



# **Program Dean's Supplement**

## **2011**

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## **Program Dean Job Description**

The Program Dean is a paid or volunteer employee with responsibility for the day-to-day administration of program and for assuring the care, safety, and protection of campers. The Program Dean will pay special attention to the Mission Statement of the Lake Louise Christian Community in making plans for their week of camp.

### **Lines of Authority:**

- The Program Dean is recruited by and reports to the Executive Director.
- The Executive Director recruits and evaluates all Program Deans.

### **Program Deans Have An Opportunity To:**

- Shape the camping ministry of the Lake Louise Christian Community
- Have a major impact on the spiritual lives of campers and counselors
- Be creative in their approach to their particular week of camp – frequently creating their own unique curriculum or plan.
- Be invitational in recruiting other adults to use their gifts for camping ministry
- Receive two ½ off scholarships for their own children to attend a Lake Louise camp
- Receive a free weekend at the retreat center for their family – to be arranged through the Executive Director.

### **Responsibilities include:**

- Recruitment of staff
- Cabin Assignment (in consultation with the Executive Director)
- Planning, Scheduling
- Budget and Expenses
- Behavior Management
- Maintenance of all Policies (note: Waterfront staff are responsible for maintaining waterfront polices. The Program Dean will assist the staff in this task.)
- Assist in Camp Promotion and Recruitment of Campers
- Evaluation and Plans for Improving
- Training
- Note: Program Deans are not responsible for:
  1. Registration and Camper Release
    - LLCC will handle all check-in and check-out. If you need a table at check-in, let us know. In short, we will organize check-in to get your campers into the camping experience as quickly as we can.
  2. Maintenance and collection of Counselor forms
    - LLCC will handle all counselor records.
    - By the beginning of camp, any staff person without records will not be allowed to participate in camp.

## Recruitment

1. The Program Dean will submit a list of counselors with addresses, email and phone number information to the Executive Director by April 1st.
2. Recruitment of a Health Officer
3. Choose staff based on quality of:
  - Character
  - Emotional Stability
  - Health
  - Ability
  - Experience
  - EducationBe aware of the special needs for the Health Officer. Consult the Health Officer Supplement for more information.
4. The Program Dean does not need to recruit waterfront staff or kitchen and maintenance staff.

## Staffing Ratio

The ratio of adult staff members to campers at any one time shall be based upon the following:

1. **For campers below the age of thirteen**, during their awake hours, there shall be one (1) adult staff member for every ten (10) campers or a fraction thereof beyond the first ten (10). For campers below the age of 13, during their sleeping hours, there shall be one (1) adult staff member for every fourteen (14) campers or a fraction thereof beyond the first fourteen (14).
2. **For campers 13 years of age or older**, there shall be one (1) adult staff member for every fourteen (14) campers or a fraction thereof beyond the first fourteen (14).
3. **For handicapped campers**, during their awake hours, there shall be one (1) adult staff member for every three (3) campers or a fraction thereof beyond the first three (3). For handicapped campers, during their sleeping hours, there shall be one (1) adult staff member for every six (6) campers or a fraction thereof beyond the first 6.
4. The minimum number of staff on duty and in camp shall be two (2) adult staff members.
5. In a camp with more than fifty (50) campers, the Program Dean shall not be included in determining the staff-to-camper ratio and shall not serve full-time as the health officer.

## Cabin Assignments

These are the total capacity numbers (total bed spaces). We are licensed for 150 campers. The retreat center is not licensed for camper housing and only utilized for permanent staff and guest housing.

