

I. Responsibilities of All Staff Members

As an IAJHSC Summer Leadership Camp staff member your primary responsibility is to maximize positive leadership and learning experiences for the delegates.

While each staff member has particular duties assigned to him/her, but the following responsibilities are shared by all staff:

1. Arriving at the camp prepared for your role with a positive attitude.
2. Assuring the safety and security of all delegates.
3. Demonstrating “service leadership” and serving as a positive role model.
4. Interacting positively with other staff members, and especially delegates.
5. Being alert to situations which may require assistance, guidance, leadership, or curbing.
6. Following the existing schedule, including staff meetings. Setting the tone by being punctual.
7. Enforcing the existing rules in a positive, supportive fashion.
8. Finding time to take care of yourself – enough food, down time, and especially sleep.

A major responsibility of all staff members is safeguarding the safety of delegates throughout the camp.

This includes making sure the students follow rules pertaining to camp perimeters, invited or uninvited visitors to camp, adhering to curfews and other related guidelines. In addition it is the role of staff to assure that delegates do not participate in activities which are likely to result in physical injury.

Finally, it is important to be aware that some delegates, because of physical or other concerns may not feel comfortable engaging in some of the more active aspects of the program. Staff members should explore opportunities for these delegates to stay involved in some way without feeling left out or of no value to the group. At no time should any student feel forced to engage in any activity, especially of a physical nature in which he/she chooses not to engage.

The IAJHSC supports Illinois laws forbidding alcohol and tobacco possession by minors, as well as the many local ordinances in effect in locations where it conducts its programs. Further, the IAJHSC recognizes that members of its staff, regardless of age, are role models for participants in its programs. As such, the IAJHSC shall provide a drug-free and alcohol-free environment, which shall help ensure a safe and productive environment for all individuals. In order to further this objective, the following rules regarding alcohol and drugs have been established:

- The manufacture, distribution, dispensing, possession, sale, purchase, or use of controlled substances while at camp is strictly prohibited.
- Being under the influence of alcohol, illegal drugs, or the unauthorized use of prescription drugs or over-the-counter drugs while at camp is strictly prohibited.

This Policy applies to all camp personnel regardless of position.

II. Camp Staff Personnel Information

A. Category of Personnel

All camp staff members are considered volunteers and serve as such. Neither this handbook nor any policy contained herein should be construed as creating a contract of employment. Under no circumstance is the IAJHSC responsible for paying unemployment or workers' compensation benefits, or in providing any other benefits, to any individual.

B. Relationship between Camp Staff and IAJHSC

Upon the conclusion of the summer camp at which a volunteer is assigned, their formal relationship with the IAJHSC is thus terminated unless that person has been appointed as a director of said camp by the IAJHSC Executive Board. Any obligations and responsibility IAJHSC has towards any individual upon the conclusion of camp is also ended at that time and IAJHSC is under no obligation to request any volunteer return in a similar capacity for a future program.

C. Stipends

In recognition of service to the organization, the Executive Board may at its sole discretion vote to authorize the payment of annual honorarium stipends to individuals in recognition of their contributions to the organization. These stipends, if offered, are not considered salary and can be rescinded at any time at the discretion of the Executive Board. Such stipends will be reported, as required, to the Internal Revenue Service (IRS) as well as the Illinois Department of Revenue as "miscellaneous" income.

III. Senior Staff Job Descriptions

All adult staff members are required to attend staff development the two days prior to camp and have a background check on file with the camp director.

Camp Director - According to the bylaws of the IAJHSC, the camp director will be appointed by the executive director and approved by the board at the fall board meeting. The responsibilities of that position are outlined in the bylaws as such:

It shall be the duty of the Summer Leadership Camp Director to be the chief administrative officer in all matters regarding the Summer Leadership Camp. These duties shall include the following:

1. Determine the camp philosophy and program with the approval of the Executive Board.
2. Act as the chief administrator concerning all matters related to camp operations, supervision, and direction.
3. Hiring of all staff and personnel required to institute the camp program.
4. Select camp site and negotiating contracts concerning the use of the site for presentation to the Executive Board.
5. Maintain the safe and secure disposition of the camp storage trailer and other equipment owned by the association for camp use.
6. Recommend fees to be charged for camp participation to the Executive Board.
7. Prepare all materials to be used at camp.
8. Handle all matters concerning registration of camp delegates.

9. Prepare a report to the Executive Board at the Fall Executive Board meeting.
10. Prepare and distribute school participation certificates.
11. Attend Executive Board meetings and convention.
12. Maintain an inventory of camp materials.
13. Promote Summer Leadership Camp to the membership.

