatest goal is that the campers we serve have counselors who really want to be at our camp and understand what we're all about. You will find that life as a staff member at Coleman Country is exciting, rewarding, and great fun!

We have put together a great deal of information on what being a staff member at Coleman Country is like – what you'll get out of a summer with us, what we expect of you, and even some of the challenges you'll encounter. We think you'll find that we address everything you could want to know about a summer experience with us. If, when you have read this handbook, you decide that the Coleman Country experience is for you, we ask that you complete, sign, and return the enclosed application and have the two enclosed reference forms completed by teachers or employers (not family or friends). When we receive these forms, we will contact you to arrange for an interview!

Our family has a long history of working at camps. (If you're interested, you can learn more about this inside.) What that means for you is that we have the experience and expertise to run a great program, and we know what it's like to be in your shoes.

If you would like a DVD, brochure, or additional information about our camp, just call the camp office at (516) 620-4300. We'll be happy to help! You can also learn more about us online at ColemanCountry.com.

We believe there is no more rewarding way to spend your summer than making a difference in the lives of children. You'll be part of a team of friends who support each other all summer long. And while you're helping children discover themselves, you'll have opportunities to re-discover *yourself* – and to grow both personally and professionally.

We hope you'll *Discover the Spirit* with us!

Happy Trails!

The Coleman Family

The Coleman Family

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What I Did on My Summer Vacation

*by Michael Eisner
Former Disney CEO*

Michael Eisner, CEO of Disney – and former camper and camp counselor – shared his memories of summer camp with attendees of the 2001 Tri-State Camping Conference in New York. In his keynote address, he told the audience about the impact his time at camp has had on his life and reminded all of us of just why camp is so special.

“I loved camp.

I loved Keewaydin...every moment of it...every year of being there...every baseball game and canoe trip and wilderness experience and being a staff man and driving a truck and just being a team player. I loved the six years as a camper and three years as a counselor between 1950 and 1964.

Consider [our] canoe trips. There were ten of us on them -- two staffers and eight campers. The campers were split up into four teams of two. There were four jobs each day that corresponded to the four teams -- pitching the tents, cooking, building the fire, and cleaning the dishes. These four jobs were rotated among the teams, so everyone had to do everything and had to do it working in harmony with another individual. Of course, on the canoe trips themselves, we had to portage frequently, which gave us an intense awareness of what was really needed to keep our little band flourishing, since we literally had to carry all our needs on our shoulders. Along the way, there were magnificent days of indescribable beauty. There were soaking days that chilled us to the bone. And, on occasion, we found we were not alone, but shared our environment with black flies whose only reason for existence was to torment us. One time it got so bad that we all spent the entire night lying in the river with only our faces out of the water in a desperate attempt to defend ourselves from the attacking swarms.

Many years later, I was a counselor helping to lead one of these expeditions. Partly at my urging, the camp let us head down the more challenging Connecticut River and, on one of the rapids, a camper fell out and cut his head pretty badly. It was up to me to carry him three miles for help.

But oh, the lessons I learned. On these canoe trips, we could never survive the first day if we didn't practice teamwork, show initiative, handle adversity, listen well, and, not least important, maintain a sense of humor.

May I repeat that list: practice teamwork, show initiative, handle adversity, listen well, and maintain a sense of humor. I'm sure it will surprise no one [reading this] that these five attributes don't just apply to canoe trips. They represent keys to success in one's career. Indeed, they are keys to success in life. And you just can't learn them spending your summers playing video games.

I can hardly think of an aspect of my life that wasn't positively affected by my camping experience.

Environmentalism? Long before I had even heard the word "ecology," I was immersed in its significance. My environmental consciousness didn't come so much from hearing talks about the delicate balance of nature. It came from such things as only peeling bark from a dead tree, or burying the garbage after burning the cans...or leaving the campsite just as it was found.

Responsibility? At eighteen, I was driving trucks that held nine other kids and towed six canoes.

Crisis management? I once led a hike and got thoroughly lost on a mountain in a rainstorm. After considering all the options, I led my band bushwacking down the trail-less mountainside to civilization.

Respect for education? Most of the senior staff at camp were teachers the rest of the year. These were extraordinary individuals who made a lasting impression on me. And, I couldn't help thinking, "Wow, these are teachers! And I'm not even getting in trouble." It gave me a whole new understanding for education and the people who dedicate their lives to enriching the next generation. And, years later, it was to some extent to pay honor to the Keewaydin staff that I initiated Disney's annual American Teacher Awards ceremony.

When all is said and done, people of all ages want to be a part of something bigger and more important than themselves. More than anything else, this is the value that camp teaches kids. It offers them a sense of perspective and provides them with a head start on the road to becoming truly human.

What a gift camp gives to kids...what a gift *you* give to kids!

And this is why all of you should be so proud of what you do."