### East Village

Ballard: 7

Hollow: 7

Van Every: 10

William Horner: 7

E.E. Horner: 16

Louise: 14

New Moon: 14

Gentile: 14

Alma: 14

Donn Doten: 14

### West Village

Tull: 14

Sam Harrison: 14

Stroud: 14

Toncra: 14

Albion: 14

### **Center Area**

Halsted Lodge: 20 (two groups of 10)

# Planning, Scheduling

## Schedule Items

1. All check-ins at 3 p.m. Sunday (Family Camp). All check-outs are at 10 a.m. Saturday morning (except Choir Camp, Teddy Bear, Black Bear and Family Camp). Plan your closing activities accordingly. Staff members should not arrive until 3 p.m. Saturday. If they arrive earlier, they must wait until the staff here is through cleaning cabins and readying the camp. No early arrivals.
2. Meals: Breakfast is 8 a.m.; lunch is at 12 noon, dinner at 5:30 p.m. Build your schedule around these times.
3. The waterfront time will be established by the Executive Director and communicated to you prior to camp.
4. Your camp schedules – what is happening day to day – must be to the Program Development Specialist by June 1.
5. The Staff Request Form must be to the Executive Director by the Monday prior to your camp.

## Planning

- It is the responsibility of the Program Dean to insure that all plans are in accordance with the Mission Statement of the Lake Louise Christian Community.
- Please send a copy of your plans to the Program Development Specialist by June 1<sup>st</sup>.
- Volunteer staff can not make decisions about paid staff time or schedule. All decisions impacting paid staff need to be negotiated in conversation with the Executive Director.
- Review your camp traditions and activities – all of them. Voluntary hugging is OK, hug lines need to be reevaluated. If you had an activity or tradition where someone was injured or hurt last year, use this year to create new, safe traditions and activities for your camp. If you need my support on changing a tradition or activity, let me know. The Executive Director and Program Development Director will be glad to help you move some things in new directions.

## Budget, Expenses and Supplies

1. Staff to camper ratio is 1:5-7, including all staff. If your ratio is less than 1:5, \$50 per staff member will be charged to your program budget. In short, you may choose to have more staff, but **it will cost your program budget \$50 per staff member beyond 1:5.**
2. Program budget: \$13 per camper (\$33 for choir camp, \$23 for Middle School). Make smart choices with expenditures, stay away from buying cheap junk, and make sure you utilize the inventory in the Buss Garage.
3. Buss Garage Inventory. Everyone has been provided with the inventory, and we will update it before camp. Use these materials! Do not buy stuff we already have on hand.
4. Pictures: If you want them we will try to do them in house at a low cost (we now have an almost photo quality printer). Figure \$2.00 per picture against program funds.
5. DVD's: One of your staff takes video or still pictures, turns them in to us by dinner on Thursday, we will produce DVD's at \$5 a piece charged against program cost.
6. T-shirts: Lake Louise provides a t-shirt for every camper and counselor
7. Training:
  - a. On-Site Training: No cost (Includes May event)
  - b. Online Training: \$15 per counselor – deans may request reimbursement to a counselor who is not able to pay this amount
8. Deans may be reimbursed for the cost of food they provide at an off-site training event
9. Palmer's Hierarchy: Focus on creating transformative experiences with engaged staff. Mementos of camp can be important, but do not sacrifice your program budget to providing things for campers. Let's stay focused on providing memorable, transformative experiences and staff. We also realize that today's youth use material objects as icons of their camp experience. We are confident that with appropriate planning you can accomplish transformative experiences and also have some icons of the experience for the campers – using Facebook, the Lake Louise web site and other online sources and the wise purchase of some important item.
10. Consider using free resources:
  - a. Lake Louise Web Site: Each camp will have a "page" where they can post pictures, testimonials, announcements etc.
  - b. YouTube: Place your DVD on YouTube rather than burning individual DVD's.
  - c. Facebook: Create a page for your camp. Place announcements there.

### Receipts and Reimbursement:

1. Receipts are required for **ALL** reimbursements.
2. All reimbursement requests must be made by Sept. 1<sup>st</sup>. (use enclosed form)
3. A 2 day notice is required for any reimbursements made during your week of camp.

## Reimbursement Request Form

<b>Make Check Payable to:</b>	<b>Date:</b>
<b>Name</b>	
<b>Address</b>	
<b>Description of Items</b>	<b>Amount</b>
<b>Camp:</b>	
<b>Program Dean's Signature:</b>	
<b>For Office use only:</b>	
<b>Executive Director's Signature:</b>	
<b>Date check written:</b>	

**A receipt for each item must be attached.**

## Behavior Management

A comprehensive list of behavior management strategies is available on the web site: *Positive Approaches to Behavior Management*. The Program Dean should become familiar with this resource.