Assistant Director - The camp director can choose to hire an assistant to help with running the camp. Their duties will be as follows:

1. Create staff schedules
2. Communicate with parents
3. Assist in the management of camper behavior
4. Assist in training and supervision of staff and program areas
5. Assist in organizing/grouping campers and staff into councils
6. Helping to inventory and maintain materials
7. Assist with planning and running precamp
8. Any additional responsibilities as assigned by the director

Camp Registrar - The camp registrar can be an outside staff member or can be combined with another staff position. Their duties will be as follows:

1. Coordinate the number of campers from each school attending camp
2. Send out the ebills to the schools
3. Deposit and keep a record of the school checks as they come in
4. Send out the forms to the campers
5. Sort the Delegate Information forms, code of conduct forms, and medical forms for each delegate
6. Record what forms have come in and what forms delegates still need upon arrival at camp
7. Print bank cards for each delegate

Camp Nurse - The camp Nurse will be on hand to handle medical situations that arise during the week of camp. Their duties will be as follows:

1. Evaluate and treat campers and staff for minor injuries and illnesses
2. Supervise and insure proper distribution and storage of medication at camp
3. Maintain a log of Health Center visits
4. Give supportive advice to counselors and other camp staff if requested
5. Identify health problems serious enough to require a physician's attention
6. Other duties as assigned

Camp Secretary - The camp secretary will be an extra adult on hand to fill in when needed and allow the other staff to focus on their duties. Their duties will be as follows:

1. Organizing paperwork

2. Coordinating and shopping for supplies
3. Assisting with pre-camp tasks such as organizing staff training materials, staff shirts, etc.
4. Assist with weekly administrative tasks during camp, management of camp supplies and inventory, procurement of camp supplies
5. Fill in for adult members who need to leave unexpectedly
6. Other duties as assigned

Junior Counselor Coordinator - The JC Coordinator is charged with supervising the Junior Camp Counselors. Their duties are as follows:

1. Coordination, operation and support of JC programs ensuring their effective and cohesive operation on a day-to-day-basis
2. Training, support and supervision of JC staff as outlined in the JC coordinator manual
3. Assigning JC jobs
4. Running JC meetings every morning
5. Coordinating JC R and R time
6. Checking in with senior staff to make sure that JCs are doing what is expected of them midweek and with the formal evaluation
7. Collecting all JC materials at the end of camp including paperwork, backpacks, etc.
8. Other duties as assigned.

Senior Staff Member - The Senior Staffer reports directly to the Camp Director and is responsible for the primary supervision of all camp participants. Their duties are as follows:

1. Daily administration of camp programming and activities
2. Ensuring the well-being and safety of all participants (delegates and JCs under their care alike)
3. Providing daily feedback to the director and other staff members
4. Participating in general sessions
5. Maintaining a fun and safe environment for the participants
6. Other duties as assigned

IV. Camp Emergency Procedures

The safety record of the IAJHSC Summer Leadership Camps is excellent, but the possibility of an unexpected emergency that exceeds normal levels must also be anticipated and planned for. This paper is to describe situations and procedures to be utilized by camp staff in such instances.

- The Camp Director should review emergency contingency plans (evacuation procedures, communication channels, chains of command) with the director of the host site. Those contingency plans should be communicated to each staff member during staff development. Camp staff and participants will follow the contingency plans of the host site. In the case of an emergency, staff members are responsible for following the guidelines provided to you by the Camp Director
- In circumstances where a natural event interrupts an activity and or forces the evacuation of a venue or geographic area, incident management procedures for camps and local protocols should be employed to the degree necessary to expedite the safe movement and relocation of the students. In all cases where severe weather is forecast or occurs, a camp staff member should be assigned to monitor local weather information. This will include monitoring television, radio and the Internet for current updates, watches or warnings.
- In the event that a violent act, civil disturbance, acts of terror or report of a weapon threatens any camp activity, the first priority will be to isolate or remove students from the area of threat. If local protocols are applicable, they will be utilized. In all cases of a violent act resulting in delegate or staff injury, a director will notify the local law enforcement agency having jurisdiction over the camp facility.
- In the event of an active shooter or violent intruder while delegates are at camp, IAJHSC will utilize the A.L.I.C.E. method in place of traditional lockdown. ALICE is an acronym for Alert, Lockdown, Inform, Counter, Evacuate. It's not designed to be sequential but rather to be utilized dynamically in each unique situation.
- In the event an intruder is suspected or identified, camp staff must take steps to isolate students from the suspect and provide a secure environment for them until the threat is abated. Directors should also contact the site managers and local law enforcement.
- When the incident of a suspicious person or suspected intruder arises, camp staff should take the following additional actions:
 - Coordinate with facility personnel to locate and maintain surveillance of the person in question until security or local law enforcement arrives and takes control of the situation.
 - Ensure that students are in secured and/or distant areas or that a secure buffer zone is established between the intruder and the students.
 - Coordinate and provide debriefing (if necessary) to students following the conclusion of the situation.
 - Account for all students throughout the situation.

V. Missing Delegate

A missing delegate situation is determined when one or more delegates remain unaccounted for following a reasonable search of the camp facilities and pre-established student boundaries. Delegates should be accounted for at all council meetings, activities, general sessions and meals

Upon being notified of a possible missing student, director should take the following actions:

- Question staff members and delegates who were the last to see or interact with the missing student.
- Dispatch a staff member to the last known location of the student in question.
- Following an initial search, notify camp staff for mutual aid in search efforts.

We are so grateful to have such a caring and committed staff here at IAJHSC Summer Leadership Camp. Without our passionate volunteers, we would not be able to help to shape the leaders of tomorrow and put out a quality program that draws hundreds of students from all over the state year after year. We appreciate your dedication to helping out and following the policies as set forth in this handbook. These guidelines are here to help keep everyone safe. We know that it is only with your help that we can continue to live out our mission statement of

Developing authentic leaders with a foundation of integrity and confidence to make a positive impact.