The Coleman Family

We are truly a Camp Family. Camp is all we do! We spend the whole year planning for eight en-
thralling weeks, and we stay totally involved every day of the camp season. Throughout the sum-
mer, you'll find us pitching softballs, hosting game shows, giving announcements, or just walking
around so that we can be available to any camper or staff member who wants to speak with us or
give us ideas for new activities!



Each member of the Coleman Family brings their unique exper-
tise and extensive experience to our camps.

Ross grew up in camp and is the director of Coleman Country. Previously, he was an elementary school teacher, with both a BA and MA in Education. Ross is a leader for SCOPE, a not-for-profit organization that funds camp for underprivileged children. He is an ACA Accreditation Standards Visitor and is on the board of the New York State Camp Directors Association.

Marla and George, founders of Coleman Country, have been in-
volved in camps since their first summer job in college! George is an active supporter for camp and can often be found in Al-
bany, discussing legislation that affects camp. He is a member appointed by the Governor of the New York State Board of Health's Camp Safety Advisory Board, which serves to maintain the highest standards for safety and supervision in New York State's camps. Marla is a past president for the American Camp Association (ACA), the knowledge center for camp profession-

als, and she is a resource for parents, as well as a spokesperson for the camp experience.

Marla and George's son Jordan, also a former camp director, lends his expertise to the family's en-
terprise as a consultant.

ACA Accreditation

Coleman Country is accredited by the American Camp Association ("ACA"). The ACA is a community of camp professionals who, for 100 years, have joined together to share knowledge and experience and to ensure the quality of camp programs. ACA Accreditation assures parents that a camp has had regular, independent safety audits that go beyond the minimum requirements of the regulations in most states. Accreditation is different than licensing – licensing (which is conducted annually by state agencies) focuses on enforcement of minimum regulations and primarily covers sanitation, food service, and facilities' safety. Accreditation focuses on education, camper development, and quality programming as well as supporting best practices in all aspects of camp operation. The accreditation standards and process are nationally developed, tested, and accepted – both by camp professionals and by legal and regulatory authorities. Lastly, while licensing is required and imposed, a camp's accreditation is voluntary. Camps who are accredited have demonstrated their commitment to providing a safe and nurturing environment for children. This is why we say that ACA accreditation is a parent's best evidence of a camp's commitment to a safe and nurturing environment for children. Check out ACAacamps.org.

About Coleman Country Day Camp

We give our campers the range of options they need to grow and challenge themselves as they mature. Many of our campers begin as young as 3 years old where they learn and practice the elements of good character while playing on our **western-themed Ranch**. Campers entering 7th or 8th grade can travel for four weeks as part of Coleman Cross Country. We even invite parents to experience camp with Family Camp which takes place on selected weekends under the banner of Coleman Cross Country, and we host school outings and corporate picnics.

Coleman Country Day Camp was **founded in 1982** by George and Marla Coleman. They wanted a place that would allow children to **“Discover the Spirit”** – to explore who they really were and who they wanted to be, to shed their old labels (“the fat kid,” “the kid who’s good at math”) and reinvent themselves through first-hand experiences. Coleman Country is a tease-free zone, a safe environment for children to try new activities while not feeling the need to excel. In such a community, campers are able to do their very best and acknowledge those successes, to feel better about themselves while not competing directly with others. We focus on helping children grow by modeling the 3 Rs – **Responsibility, Respect** (for ourselves, for others, and for the environment), and **Resilience**.

The Western theme is a metaphor for the less-complicated days when people connected with nature, thrived on inter-generational relationships, and explored new territories. Just as in the old West, each person on The Ranch is a contributing, belonging member of the **community**, which is built for kids to practice growing up.

We believe in creating an inviting and constantly stimulating environment, stocked with superb equipment to help campers achieve – and be motivated. But real comfort results from the total camp experience, where three levels of interaction take place: the “family” (group), the “neighborhood” (age group/division), and the “community” (entire camp). This layering

contributes to an atmosphere of inclusion, where each person feels significant and senses that she or he is an important part of something greater than him- or herself.

Coleman Country is a community where everyone – campers and counselors – is challenged to **be their best** at every turn. Our supportive and encouraging supervisors will make you feel at home while you accomplish things you never even imagined. They will be your role models in the same way that you are role models to our campers – **leading by example**, providing support and encouragement, and having a lot of **fun** along the way.

Each year, we hire the most qualified, most experienced, and most fun staff members, those who will not only teach important skills in soccer or swimming but also in courage, integrity, and healthy risk-taking. Our goal in staff development is to empower everyone with the tools to become not only “big friends” for our campers but also to be their nurturing coaches in truly life-defining emotional skills. We believe that our staff does nothing less than help campers grow up – right in the midst of all the fun!