Every year, each camp is asked to create a new *Positive Methods that we will use for Behavioral Management 2011*. This should be a part of your planning time and signed by each counselor. Doing this each year provides counselors with an opportunity to address current and emerging concerns.

In addition, each Program Dean must consider their own role in their camp's behavior management strategies. Questions for each Program Dean to consider:

1. Who is expected to handle cabin behavior? At first? Next Step?
2. Who is expected to handle inappropriate behavior during large group activities? At first? Next step?
3. What positive steps can you take to ensure a good camp experience for all?
4. What is your policy on "calling home"?
5. Are the lines of communication clear to your staff?
6. What will you do with counselors who exhibit inappropriate behavior?
7. Almost every camp experiences some form of bullying. Are you aware of the kinds of bullying your camp is vulnerable to?

### You Might Try This:

#### Camper Counsel

Have each cabin elect a representative to Campers Counsel. They will meet once a day with the Program Dean and discuss matters of concern.

The Program Dean can model healthy problem solving techniques and conflict transformation strategies with the Campers Counsel.

The campers can be encouraged to find their own solutions and to commit to carrying them through to completion.

# Maintenance of Policies

## **Building Policies**

### **Cabin and Building Clean-Up on Final Day**

- Remove all belongings to the deck of the Retreat Center before breakfast
- Put all trash in trash bags and place outside the cabin – before breakfast
- Clean Horner by...
  - Removing your items
  - Returning items to the Buss Garage
  - Put chairs on chair racks
  - Sweep
- Clean the Horner Kitchen

### **General Cabin Information**

- **Use of Nails, Staples and Tacks**  
The use of nails, staples and tacks in cabins to attach items to the cabin's or building's interior or exterior is prohibited.
- **Top Bunk Warning:**  
Although the top bunks have safety rails, they are not a guarantee that you will not fall off. Use your best judgment when allowing adults or children to sleep on the top bunks. If there is any question of safety, use the lower bunk.

## **Transportation Policy**

The following guidelines will govern the transportation of campers for off-site programs or emergencies.

### **Program:**

- Buses or vans used for transporting campers shall be appropriately licensed, insured and inspected as required by law.
- The number of passengers shall not exceed the manufacturer's rated capacity for the vehicle.
- All drivers must have a clear moving violation record for at least the past 12 months.
- Not less than two (2) adult staff members shall accompany any individual or group.
- For emergencies, one staff member shall hold training and certification equivalent to requirements for a camp health officer.

### **Emergency:**

- **Minor injuries or illnesses:** May be transported in a private vehicle. Examples include sprains, sore throat, etc.
- **Severe injuries or illnesses:** Call 911 for emergency transport. Do not attempt to transport these campers in a private vehicle! Examples include compound fractures, severe bleeding, suspected neck or spinal injury, etc.

**Driver Qualifications:**

The driver of any vehicle transporting campers shall be twenty-one (21) years of age or older and shall possess a valid operator or chauffeur license appropriate to the vehicle and the circumstances of its use. They must also have a clear moving violation record for at least the past 12 months.

**Vehicle Inspection:**

Any vehicle used for the transportation of campers shall be appropriately licensed and inspected as required by state law, and shall include legally required safety restraints and equipment.

**Emergency Evacuation:**

Staff will be aware of all available exits from the vehicle to be utilized. Campers are to be evacuated away from the vehicle and other hazards. Once in a safe area a head count is to be taken.

**Loading/Unloading:**

All loading and unloading of campers and gear will be done off of roadways. A staff member is to make a head count any time passengers enter or leave the vehicle. Do not block exits or aisles. All passengers must have a seat.

