



# STAFF

# HANDBOOK

## SUMMER 2025



**JCC ROCKLAND**  
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West Nyack, NY 10994  
[camps@jccrockland.org](mailto:camps@jccrockland.org)

# WELCOME TO JCC ROCKLAND CAMPS SUMMER 2025!

I am excited that you will be part of our team! You believe in the power of camp and the positive impact it has for campers. JCC Rockland Camps is a very special place to spend your summer. You will be surrounded by amazing people who all share your love of camp.



As a counselor, during the course of the summer, you will see your campers grow and mature as they step out of their comfort zones. It is so rewarding to know that you had a hand in encouraging them to try new things in a space they feel safe and free of judgement. You will have the opportunity to let loose, have fun and PLAY with your campers. Camper's smiles are priceless! This is such a wonderful opportunity to have the time to take a break and unplug!



Every day is something new! Bring your creativity and add to the daily schedule! Campers love new games, activities, songs and group chants or handshakes. Campers will love your enthusiasm and energy. Their behavior will feed off of your example.

You have been selected to be part of our summer experience as we believe you have the skills to create magic for our campers. You have the power to make Summer 2025 unforgettable and memorable for yourself, your co-staff and your campers. We are excited to share your passion and excitement.

At JCC Rockland Camps we are "All IN" with our positive attitude, commitment and dedication to creating an unforgettable summer for our campers and ourselves...there is no half way!

Believe in yourself and adopt Rocky's mantra of **"Respect. Others. Choose. Kindness. Yes You Can!"** And Chip's friendly reminder to **"Create Happiness and Inspire Positivity"**.

**'Remember to always BE ALL IN, THERE IS NO HALFWAY'**

Wishing you a happy, safe and rain free summer!

**Carrie Latimer**  
JCC ROCKLAND CAMPS DIRECTOR

# Camp Staff Hours and Dates

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**MONDAY — FRIDAY | 8:15 AM**

**JUNE 30 — AUG 21 (NO CAMP JULY 4 + AUGUST 22)**

## Camp Philosophy

### JCC ROCKLAND CAMPS...SOMETHING FOR EVERYONE!

JCC Rockland Camps provide campers with a summer camp experience that gives children the opportunity to explore their interests, talents and abilities. Through creative and engaging programming, campers participate in fun and exciting activities that develop self-esteem and confidence. Campers form positive and lasting relationships with their peers and our professional and nurturing staff. From our youngest campers at 18 months to our teens, our leadership team is excited to share our summer home with you!

## Staff Policies and Guidelines

- 1. ATTENDANCE** Staff are expected to arrive on time each day, swipe in and be ready for the camp meeting at 8:30am.
- 2. LATENESS** If you are running late it is your responsibility to contact the camp office as soon as possible, 845.362.4400 x199
- 3. SICK DAYS** Staff are not allotted sick days. If you will be out sick please notify the camp office as soon as possible. If you will be out for two days or more due to illness or injury you **MUST** have a doctor's note clearing you to return to work. Staff are not paid for days missed.
- 4. PARKING** All staff must park in Parking Lot B (first parking lot on the right as you proceed up the main driveway.)
- 5. ABSENCES** (other than sick) – Days off are granted for college orientation or for a funeral of an immediate family member. Note: all appointments should be made on non-work days or before or after camp.
- 6. DISMISSAL** Staff must be present at the daily afternoon staff meeting. Staff who are working late care are excused from the meeting. Staff will be required to swipe out before being dismissed.
- 7. DRESS CODE** All staff members **MUST** wear their JCC Camp shirts daily, unless it's a dress up day, to help identify them as staff. If staff are not participating in the dress up day, they should wear their JCC camp shirts. We are role models. Please dress appropriately to work with children. NO short shorts, ripped jeans, undergarments exposed, low cut tops, etc. ALL staff are to be in sneakers during camp hours (no crocs, no flip flops). Staff are not permitted to cut their camp shirts!