Besides a **supportive and encouraging environment** and wonderful people, Coleman Country also boasts some of the best facilities either side of the Mississippi! We have amazing fields, swimming pools, various sports courts, batting cages, climbing walls, a zipline, and playgrounds galore! We even have our very own pond for boating and frog-catching and plenty of indoor space on the chance that it rains. In addition, our activities include: Archery, Arts & Crafts, Baseball/Softball, Basketball, Canoeing, Ceramics, Circus Arts, Computers, Challenge Course, Cooking, Dance, Drama, GaGa, Gymnastics, Hockey - Field and Roller, Horseback Riding, Kickball, Lacrosse, Martial Arts, Miniature Golf, Music, Nature, Petting Zoo, Rocketry, Soccer, Tennis, Volleyball/Newcombe, Woodworking, Yoga, and MORE! Plus we have Clubs (a Choice period), Artists-in-residence, and guest entertainers.

A Typical Day at Coleman Country Day Camp

- 8:45-9:05 Arrival
- 9:15 Line-Up and "Pow-Wow"
- 9:30 Horseback Riding
- 10:00 Change for Swim
- 10:15 Instructional Swim
- 10:45 Change
- 11:00 Soccer
- 11:30 Nature
- 12:00 Lunch
- 12:30 Club
- 1:15 Ropes
- 1:45 Arts & Crafts
- 2:15 Basketball
- 2:45 Change for Swim
- 3:00 Free Swim
- 3:30 Change
- 3:45 Snack
- 4:10 "Round-Up"
- 4:15 Dismissal
- 4:30 Bus Departure



"It's truly a privilege to make a difference in the life of a child."
— J.B., Counselor



"The senior staff are truly extraordinary. They not only helped my campers grow, they helped *me* grow." — L.H., Counselor

Job Descriptions

Division Leaders (Age-Group Supervisors, or “Supes” as we call them!)

Qualifications:

- Previous camp and/or supervisory experience
- Ability to creatively plan programs and activities
- Completed at least two years of college
- Enthusiasm and ability to work with children and adults at camp
- Ability to relate and work with other staff members
- Ability to command respect from campers, staff, and co-workers
- Ability to accept and respond to supervision and guidance; ability to give supervision and guidance
- Good moral character: motivated, responsible, flexible, trustworthy
- Sense of humor, selflessness, patience, and self-control
- Ability to schedule staff and facilities for programs and activities
- Current CPR and first aid certifications preferred
- Non-smoker (smoking is not permitted on camp grounds)

Immediate Supervisor/Responsible To:

- Camp Directors

General Responsibilities:

- Identify and meet camper and staff needs
- Carry out camp programs and activities
- Complete assigned administrative duties
- Maintain physical and emotional “safety net” for campers

Specific Responsibilities:

- Maintain and promote the health, safety, and well-being of the people in your division and the camp
- Help campers and staff adjust to camp life and to each other
- Assist campers and staff in developing an appreciation of the natural world
- Earn respect from campers, staff, and co-workers such that you become a positive role model
- Communicate with parents of campers on campers’ progress or perceived problems
- Abide by and enforce camp rules and policies
- Motivate campers and staff to enthusiastically participate in all activities, programs, trips, and events
- Adapt to new situations and sudden changes or problems
- Lead, assist, and participate in various activities and programs designated by the Camp Directors. These may include, but are not limited to, staff meetings and others designated by the Camp Directors, Options, instructional and free swim, athletics, evening programs, special events, and out-of-camp trips.
- Complete and meet deadlines for all paperwork, including camper introductory letters, food and supply requisitions, and scheduling facilities.
- Other duties as assigned at the discretion of the Camp Directors

Essential Functions:

- Ability to effectively communicate with campers and other staff
- Commitment to camper physical and emotional safety
- Commitment to fellow staff members
- Ability to train staff to assist in an activity and improve their skills in working with children
- Visual and hearing ability to identify and respond to dangers or emergencies
- Physical ability to respond to situations requiring first aid or other rapid attention
- Physical strength, endurance, and patience to maintain constant supervision throughout camp

Group Counselor

Qualifications:

- College experience
- Enthusiasm and ability to work well with children
- Team player - ability to work well with others and also pitch in when others may need help
- Ability to act as a role model for campers, to instill a positive self-image and connect them to the world
- Ability to accept and respond to supervision and guidance
- Willingness to assist in teaching activities
- Good moral character: motivated, responsible, flexible, trustworthy
- Sense of humor, selflessness, patience, and self-control
- CPR/First Aid/Lifeguard certifications preferred
- Non-smoker (smoking is not permitted on camp grounds)

Immediate Supervisor/Responsible To:

- Division Leader

General Responsibilities:

- Identify and meet camper needs
- Help campers leave their comfort zones and take healthy risks
- Participate in camp programs and activities
- Complete assigned administrative duties