**Camper Release Policy**

1. Campers are to be released on Saturday at the completion of their camp session.
2. Camper release will take place in a location designated by the Executive Director.
3. The designated individual picking up a camper must sign the release form.
4. Campers will only be released to the individual listed on their release form. If plans change, the camper's parent/guardian will send a written, signed statement allowing their child to be released to that individual.
5. Authorizations shall also include the names of persons who may not pick up campers.

**Emergency Procedures Orientation**

The campers and camp staff shall be informed of emergency procedures on Sunday Night before dinner during the speech given by the Executive Director.

**Building Policies****Cabin and Building Clean-Up on Final Day**

- Remove all belongings to the deck of the Retreat Center before breakfast
- Put all trash in trash bags and place outside the cabin – before breakfast
- Clean Horner by...
  - Removing your items
  - Returning items to the Buss Garage
  - Put chairs on chair racks
  - Sweep
- Clean the Horner Kitchen

**Cabins**

- **Encourage respect for the buildings and grounds.**
- **Use of Nails, Staples and Tacks**

The use of nails, staples and tacks in cabins to attach items to the cabin's or building's interior or exterior is prohibited. Not only does the continued use of fasteners deteriorate the facilities, it creates a health and safety hazard to all persons who help with the cleaning. When wiping the walls, hands may be cut or punctured. Many of the fasteners can rust and create a possibility for tetanus infection. Thank you for helping us care for our facilities and personnel.

- **Top Bunk Warning:**

Although the top bunks have safety rails, they are not a guarantee that you will not fall off. There is an unavoidable risk to the use of the top bunk. Please use your best judgment when allowing adults or children to sleep on the top bunks. If there is any question of safety, use the lower bunk.

### **Camper/Counselor Cell Phone Policy**

The complete policy is found in the staff manual. Each camp shall identify a Technology Time Zone. A Technology Time Zone identifies for campers and staff a period of time during the day and a place within the camp to choose to use cell phones, to do text messaging, or access email. The time and place for this activity shall be communicated clearly at the beginning of camp. It will also be clear *when and why* technology may not be used so that technology or gadgets do not become barriers to group participation, worship, or interrupt the experience of other campers. This is an honor policy. Campers retain possession of their cell phones and may use them in the Technology Time Zone.

### **Adherence Plan for Child Protection Laws**

The Lake Louise United Methodist Camp shall follow the following plan for compliance with the Family Independent Agency rules regarding Act #238, Public Acts of 1975, as amended, being sections 722.621 - 722.636, Michigan Compiled Laws.

#### **A) Definitions from Michigan State Law**

**"CHILD"** means a person less than eighteen (18) years of age.

**"CHILD ABUSE"** means harm or threatened harm by a person to a child's health or welfare, which occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment.

**"CHILD NEGLECT"** means harm to a child's health or welfare by a parent, legal guardian, or person who has custodial care of the child which occurs through either of the following:

- Negligent treatment, including the failure to provide adequate food, clothing, shelter or medical care.
- Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or person who has custodial care of the child to intervene to eliminate that risk when that person is able to do so and has knowledge of the risk.

#### **B) Staff Procedures**

1. Staff will be instructed about child abuse and sexual abuse during training.
2. Any signs of abuse shall be reported to the camp Health Officer immediately.
3. If a camper confides in you of having been abused or neglected, this information shall be reported to the camp Health Officer, the Program Dean and Executive Director immediately. This information is confidential and should not be discussed with other individuals.
4. All camper records are confidential.

C) **Reporting Procedures**

1. The camp Health Officer shall be informed of any suspected abuse or neglect. He or She shall consult with the camp Program Dean and Executive Director. The camp Health Officer and Executive Director shall call the Family Independence Agency to make an oral report.
2. Within **72 hours** after making the oral report, the Executive Director shall file a written report with the Family Independent Agency. The written report shall contain the name of the child and a description of the abuse or neglect. If possible, the written report shall contain the names and addresses of the child's parents, guardian and the person with whom the child resides.

