

# *Kennolyn's Day Camp*

## **LIT Guidelines**

LIT1=10<sup>th</sup> LIT2=11<sup>th</sup> CI=12<sup>th</sup>

The Kennolyn Day Camp Leaders In Training program is designed to develop 21<sup>st</sup> Century Skills of high school students who enjoy the camp environment, are ready for new challenges, and are interested in becoming leaders.

Summer camp is THE place to develop 21<sup>st</sup> Century Skills. These skills are essential in learning to thrive as young adults. It is a good reminder that companies like Google who routinely say it is skills like communication and collaboration not STEM that predict employee success. We believe the camp environment is one of the few places these skills can be actively taught and practiced. Participants LEARN-BY-DOING, and see real GROWTH over time.

Learn more about 21<sup>st</sup> Century Skills from [American Camp Association](#), [Stanford](#), or the [Washington Post](#).

Participants in the LIT program cultivate compassion and empathy through creating connections with campers; develop leadership skills through opportunities to lead games, songs, and more; facilitate campers' social skill development as they meet new people, make friends, and solve disputes; receive coaching and feedback from camp professionals; support counselors in fostering a positive camp experience for all campers...and most of all GROW!



**leadership**

group management  
role modeling



**communication**

empathy  
listening



**initiative**

self-discipline  
thinking ahead



**creativity**

adaptability  
collaboration

## LIT 1 = Emerging Leaders

LIT-1s are rising 10th graders ready to explore their leadership potential and apply it to their life. Your time is split between being a camper with other LITs and going through training or shadowing a counselor of a younger group. Mornings are spent observing and assisting a younger camper group for two periods and one period of leadership training Monday-Thursday. During lunch, the two afternoon periods, and Friday Free Choice mornings, you participate in activities together like other campers. You will gain real skills, discover who you are, and what you need to work on. Our experienced LIT Counselor supports you along the way.

### LIT1s

- Are classified as campers even though they are seen as counselors by the children they support.
- Spend ½ their time having fun participating in activities and ½ their time learning to lead
  - 11 periods – activities as a camper
  - 8 periods – shadow group
  - 4 periods – leadership lessons
- Are assigned to a group to observe and support Group Counselors. LIT1s only act in a support role and do not lead activities.
- Participate in one period of leadership training Monday-Thursday led by the LIT Counselor. Lessons include team building, collaboration, and effective communication.
- Eat lunch with a shadow group and enjoy lunch Free Play as a camper
- On Fridays, choose their own Free Choice activities like other campers in the morning and then rejoin their group to shadow in the afternoon.
- Have frequent check-ins with the LIT Counselor
- Many high schools accept hours for community service credit.
- More detailed information will be shared in the LIT handbook to be published in the spring.

## LIT 2 = Counselor Apprentices

LIT-2s are rising 11<sup>th</sup> graders ready to take an active role in helping group counselors manage campers with a focus on building relationships. The LIT-2 year marks a transition as participants fill the role of counselor apprentice under direct supervision of the adult group counselors and the LIT counselor. Because you are not yet 18 years old and have not completed the training program, you're still officially "campers" which means you are not yet able to teach activities without the supervision of a counselor. However, the campers will look to you for everything just like they do the counselors. So, in a way, you're in the middle. You'll help teach activities and have "family group" responsibilities. You will spend 20% of your time in training and 80% of your time in a support role to our group counselors. Before the session starts we will do a Zoom training to review the program, talk about positive approaches to discipline, being a positive role model. Once at camp you'll also be trained to belay on the climbing wall. During camp you will receive one period of leadership training Monday-Thursday. Upon completion of the program you will receive a letter of recommendation for your future use in applying to other jobs, college, or as a part of their application as a paid Counselor Intern. While LIT-2s are eligible to apply as Counselor Interns after completing the program, not all will be hired.

### LIT-2s

- Are assigned to a group of ranging in ages 5-12. Help staff in a support role and given some opportunities to lead activities.
- Participate in one period of leadership development Mon-Thu.
- On Fridays lead an activity under the supervision of a Counselor typically belaying at the climbing wall or group games and help set up and run the Friday Friday event
- Eat lunch with camper group and supervise Free Play stations with counselors
- Many high schools accept LIT hours for community service credit.

## **CIs (Counselor Interns) = Interns**

Paid position for 2-5 weeks for rising 12<sup>th</sup> graders who have completed the LIT program. Counselor Interns (CIs) are selected using the same interview and application process as our staff. Hiring is competitive and many who apply are not hired. CIs work under the supervision of an area coordinator – Aquatics, Equestrian, or High Ropes – and participate in paid staff training for 3-6 days along with the rest of the summer staff. Aquatics training includes a Red Cross Lifeguarding certificate valid for two years.

### **CIs**

- Are 100% staff yet placed in a position to work in a group with other staff
- Report to area coordinator for feedback on performance and effectiveness. Are also supported by Town Council staff.
- Teach campers of all ages and experience levels the skills appropriate to your activity.
- Develop lesson plans that will enable all campers to participate and succeed.
- Conduct daily check of equipment for cleanliness, safety, and good repair.
- Employment information on our website applies. Learn more [here](#).