Specific Responsibilities:

- Maintain and improve the health, safety, and well-being of your group and other campers
- Help campers adjust to camp life and to each other; emphasize respect for self and others
- Assist campers in developing an appreciation of the natural world
- Earn respect from campers, staff, and co-workers such that you become a positive role model
- Follow and enforce all camp rules and policies
- Motivate campers to enthusiastically participate in all camp activities and events
- Assist with or lead programs within the camp
- Attend, assist with, and participate in all activities and programs designated by your Division Leader or Camp Directors. These activities may include, but are not limited to: cabin clean-up, instructional and free swim, athletics, evening programs, special days and events, and trips off campus.
- Remain with group at all times unless otherwise instructed
- Eat with group; supervise eating habits and behavior at meals
- Attend daily morning staff meetings and other staff meetings designated by Division Leaders and Camp Directors
- Write introductory letters to campers or make introductory phone calls, as directed, at the beginning of each session
- Write final evaluation reports at the end of each session
- Supervise campers' hygiene habits
- Other duties as assigned at the discretion of the Camp Directors

Essential Functions:

- Ability to effectively communicate with campers and other staff
- Commitment to camper physical and emotional safety
- Commitment to fellow staff members
- Ability to train staff to assist in an activity and improve their skills in working with children
- Visual and hearing ability to identify and respond to dangers or emergencies
- Physical ability to respond to situations requiring first aid or other rapid attention
- Physical strength, endurance, and patience to maintain constant supervision throughout camp

Assistant Counselor

If you are entering eleventh or twelfth grade next year, you would be an Assistant Counselor. This position is very much like the Counselor description you see here, but your immediate supervisor would be the Head Group Counselor rather than the Division Leader. The general responsibilities and essential functions are the same; the specific responsibilities are similar, but there is no direct interaction with parents.

Specialty Counselor

Qualifications:

- College experience, enthusiasm and ability to work well with and teach children
- Team player - ability to work well with others and also pitch in when others may need help
- Ability to act as a role model, to instill a positive self-image in children, to teach life skills by example
- Ability to accept and respond to guidance and supervision
- Good moral character: motivated, responsible, flexible, trustworthy
- Sense of humor, selflessness, patience, and self-control
- Specialized training and/or any relevant certification in activity area
- Non-smoker (smoking is not permitted on camp grounds)
- CPR/First Aid/Lifeguard/other certifications a plus

Immediate Supervisor/Responsible To:

- Area Supervisor

General Responsibilities:

- Coordinate and lead a specific activity, maintaining high standards that lead to skill-building
- Identify and meet campers' needs
- To help campers leave their comfort zones and take healthy risks while improving knowledge and skill
- Provide a safe, successful, and fun experience to both campers and staff

Specific Responsibilities:

- Maintain and improve the health, safety, and well-being of campers at your Activity Area and beyond
- Assist campers in developing an appreciation of the natural world
- Earn respect from campers, staff, and co-workers such that you become a positive role model
- Follow and enforce all camp rules and policies
- Motivate campers and staff members to enthusiastically participate in all camp activities and events
- Assist with, lead, and/or participate in all special events, staff meetings, and programs designated by your Area Supervisor or the Camp Directors.
- Take pre-season and post-season inventory of items as needed
- Conduct daily check of activity area for safety and cleanliness; make needed improvements or report needs to your Area Supervisor
- Submit orders for any supplies or equipment needed to Area Supervisor for approval
- Prepare a specific lesson plan or project for each activity session; plan progressive program with any co-counselors based on campers' ages and skill levels
- Keep records of campers' progress and improvement in the activity
- Emphasize creativity and self-respect in campers
- Clean and appropriately pack all supplies and equipment at the end of the camp session
- Evaluate the current season and make suggestions for improvement
- Other duties as assigned at the discretion of the Camp Directors

Essential Functions:

- Ability to effectively communicate, teach, and work with a variety of age, skill, and interest levels
- Commitment to camper physical and emotional safety
- Commitment to fellow staff members and ability to train staff to assist in the Activity Area
- Visual and hearing ability to identify and respond to dangers or emergencies
- Physical ability to respond to situations requiring first aid or other rapid attention
- Physical strength, endurance, and patience to maintain constant supervision of Activity Area

Non-Counseling Staff

Including:

- Administrative Staff
- Maintenance Staff
- Health Center Staff

Qualifications:

- Relevant skills, certification, and training in area of employment
- Ability to relate to and work with other staff members
- Ability to accept guidance and supervision
- Good moral character: motivated, responsible, flexible, trustworthy
- Enthusiasm, sense of humor, selflessness, patience, and self-control
- Non-smoker (smoking is not permitted on camp grounds)
- Education or practical training necessary for licensing and current certification
- Current CPR and standard first aid certifications where required

Immediate Supervisor/Responsible To:

- Camp Directors
- Area Supervisors

**“What an amazing way to
spend a summer!”
— L.B., Maintenance Staff**

General Responsibilities:

- Maintain and promote the health, safety, and well-being of the people at camp
- Follow, and encourage others to follow, all camp rules, policies, and philosophies
- Assist campers and staff in developing an appreciation of the natural world
- Earn respect from campers, staff, and co-workers such that you become a positive role model
- Adapt to new situations and sudden changes or problems
- Assist and participate in various meetings, camp-wide activities, and programs designated by your Area Supervisor or the Camp Directors
- During staff orientation, participate where relevant and organize specific assigned areas
- Assist in taking pre- and post-season inventory
- Conduct daily check of area and equipment for safety and cleanliness; make needed improvements or report needs to your Area Supervisor
- Submit orders for supplies or equipment needed through your Area Supervisor
- Clean area and pack all supplies at the end of the season
- Evaluate current season and make suggestions for improvement for the following season
- Other duties as assigned at the discretion of the Camp Directors

Essential Functions:

- Ability to clearly and effectively communicate and work with other staff members
- Commitment to fellow staff members
- Commitment to camper physical and emotional safety
- Visual and hearing ability to identify and respond to dangers or emergencies
- Physical ability to respond to situations requiring first aid or other rapid attention
- Physical strength, endurance, and patience to maintain constant activity

Counselor-in-Training (CIT) at Coleman Country Day Camp

Qualifications:

- 14 or 15 years of age, entering ninth or tenth grade in September
- Enthusiasm and ability to work well with children
- Team player - ability to work well with others and also pitch in when others may need help
- Willingness to act as a role model for campers
- Willingness to assist in teaching activities
- Ability to accept and respond to supervision and guidance
- Good moral character: motivated, responsible, flexible, trustworthy
- Sense of humor, selflessness, patience, and self-control
- Non-smoker (smoking is not permitted on camp grounds)

Immediate Supervisor/Responsible To:

- Group or Specialty Counselor

General Responsibilities:

- Learn to identify and meet camper needs
- Help campers leave their comfort zones and take healthy risks
- Enthusiastically participate in camp programs and activities
- Complete assigned administrative duties

Specific Responsibilities:

- Learn how to maintain and improve the health, safety, and well-being of campers
- Remain with group at all times unless otherwise instructed
- Eat with group; supervise eating habits and behavior at meals
- Help campers adjust to camp life and to each other; emphasize respect for self and others
- Assist campers in developing an appreciation of the natural world
- Earn respect from campers, staff, and co-workers while becoming a positive role model
- Follow, and encourage others to follow, all camp rules and policies
- Motivate campers to enthusiastically participate in all camp activities and events
- Assist with, lead, and/or participate in all activities, meetings, and programs designated by the Division or the Camp Directors; these may include, but are not limited to, staff meetings or other special events
- Other duties as assigned at the discretion of the Camp Directors

Essential Functions:

- Ability to effectively communicate with campers and other staff
- Commitment to camper physical and emotional safety
- Commitment to fellow team members
- Visual and hearing ability to identify and respond to dangers or emergencies
- Physical ability to respond to situations requiring first aid or other rapid attention
- Physical strength, endurance, and patience to maintain constant supervision of campers/activity area

CIT Money Matters:

- Tuition is \$3,500.
- CITs in groups or on the swim staff will have the opportunity to earn gratuities. CITs in non-swim specialties, or at-larges, will not earn gratuities, but are eligible for a bonus of up to \$300 for satisfactory performance. Requirements for satisfactory performance include, but are not limited to: perfect attendance for the summer, respect and responsiveness to supervisors, returning from breaks at prescribed times, setting a good example in dress and behavior for children. Swim CITs are eligible for a bonus of up to \$250 in addition to their gratuities.

Challenges of the Position

We'll give it to you straight: camp is a lot of fun and can be very rewarding, but it has its challenges as well – challenges unlike those you'll find at any other job. We ask that you take a look at this list and seriously think about whether you have what it takes to overcome these common hardships.

The need to always be “on.” We do provide ample time-off during the day, and you will need this time to recharge your batteries. When you are with campers, you'll need to be on the watch, all the time – to participate *and* supervise in an activity without getting so involved that you forget to keep your campers safe. You'll need to keep an upbeat attitude, even with activities or individual campers you don't feel so enthusiastic about. The safety of our campers depends on your supervision and guidance.

“Regressive pull.” When you're around kids, the tendency is to act like a kid – just when you most need to act like an adult. You'll need to resist the temptation to act childishly, and that takes serious self-control.

“Envelope of Safety.” You'll have to find the happy medium between being a friend to your campers and being the responsible adult who sets and enforces rules that keep your campers safe – emotionally and physically. This “envelope” is the area within clear boundaries that you set that allows for safe exploration and healthy risk-taking.