D) **Isolation of an Alleged Perpetrator**

1. An alleged perpetrator shall be removed from camper areas immediately.
2. The alleged perpetrator will remain in the camp under supervision until law authorities are contacted and the alleged perpetrator is either taken into custody of law enforcement or released and escorted from camp properties.
3. The alleged perpetrator will only be allowed to return to camp activities following clearance through the Family Independence Agency. The Program Dean and Executive Director will concur on decision prior to return.

**Lake Louise UM Camp Emergency Procedures**

**Fire**

- The continual ringing of the bell signals a fire alarm.
- The Executive Director or designee will call 911.
- The entire camp will assemble at the bell in their cabin groups and a head count will be conducted.
- The Executive Director or designee will give instructions after the head count is complete.
- Campers will be instructed to gather in a safe area until the Executive Director or designee gives the all clear.
- Emergency evacuation will be conducted using the Camp Emergency Evacuation Procedure.

**Severe Weather**

- If the alarm is sounded (the continual ringing of the bell) the entire camp and support staff will assemble at the bell for a head count and instructions from the Executive Director or designee.
- Campers and staff will assemble in the Retreat Center lower level (South Wall) for shelter when deemed necessary.

**Serious Medical Injury**

- Summon Health Officer, Executive Director, and the Program Dean.
- The Health Officer will determine if patient can be moved to the Health Station or if First Aid should be administered at the scene.
- If the patient needs emergency medical treatment, call 911 for emergency transport. Do not attempt to transport a seriously injured person in a private vehicle.

### **Lost/Missing/Runaway Camper**

- Advise Executive Director and Program Dean immediately.
- Executive Director or designee will sound the alarm by ringing the bell continually. The entire camp will assemble at the bell for a head count and to determine where the camper was last seen.
- The Executive Director will instruct staff to conduct a search of all grounds and facilities. If after a search has been completed and the camper has not been found, the Executive Director will call 911. The group must remain assembled in one location, whether at the bell or moved to a different location, until further instruction is given by the Executive Director or designee.

### **Stranger In Camp**

- Contact the Camp Office and Executive Director immediately.
- The stranger shall be approached by the Executive Director or designee, asked for identification, and be escorted to the office to sign in.

### **Isolation of an Alleged Perpetrator**

- An alleged perpetrator shall be removed from camper areas immediately.
- The alleged perpetrator will remain in the camp under supervision until law authorities are contacted and the alleged perpetrator is either taken into custody of law enforcement or released and escorted from camp properties.
- The alleged perpetrator will only be allowed to return to camp activities following clearance through the Family Independence Agency. The Program Dean and Executive Director will concur on decision prior to return.

### **Camp Emergency Evacuation Plan**

- The Executive Director will sound alarm by ringing bell continuously. The entire camp will assemble at the bell for a head count.
- The Executive Director will communicate the need for evacuation to the Camp Manager at Camp Kinawind, and a shelter will be determined utilizing a local United Methodist Church.
- Designated vehicles will be utilized to transport campers and staff from around the lake as needed.
- The campers and staff from Lake Louise United Methodist Camp will meet at the shelter and await authorization to return to the camp or arrangements for pick-up.

### **Nutrition and Food Services Policy**

- Three meals shall be served daily.
- Meal times shall be at 8:00 a.m., 12:00 p.m. and 5:30 p.m.
- Meals shall be served buffet style with campers hopping tables (setup and cleanup)
- Campers will inform the Health Officer and the Head Cook of any food allergies or special dietary needs

### **Waterfront Program**

- Waterfront Director is the supervisor and shall have current training and certification equivalent to the requirements for lifeguard, first aid, and CPR.

- Staff-to-camper ratios on the waterfront shall conform to State of Michigan regulations for waterfront activity.