### **Overview**

By accepting the LIT role, you are taking on increasing levels of responsibility as you move from camper to leader and possibly to counsellor. As you grow into a leader, the focus of camp will be less and less on you and more and more on the campers you work with.

## **Responsibilities, Rules, and Regulations**

You will be given real responsibility and you'll undoubtedly thrive on it. Most of all, you will have the AWESOME position of focusing on building relationships with the campers. Get to know them. Find out what makes them tick. You will be able to develop insight that counselors may not have time to. The counselors run things and you should only be left alone in charge of campers in an emergency. You have years of experience at Kennolyn – use that strength to benefit your group as a whole. Turn all those fun camper memories into ideas your counselor and group can try together. When assisting counselors, be active, not passive. Suggest places and ways you can help rather than waiting for them to tell you what to do. If they do simply tell you what to do, well then, that's their job. As counselors become more comfortable with you they will ask you to assist them more (this is tough to work out, so be patient). If they forget, gently remind them. Most of all, challenge yourself, and even more importantly, allow yourself to grow!

## **Kennolyn Camps Core Values and Beliefs**

- Having fun is an essential ingredient of Life!
- We believe in integrity, fulfilling our promises, and meeting our commitments.
- We believe that people have an unlimited capacity for love and appreciation of other people, children, and the outdoors. We believe that Summer Camp nurtures that capacity.
- We believe in the vitality and relevance of all generations, the power of our past and the importance of lessons learned from everyone, children and adults alike.
- We have a responsibility to make a positive difference in other people's lives.
- Every day, our best efforts and highest levels of performance are our goals.
- When all of the commitments are kept, it makes for a most rewarding summer for each person concerned.

## **Program Goals**

- Become a leader - manage people in groups, role model good behavior
- Improve your communication skills – reflective listening and showing empathy
- Take initiative – find ways to be helpful by having self-discipline and thinking ahead
- LIT-2s- Complete Belay Training and actively belay campers

## **Stuff to have each day at Day Camp**

Swim suit, towel, & sunscreen

Positive attitude and energy

A sweatshirt

A water bottle

Your lunch

A “dumb” watch (optional)

## **Keeping It “K”**

Having been at Kennolyn for at least a year (a lot more for most of you), by now we’re sure you’ve all heard the term “Keep it K”. Being K-rated is behaving in a manner that is appropriate for interacting with everyone at camp. There are people of all ages at Kennolyn during the summer, and our words and actions can easily be seen and heard by anyone at camp, not just our intended audience.

Obviously, cursing is not tolerated, but using seemingly inoffensive slang can also have embarrassing, hurtful, or otherwise negative effects. Words, topics of conversations, gestures, dress, etc. should be appropriate to everyone. A great way to figure out if what you’re saying/doing is okay is to imagine a grandparent and a 6 year old camper are both audience to your actions.

## **Phones**

Your cell phone must be handed in to the LIT Counselor upon your arrival to camp or better yet, leave it at home!

## **T-shirts**

We will provide you with an LIT Kennolyn Green short sleeve shirt upon arrival at Kennolyn.

## **Grooming and Dress Code**

### **Philosophy**

- Please understand that Kennolyn has traditional roots, which our camp parents have continually reinforced over our 78-year history.
- By having these policies, we hope to avoid any awkward moments for EVERYONE at camp – especially the campers.
- These dress issues relate to safety and appropriate role modelling for our campers.
- We lead an athletic lifestyle here at Kennolyn and we ask that you pack clothing that supports outdoor play and exploration. Thus we ask everyone to follow a simple dress code so that clothing is not a focus.

### **Dress Code**

- We reserve the right to decide if any article you wear is appropriate for camp and ask you to change into something more suitable for camp environment
- Make-up should be worn very minimally during camp. Camp is an environment for the natural look. We encourage campers & staff to take advantage of this opportunity for a simple routine in the mornings!
- Clothing must cover undergarments. Shorts must always cover bottom completely (including while seated and while climbing in a harness).
- All clothing must be child appropriate. Clothing may not have pictures or statements with alcohol, drugs, tobacco logos, sexual, or violent references of any kind.
- Good quality, closed-toed shoes & socks should be worn each day. You will be walking and hiking around camp all day! No open-toe shoes of any kind during the day; unless at pool.
- Hair long enough to be worn in a ponytail or braid must be worn that way for the entire work day.
- Tattoos must be tasteful & child appropriate. Tattoos must be covered if they do not meet these criteria.



- No clothing that shows bare midriff. We wear t-shirts or long sleeve tops daily. No tank tops.
- One or two piercings per ear may have jewelry. A simple stud nose piercing can be worn or a flesh colored piercing retainer. No visible piercings may be worn other than these specific items.
- Only simple stud jewelry can be worn in piercings. No hoops, loops, or dangling jewelry! In our active environment there is too much potential for these to get caught and ripped out. Besides the ear and nose piercings noted in this policy, no other facial piercings may be worn.
- Bathing suits present a challenge for anyone trying to promote gender inclusive dress codes. Despite our efforts, we have not been able to define a dress code for waterfront activities that is not divided by gender. Campers and staff are welcome to dress consistently with their gender identity. Athletic style one piece bathing suits or swim trunks are required. UV swim shirts are optional but highly recommended. ANYONE who feels confined by this policy is invited and welcome to discuss a solution with a supervisor. All conversations will be confidential, professional, and non-judgmental.