Difficulties with campers. As much fun as working with children can be, kids aren't perfect. Sometimes campers can be tough; they may be asserting their independence by disagreeing with you or expressing homesickness (even just for the day!) by complaining about seemingly everything. They will find many, many ways to try your patience and test their boundaries – calling each other names, talking when you've asked for quiet, getting angry when you ask them to move on from a favorite activity. We will prepare you with tools to handle these situations, but please keep in mind that this can be stressful for the unprepared.

Other Challenges

Working at camp has to be something that you really want to do. Besides the challenges as a staff member, you may also face obstacles when deciding to *become* a staff member. The following items will give you an idea of what these obstacles could be and how to overcome them.

Wages. If your only wish this summer is to make money, don't work at camp – any camp! You will make much more at McDonald's! But if you're looking for other, deeper rewards, Coleman Country could be the place for you.

What will people say? In a recent study of the benefits and hardships of a camp counseling experience by the Association of Independent Camps, some counselors complained that their parents or friends didn't understand why they wanted to spend a summer at camp. Maybe your parents think you should be doing an internship. (If that's the case, we hope you'll show them “The Coleman Edge!” on page 16.) Or perhaps your friends don't want you to work this summer. (Have them become counselors with you!)

We would love to have you join us at Coleman Country this summer; we know that you will have a great time. We also want to know that you've made this decision knowing you are ready for the challenges.

“One of the hardest things about being a counselor was finding the balance between having fun and keeping my campers safe.”

— B.N., Counselor

What You'll Get Out of It

So why would you want to be a camp counselor after hearing about all these difficulties? Because you'll have the summer of a lifetime, that's why! Besides being a part of your campers' accomplishments, spending the summer in the outdoors, and coming away with valuable work experience, there are many other benefits to working at Coleman Country. As a staff member you deal face-to-face with our campers on a daily basis and are the role model they will look to. You deserve the best, and that's what we offer you.

We know that our staff is the single most important aspect of our operation, and we will treat you with the **respect** and **appreciation** that you are due. You will be part of a team whose watchwords are **consideration** and **kindness**. Your supervisors and directors are mature staff members; they have years of experience at Coleman Country or other camps and will be glad to pass their **wisdom** along to you throughout the summer. They are there to provide you with the **support** and **encouragement** that you need to do the best job you can.

You'll build self-confidence as you work through the challenges of the summer. You'll learn how to solve a problem quickly without overreacting. You'll have a chance to be part of something bigger than any one individual: a community built on caring and belonging.

Our comprehensive **pre-season and in-service training programs** will give you valuable resources and hands-on practice for many scenarios. These training sessions are led by our directors, who have 20+ years experience in camp, returning counselors who know our campers best, and experts in the fields of child behavior.

The best memories of your life are made at camp. You'll make new friends and have the chance to really make a difference in kids' lives. As one counselor once said, "If you give [children] a half hour, they will remember you the rest of their lives." You'll be giving your campers much more than a half hour...and you'll receive tremendous rewards in return!

After a summer with Coleman Family Camps, you'll have life experience that's incredibly valuable no matter what road you choose in life.

"The staff training was really top-notch."
— *R.B., Specialty Counselor*



"I had a chance to grow, right along with my campers!"
— *S.C., Counselor*

"I know I learned at least as much from my campers as they learned from me."

— *A.L., Counselor*

The “Coleman Look”

The “Coleman Look” is an integral part of our image! The “look” of our staff is one that is associated with a wholesome, clean-cut, youthful appearance and attitude — and that is YOU! Regardless of your age, there is a consistency of this image that evokes a feeling of confidence and security both on the parts of the parents and the campers.

The Coleman Look is an important combination of clothing and grooming. Every staff member represents what Coleman Family Camps stands for. We have two sets of guests — campers and parents — and for each of these it is important that the Coleman Look is presented. Children look up to staff members and model themselves after them. Also, parents will size you up with a critical eye because you are standing in for them as role models and caregivers for their children. If a parent is offended by your appearance or if your appearance displeases them, he or she may decide that a Coleman camp is not the right place for their child. Let’s remember that it is these very parents who employ you!

With these considerations in mind, we have established guidelines for dress and personal grooming. These appearance guidelines are detailed here and are to be adhered to by the staff.

NAME TAGS

All Coleman Country Day Camp staff members receive a name tag, which is to be worn with pride in an upright readable position.

HAIR

Men: A neat, natural haircut and a clean shave are essential. Any extreme look is not permitted. The hair is to be neatly cut and tapered. No extremes in dyeing, bleaching or tinting hair. A moustache or beard must be neatly trimmed.

Women: Hair should be neat; no extreme look is permitted. There should be no extremes in dyeing, bleaching or tinting hair.