### **Waterfront Rules**

1. Swim Testing:
  - Before swimming campers must take a swim test. There are two swim areas:
    - Shallow (non-swimmers use this only)
    - Deep (swimmers must demonstrate to the Waterfront Director that they are able to swim in deep water)
  - The Waterfront Director's decision on a camper's swimming ability is final.
2. Buddy System:
  - You must have a "Buddy" with you to swim. Choose a Buddy that has the same testing and swim habits as yourself.
  - Stay within reach of your Buddy.
  - Notify Buddy Board attendant when leaving swim area.
  - Buddy checks will be called at regular intervals
  - Sheriff will be notified immediately after an all-camp head count fails to locate a missing person.
3. Signals:
  - One whistle blow means: "Warning Violation"
  - Two whistle blows means: "Buddy Check or Buddy Check Over"
  - One continuous whistle blow means: "Swimmers Out of the Water"
4. General Rules
  - Do not swim underneath the docks or rafts.
  - No diving in areas marked (no flips, back flips, etc.).
  - No horseplay (dunking, pushing, holding under, etc.).
  - Do not call for help unless needed.
  - Do not swim outside the roped boundaries.
  - One warning for violations then banned from the beach.
5. Waterfront Missing Person Procedures
  - When a person comes up missing after a buddy check:
  - Waterfront Director will call a second buddy check. If person is still missing the Waterfront Director will clear the water and check the buddy board one more time. If person is still missing the entire camp will be assembled at the waterfront and a head count will be conducted.
  - The waterfront team will conduct an underwater search while the head count is being done. If after the head count is complete the person is still missing, the Executive Director or designee will call 911, and then direct a search of all camp areas.
  - The waterfront team will continue the underwater search until the 911 rescue team arrives, then follow their instructions.
  - The entire camp will remain seated in their cabin groups until released by the Executive Director or designee.

### **Off-Site Aquatic Program Statement**

A lifeguard will accompany the group for any off-site water activity and shall have current training and certification equivalent to the requirements for lifeguard, first aid, and CPR.

Lake Louise UM Camp will have one (1) currently certified lifeguard on duty at all times. One (1) lifeguard or aquatic observer will be provided for every ten (10) campers in the water.

#### 4. Watercraft activities

- Activities will take place during daylight hours.
- Occupants will wear appropriately sized, coast guard approved, personal floatation devices.
- An adult swimmer will be on each watercraft.
- The rated capacity of the watercraft shall be observed.

## **Assist in Camp Promotion and Recruitment of Campers**

There will be three communications sent out from camp

- Two are sent prior to registration. (one from the West Michigan Conference and one from the Detroit Annual Conference)
- If you wish to send something with our registration confirmation, we need to have your letter/information by January 15.
- Any other communication just prior to camp can utilize email addresses that are provided to the deans. If you choose to snail mail a letter you can take the expenses from your program funds – making sure they are sufficient.

Some Ideas for promotion are recruitment:

- Recruit counselors from a variety of churches. Include churches that have significant populations of your target group.
- Keep in communication with last year's campers
- Have a Camp Reunion Day
- Send out recruitment postcards to counselors and campers and ask them to mail them to potential campers
- Piggy back on other activities (Christian concerts etc.) and host a small gathering.
- Write an article for your conference or district news about your camp experience
- Join the Lake Louise Camp Facebook page and add comments

## **Evaluation and Plans for Improving**

Each Program Dean is expected to conduct an evaluation of the camp. This can be done in person or through snail mail, email or blog etc. After your evaluation period is over, please summarize the ideas on this form and submit this to the Executive Director by October 1<sup>st</sup>.

**Camp:**

**Program Dean:**

**Our Highpoints for this summer**

**The Areas we need to grow in**

**The things we need to change**

**Our best ideas that we want to pass on to other camps:**

**We wish Lake Louise would provide:**

**Other Comments:**

# Training Plan

## Counselor Training Plan

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### Lake Louise Christian Community & United Methodist Camp

*“Creating an environment that nurtures Christian growth and Christ-like community.”*

#### Section One: Requirements

It is required that each counselor receive 11 hours of training each year. All new counselors to Lake Louise will attend a weekend training event at the camp. All items in number one will be covered at that training event plus an orientation to the camp.