### **Tobacco/Drug/Alcohol Policy**

No smoking or use of drugs at any time. The consumption of alcohol is illegal for persons under the age of 21. Violation of these rules will result in IMMEDIATE DISMISSAL from the program.

### **Social relationships**

Excessive social fraternization with staff members is inappropriate. Your peer group consists of your LITs not members of staff. This is very important and will be strictly enforced. If a staff member ever makes you feel uncomfortable, report your feelings immediately to the LIT Counselor or one of the directors. As minors and members of the Training Program, Kennolyn is responsible for you. Although it is unsuitable to spend social time with staff, we do encourage you to use them as professional resources.

## Code of Conduct

- Physical punishment of any kind is unacceptable under any circumstances. There is no place at camp for spanking, slapping, hitting, or physical restraint and confinement. Forcing a child to run laps, do push-ups, or any other form of unwanted physical activity is considered physical punishment and is unacceptable.
- Serious discipline problems should be left to the Staff. **Never hesitate to bring your problems to camp directors or any other member of Town Council.**
- Your role requires close contact with children, and we must be professional and extremely vigilant about our physical interactions. For your safety and the safety of the campers, these policies are important.
  - Follow the “Rule of Three” – always be in a group of three people – you and two campers, two adults and one camper, etc.
  - Avoid situations where you are being alone with one child.
  - Never be alone with a child when in the bathroom or changing areas.
  - Do not allow one child to monopolize your physical attention. (e.g., do not sit next to the same child at every closing circle)
- If using physical touch when interacting with a camper, the hand, head, shoulder, or upper back- a side hug or pat on the head/shoulder is often considered appropriate. Piggybacks, holding hands, lap sitting, should be minimized and avoided.
- An LIT should not touch a child against their will, unless in the case of clear and present danger of the camper.
- LITs should never touch a child if discomfort is expressed (verbally or nonverbally)
- Campers should not be touched in a place on the camper’s body that is typically covered by a bathing suit unless for a clear medical necessity and with the supervision of another adult staff member.
- LITs should absolutely never be unclothed in front of campers.
- It is never appropriate to compare a camper’s body with another camper or staff member.
- If a child discovers a tick, cut, rash, etc. in a private part of their body, immediately take them to the camp nurse or doctor to be professionally examined.

- It is important for counselors to model good behavior and to be mindful of the way they interact with co-workers in front of the children.
- Counselors should avoid being alone with a child at any time; this is not only to ensure the camper feels comfortable and safe, but to protect the counselor from any interaction that may be misinterpreted by a camper.
- When counselors need to have a 1:1 conversation with a camper, they may seek a private setting away from others, but should always ensure they are visible to other adults while alone with a camper, like in a field or on a front step.

### **Camp Vehicles**

May be driven by **authorized personnel only**, and never by members of the LIT Program. These vehicles are never loaned.

### **Health Cottage**

The camp nurses provide basic health care. Please visit them if you are ill or injured. All medication should be checked in and stored with the camp nurses; **keeping medication of any kind in cabins is not allowed.** You are required to submit a complete health and medical record signed by a physician. It is imperative that you have this done prior to your arrival at camp. **Health forms are required every year and can be found in your parent's online account.**

### **Mental Health**

Our goal is to provide a space at camp where people can thrive, de-stress and gain independence. Many campers and staff who struggle with mental health concerns do incredibly well at camp. If you anticipate that you may struggle with your mental health while at camp please let us know in the medical form on your CampMinder account. This form is required for all campers. Our hope is to provide campers the chance to succeed at camp and partnership in this is the best way to ensure success.

## Final Thoughts

Physical punishment should **never** be used to discipline campers. Serious discipline problems should always be discussed with the Camp Directors. **Never hesitate to bring your problems to a counsellor or camp leader.**

Campers should **never** be left unsupervised. You should know the whereabouts at all times of any camper for whom you are responsible.

When conducting an activity, place your interest on campers. Do not make a habit of visiting with other LITs or staff

You are a role model for our campers. Remember little courtesies –

- The use of please and thank you, and other common niceties.
- Try to address people by name. Friendliness and sincerity are important. Speak, smile, and offer to be of service to any guest or stranger who is in camp.
- By now Kennolyn is a place you know and love. Take ownership over your responsibilities.
- Lend a helping hand, pick up trash even if it isn't yours.

Don't hesitate to ask for help when you need it. We will provide feedback to you to help you grow as a leader. We want this to be a wonderful growth experience for you as well as the campers. It will take dedication and service to others, and we are so confident in your abilities to display these qualities!

## LET'S HAVE AN AWESOME SUMMER!!!!

Don't hesitate to reach out!

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