MAKEUP

Women should wear a “natural look” in makeup — heavy makeup is not acceptable.

JEWELRY

Men: Body piercings, including earrings, are not permitted. It is suggested that watches be waterproof. Other jewelry should be kept to a minimum, primarily because it is unsafe in the camp environment.

Women: Body piercings are not permitted except for earrings. Large dangle or hoop earrings should not be worn. It is suggested that watches be waterproof. Other jewelry should be kept to a minimum, primarily because it is unsafe in the camp environment.

TATOOS

Any tattoos must be covered at all times. Those that cannot be covered should be discussed with Ross.

(continued on next page)

The “Coleman Look” continued

SHOES

Sneakers and socks must be worn at all times. Deck shoes and sandals are not permitted at Coleman Country, except for swim staff.

STAFF SHIRTS

Staff shirts must be worn daily. They may not be layered, fringed, studded, or otherwise adorned or altered. If any garment is worn over a staff shirt, it must be a staff sweatshirt. Flannel shirts, other sweatshirts, etc. — even in inclement weather — may not be worn. The only exception is raingear when it is necessary.

BATHING SUITS

Bathing suits must be modestly-cut one piece for women. Men should wear trunk-style bathing suits; Speedo-type suits are not permitted. Water shoes, flip-flops, etc. may not be worn — staff members must be ready to go into the water without any notice!

SHORTS

Shorts may not be worn-out, torn, cut off or frayed; they may not be fringed, studded, or similarly decorated.

MEDICAL EXCEPTIONS

Any medical exceptions should be discussed with your supervisor.



The Coleman Edge

So you've read this brochure. You know what summer camp is all about. And you're thrilled by the idea of a summer of helping children practice growing up – teaching them how to shed the labels they may have come to camp with and truly reinvent themselves!

But one thing is stopping you: "Will this be as good for my resume as an internship at a big company?"

We're here to tell you why the answer is yes:

Working at camp is great professional experience. It prepares you for many work environments better even than an internship at a big company. You will learn the same important skills – problem-solving, communication, and leadership – but within a supportive team that helps you get the most out of each day.

Top Ten Reasons Coleman Country Day Camp Looks Great on Your Resume!

10. Problem solving skills...and we're not talking about calculus.
9. As you guide your campers to make good choices, you too will learn to reinvent yourself. You may be good at things you've never even dreamed of!
8. You'll have experience working with children — a plus for future teachers, coaches, and many other professions in the field of child development.
7. Professional staff training, and lots of it!
6. You've proven you can devote long hours and lots of energy to a rewarding job.
5. Personal growth, maturity, and self-respect... you'll build these things along with your campers.
4. Being part of a team that works toward a common vision: building stronger, more caring, more competent children. It's a real sense of community and importance greater than oneself!
3. You'll build public speaking skills, the better with which to speak at meetings and make presentations to clients.
2. You'll know how to set a goal and take steps to achieve it.
1. You will learn to lead!

Employers look for strengths like teamwork, tenacity, and loyalty. There's no better place to learn these skills than at camp. You will come out of the summer with strong organizational skills, experience talking to groups, and the ability to lead. You'll be able to mediate disputes, organize a team, and work well under pressure. Skills like these are exactly what potential employers – from banks to publishers to design firms – are looking for!

Sure, potential employers value professional experience – the kind you would get from a traditional internship – but they also recognize the even more important life experience you get at camp: the teamwork, flexibility, and leadership you won't learn anywhere else. We work with experts who make sure to give you these tools at an advanced level. A camp experience at Coleman Country Day Camp gives you what we call the "Coleman Edge."



“Thanks to my summers with Coleman Country, I know I have the tools to succeed in the professional world.”

— E.J., Specialty Counselor

So What Do I Put on My Resume?

When the summer is over, when you're looking for a job or applying to colleges and you start putting a resume or application together, how do you describe what you did? You made a difference in the lives of children...you were responsible for their safety and wellbeing...you were part of a team that truly built a community. Sometimes it's hard to put what you did into the words that employers and admissions officers are looking for. Take a look at the sample descriptions we've included here, and feel free to use them either verbatim or as a jumping-off point to make your resume or application great! We are always willing to provide references for staff members -- just let us know!

Counselor

Supervised and facilitated the growth and development of young people; planned and organized activity programs. Duties included child/teen supervision, leading and motivating campers in various activities, planning program area, conflict mediation and resolution, enforcing camp policies, and effective communication with campers, parents, peers, and supervisors.

Non-Counseling Staff

Responsible for supporting the summer camp experience. Duties included teamwork, communication with campers and staff, maintenance of equipment and work area, timely, organized delivery of service, and suggesting improvements to the camp experience. Worked with fellow support staff to ensure a successful summer.