1. All counselors will receive training in: 5 Hours ( 3 hours of this are included in the online course)
  - a. Childhood and adolescent psychosocial development and effective faith development
    - i. Focus on a new aspect each year for returning counselors
  - b. Anticipating and de-escalating problems
    - i. Focus on a different issue each year for returning counselors
  - c. Child protection policies and practices of LLCC
    - i. Refresher course for returning counselors
  - d. One topic from the LLCC vision document
    - i. Hospitality
    - ii. Environment
    - iii. History and Heritage
    - iv. Working in a Diverse World
  - e. New Topic Each year (some suggestions)
    - i. Conflict transformation skills for counselors
    - ii. Bullying and Cliques
    - iii. Small group activities
    - iv. Group Building activities
2. All of our camp staffs will spend time together in preparation for their week at camp with an emphasis on:
  - a. Team building and Planning for an excellent camp experience that nurtures Christian growth and Christ-like community Hours determined by each program dean (minimum of 3 Hours)
3. Every dean and counselor will participate in the online course. It is expected that this will require about 3 hours of time.
4. Every counselor will have an opportunity to grow in their own faith and in their ability to nurture others in their Christian growth. This can be done in a group setting or on your own. 2 Hours
5. Every counselor will receive training on the Lake Louise Camp policies on the Saturday before camp starts(i.e. waterfront, what to do in case of fire etc.) 1 Hour

## **Section Two: How will we accomplish these goals?**

It is the responsibility of each camp dean to assure that all of their staff have received the above training. Lake Louise United Methodist Camp will provide the following:

1. Web Site materials
  - a. Detailed manuals for counselors and deans
  - b. Tip Sheets on a variety of subjects including all of those mentioned in Section One
  - c. Basic information on: how to register, what you can do to promote camp, directions to Lake Louise, training dates and information, scholarships available, what to bring to camp
  - d. Creative ideas from our deans and counselors – successful ideas from past camps
2. An on-line course for all deans and counselors. (see the addendum for the current year's theme)
3. An on-site training day. The target group for this event will be counselors who are new to Lake Louise. All counselors are welcome to attend this event – especially if they missed the training events offered by their dean.
4. Each staff will set aside time as they arrive at camp to go over the current camp policies with the Executive Director or their representative.
5. The Program Development Specialist is available to work with each dean to assist them in accomplishing these goals.

## **Section Three: What do camp deans need to provide?**

1. Each dean will provide a detailed outline of what your counselor training program included. (by the first day of camp)
2. The outline will indicate how their staff will receive the required training. This can be through a combination of items 1-5 above and their own training events.

## Training Ideas

### Childhood and adolescent psychosocial development

1. Send your counselor email list to Terry Gladstone ([DeaconTery@aol.com](mailto:DeaconTery@aol.com)) and ask her to include your staff in the Search Institute Emails. Each email will be brief and will explain one of the 40 developmental assets. There are ideas for how to build each of these assets.
2. During Your Counselor Training Event, ask them to turn to pages 38-42. Use page 43 and have counselors discuss what they wrote down.
3. During the Counselor Training Event, ask them to turn to pages 35-36 and read those pages. Have them fill out page 37 and discuss
4. Start a discussion board online. Post the questions found on pages 37 and 43 for discussion.

### Effective faith development for their camper age group

1. Refer to the "Religious" box on pages 35-36. Ask the counselors to create a list of questions that this information illicit from them and to bring those questions to the training event.
2. Do one of the circle dialogues found on pages 52 and 54 of the Manual. After you are done ask the counselors to talk about how they think their campers might have responded to this dialogue.
3. Ask that counselors read one of the following:
  - a. *The Handbook of Spiritual Development in Childhood and Adolescence* (available from the Search Institute)
  - b. *I Knew Them All By Heart* by Myrtle Felkner (available from General Board of Discipleship, GBOD.org )

### How to facilitate small groups in a camp setting

1. Refer to pages 50-51 and give these a try at a training session
2. Download one of the following and use at a training event: (available at LLCC web site)
  - a. Counselor Group Skills
  - b. Courage Beads
  - c. Girl's Circle

### Anticipating and de-escalating problems

1. Use the Bob Ditter pages in the manual: pages 33-34
2. Use a case study. Have counselors read and discuss their ideas for how to approach the situation. Case studies are available on the web site in the staff section.

### Managing behavioral issues

1. Make sure all of your counselors download the *Positive Approaches to Behavior Management* and the *Tips* documents. Use one of the following methods to review these documents:
  - a. Charades: guess what my behavior is (prepare cards from the document). After each one discuss how you would handle this behavior
  - b. Create a sliding scale on newsprint. Ideas on the left that are the worse ways to handle this behavior and ideas on the right illustrating the best ways. Choose behaviors that you encountered as problems last year.

- c. “I beg to disagree” have each counselor find some advice in the document that they disagree with and share it.
- d. Have each counselor create a “Self Talk” card. Put brief phrases that you want to remember for this summer on one 3X5 card.

### **Conflict Transformation**

1. Use page 55 of the manual to begin a discussion.
2. Have counselors role play a conflict mediation.
3. Ask every counselor to download “Engage Conflict Well” from the web site. Pick out some portions to discuss.
4. Invite a specialist to your training event to work with your staff on this issue. Call Terry Gladstone for a list of people resources. 810-987-5333
5. Download the document: Boys Rap from the web site.

### **Child protection policies of LLCC**

1. Use a cast study as a starting point. Download John Girard, Donuts and Peace from the Emergedetroit podcast on itunes. If you can't find this, call Terry Gladstone for a copy.
2. Ask each counselor to share:
  - a. I have the hardest time with....
  - b. I find this one the easiest ....
3. Use of a copy of, *Safe Sanctuaries*, to inspire some discussion. This is available from Cokesbury.

### **Working in a Diverse World**

1. Use the case study in the Counselor's Manual
2. And ... use the questions for a discussion
3. Encourage each counselor to examine their own behavior

**EMERGENCY TELEPHONE NUMBERS**

Ambulance -----911

Fire -----911

*When calling 911 ALWAYS give the name of the camp and directions to the camp!*

Lake Louise United Methodist Camp

11037 Thumb Lake Road

Boyne Falls, Michigan

The Lake Louise United Methodist Camp is located on the north side of Thumb Lake Road (also known as C-48) seven (7.5) miles east of Highway 131 and four and one half (4.5) miles west of Old 27 North. Direct emergency vehicles to the entrance with the camp sign.

Assign a member of your group to meet the emergency vehicles at the camp sign. Direct the emergency vehicles to the appropriate location(s).

Always – ALWAYS – inform one of the staff (see below) of an emergency, day or night, beginning with the Executive Director. If the ED is not available, call the next person on the list.

Vaughn Maatman, Executive Director -----989-350-2080

Home-----231-549-2226

Terry Gladstone, Program Development Specialist -----989-350-2076

Home ----- 231-549-2083

Myke Sherman, Operations Director-----231-675-2780

Home-----231-549-2111

Thomas Crowe, Administrative Assistant-----989-350-2077

Medcare Walk-In Clinic -----989-731-4111

Otsego Memorial Hospital Emergency Department -----989-731-2140



**Staff Requests    Camp:**

Day	Program	Where		Food	Where	Special Events
Sun						
Mon						
Tues						
Wed						
Thur						
Fri						

## Addendum: 2011

### Dean's Checklist

- Confirmation letter for registration: Date Due Jan 1
- List of all counselors: Due Date April 1
- List of all known counselors email to Tom Crowe as you recruit.  
[tcrowe@lakelouisecommunity.org](mailto:tcrowe@lakelouisecommunity.org)
- Schedule: Due Date June 1
- Plans: Due Date June 1
- Counselor Training Outline: due at camp
- Staff Request Form due on the Monday prior to camp
- Cabin Assignments: Due Date Saturday before camp
- All Reimbursement Requests: Due Date September 1
- Summary of Evaluation: Due Date October 1
- Evaluation of Lake Louise Camps: Conference Call in October
- Dean's Training for next year: in November