Division Leader

Supervised and orchestrated the overall operation of a camp unit comprised of X number of staff members and Y number of campers. Duties included designing and implementing camp programs, scheduling facilities, administration of paperwork in a timely manner, and communication with parents, staff, campers, and camp directors. As supervisor of a large staff, individually evaluated staff members, supervised staff development, including designing and coordinating training programs, and building teams.



Key Words for Your Resume or Application

Teamwork
Communication
Organizational Skills
Leadership
Conflict Mediation/Resolution
Problem Solving
Child Development
Setting and Achieving Goals

“At job interviews, my interviewers were always impressed by the leadership experience I got at Coleman.”

— C.L., Counselor

Coleman Country Personnel Policies

1. Possession, use, or sale of illegal drugs, misuse of prescription drugs, and possession or use of any alcoholic beverages in camp or during camp-sponsored activities is prohibited. Behavior resulting in embarrassment to Coleman Family Camps in the local community is prohibited. Violations will result in dismissal. Staff with prescription medicines must take their medicines directly to the Health Center in order to properly monitor and control prescription drugs in camp. Health center staff will distribute and chart all staff medications. Certain medications may be exempted from Health Center distribution if approved by the directors and the Health Center. However, no medications of any kind may be stored in camper cabins.
2. Physical abuse, verbal abuse, or harassment of campers and/or staff is prohibited and will result in dismissal. Any such acts should be reported.
3. Possession, use, or sale of personal firearms or ammunition is prohibited. Violations will result in dismissal.
4. The use of tobacco products is prohibited.
5. The use of cell phones is prohibited, except in designated staff areas.
6. Dating between campers and staff is prohibited. Dating between staff members is to take place during time off away from camp; there is to be no overt display of affection between staff in front of campers. Personal affairs of all kinds must be left outside of camp and not shared with campers.
7. Each staff member should understand that he is obligated to perform his duties as set forth in the contract. At the discretion of the directors, a staff member may be excused from completing the contract in the event of a medical or family emergency, or for other emergency reasons as determined by the directors. If a staff member leaves before the contract period ends, he or she will be treated as in breach of contract:
 - a. All compensation will be pro-rated and paid after the camp season has ended.
 - b. Staff member will not receive the completion of contract bonus.
 - c. We may inform references of staff member's failure to fulfill his or her contract.
 - d. Parents of staff members may be called and informed of the dismissal or departure.
8. All staff are required to dress according to the "Coleman Look." (See pages 19-20.) Each staff member will be provided with two staff shirts free of charge. Additional shirts may be purchased through the camp office.
9. Use of camp waterfront facilities when closed may result in dismissal. Use of open waterfront facilities requires that a certified lifeguard be on duty.
10. Use of personal sports equipment is prohibited without permission of the camp directors. Coleman Country Day Camp assumes no responsibility for lost, stolen, misplaced, or broken personal equipment.
11. Special diets can be accommodated on a limited basis. If you require such assistance, it is your responsibility to make such arrangements in advance with Coleman Country Day Camp prior to official acceptance of your contract.
12. Staff members must attend all designated meetings and meals.
13. Staff members are required to attend all relevant training sessions; the dates of these training sessions will be available in early spring.
14. All counselor-level staff must obtain a Commercial Driver's License (CDL) and drive a camp van.
15. Cash and valuables should be left at home.
16. Counselors may not lend or borrow money from campers.
17. Time off: Day camp counseling staff work Monday through Friday and have scheduled breaks during the camp day.
18. No pets or animals may be brought to Coleman Country Day Camp.

Camp Employment Application Procedures

1. Complete the enclosed application and background check waiver in full or complete it on our website at www.ColemanCountry.com. Please be honest! Failure to disclose material information is cause for rejection of your application and/or withdrawal of any offer of employment.
2. Return your completed application to us.
3. Make sure that your references have been sent by the people you have selected.
4. We will contact you to arrange for an interview once we have received your application.
5. If you are offered a position, please take the time to think over what was discussed at your interview. Please make a thoughtful decision!
6. You must sign and return a written contract within two weeks of the date of the contract once it is offered. If you accept a verbal offer, both you and Coleman Family Camps agree to be bound by it. It is unethical to seek other employment after accepting an offer of employment.
7. If you do not fulfill your contract or meet the obligations to which you have agreed, whether before or during the camp season, you may be subject to expenses incurred by the camp directors, including, but not limited to, replacement, travel, and other related costs.
8. The directors, at their sole discretion, may release you from your contract for health or other emergencies.
9. If you accept employment, you agree to abide by the “Coleman Look” (see pages 16 & 17)

Coleman Country Day Camp is an equal opportunity employer.

Please direct staff inquiries to:

Coleman Country Day Camp
P.O. Box 34
Merrick, NY 11566

(516) 620-4300

jobs@ColemanCountry.com



**“There’s definitely no other way I’d rather spend my summer.”
— S.B., Counselor**



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