## Staff Policies and Guidelines, CONT.

- 8. LANGUAGE** Please make sure your tone, words and topics are appropriate. Use of foul language or excessive slang will not be tolerated.
- 9. CELL PHONES** All cell phones are to be off and away during camp. If you are waiting for an important call or text please speak with your Program Director before the camp day starts to make arrangements to receive your information.
- 10. PARTICIPATION** All staff are expected to participate in ALL activities. This includes specialist led programs where staff should offer assistance. This also includes the pool where ALL staff must be dressed and ready for swim daily (appropriate swim suit and NO shoes and socks on deck). Staff should swim with campers during recreational swim and assist guards with implementing pool rules and instruction during lessons.
- 11. SMOKING/VAPING/DRINKING & DRUGS** The use of any of these items during camp hours is strictly prohibited. Note that this includes arriving to work under the influence. Staff violating this policy will be terminated immediately.
- 12. VISITORS** Staff are NOT permitted to have any visitors, including family members, during camp hours.
- 13. JCC ROCKLAND EMPLOYEE/REPRESENTATIVE** All staff serve as representatives of JCC Rockland and all of its programs. Staff should be familiar with JCC events, programs, activities and policies. Staff should always conduct themselves in a positive manner including on social media and after camp hours.
- 14. STAFF CONTRACTS AND TIPS** All staff contracts are confidential and should not be discussed at any time. Tips received are given for a job well done. Tips should not be discussed and tip envelopes should be opened after camp hours in private. Thank you notes should be written for all tips received. Thank you cards and envelopes are available in the Camp Office.
- 15. SOCIAL NETWORKING, INTERNET, PHOTOGRAPHY, AND CAMERA USE** Staff should not interact with campers on any social networks. Staff are encouraged to use great discretion with regard to posting on social media. Individuals that choose to have social networking profiles need to be aware that these forms of networking are public and globally visible despite privacy settings.
- 16. STAFF SHOULD NOT EXCHANGE CONTACT INFORMATION** (e.g. e-mail, addresses, social media profiles, cell phone numbers, etc...) with campers.
- 17. STAFF MAY NOT TAKE PICTURES OF CAMPERS ON THEIR PERSONAL DEVICES.** Pictures may not be posted to the internet or shared with any type of media at any time. Authorized JCC Rockland staff is responsible for taking pictures of campers for marketing in agreement with the photography policy.
- 18. ANY EMPLOYEE FOUND TO BE IN VIOLATION** of any portion of this policy will be



# Staff Evaluations

All staff will receive a mid summer and end of summer evaluation from their supervisor. At the end of the camp season, a recommendation will be made to either **1.** rehire **2.** re-interview **3.** do not ask back. If a Program Director notes an issue that needs to be addressed they will not wait until the evaluation period to have the conversation. Informal check-ins by the leadership team will occur throughout the summer.

## Warnings & Terminations

Staff will be responsible to adhere to the policies and guidelines set forth. If a staff member violates any such policy the following action steps will take place:

- 1.** Verbal warning
- 2.** Written warning (copy in staff file)
- 3.** Dismissal from employment

Please note extreme cases may proceed to step 2 or 3 if the situation justifies this action and all final staffing decisions are at the discretion of the JCC Rockland Camps Director.

## A day in the life. . . .

JCC Rockland Camps offer a variety of programs and activity choices including arts and crafts, organized group games, outdoor play, sports, swim, cooking and special events. Each program and group has its own daily schedule of activities to meet the needs of their participants. It is imperative that staff follow their group's schedule to ensure an awesome camp experience.

## Sample Daily Schedule

**8:30am – 8:45am** Get ready for the day to start and camper arrivals  
**8:50am – 9:30am** Arrivals and Attendance  
**9:30am – 10:00am** 1st Activity  
**10:00am – 10:30am** 2nd Activity  
**10:30am – 11:30am** Swim  
**11:30am – 12:30pm** Lunch  
**12:30pm – 1:00pm** 3rd Activity

**1:00pm – 1:30pm** 4th Activity  
**1:30pm – 2:00pm** 5th Activity  
**2:00pm – 2:30pm** 6th Activity  
**2:30pm – 3:00pm** 7th Activity  
**3:00pm – 3:30pm** Bunk Check + Ice Cream  
**3:30pm – 4:00pm** Dismissal  
**4:00pm – 4:15pm** Afternoon Wrap-up

# Health

**HAND WASHING:** Campers and staff must wash their hands with soap and warm water. Campers and staff will wash their hands whenever hands are contaminated with bodily fluids and should wash:

- After using the bathroom
- Before and after caring for a sick child
- Before food service
- Before and after eating
- After handling any animals
- After playing outdoors

**SICK CAMPER AND STAFF:** The staff should conduct daily health checks which should consist of a brief visual observation of each camper. If the camper seems ill, they should be brought to the nurse for evaluation. Campers and staff exhibiting the following symptoms should stay at home:

- Fever of 100 or higher
- Thick, runny, discolored discharge from the nose
- Discharge from the eyes
- Sneezing and/or excessive coughing
- Head lice
- Diarrhea

**CAMPER HISTORY:** Before camp begins, JCC Rockland collects information regarding health history, allergies, medical conditions, etc. from parents about their camper. This information will be shared with staff as needed and all information provided is to be kept confidential. Staff must refrain from discussing any of the information provided.

**SUNSCREEN & HYDRATION:** It is your responsibility to ensure that all campers are wearing sunscreen and are hydrated. Campers are asked to arrive to camp with their first application of sunscreen. Please re-apply after swim and as needed. Water, water, water! It is so important to keep yourself and the campers hydrated. There are water coolers and fountains on the JCC campus. It is advisable that campers and staff should bring reusable water bottles that can be refilled at any time. Please make sure that everyone is drinking enough throughout the entire day. Please make sure the cooler area is clean and cups aren't left on the ground.

# Camper Safety

**BATHROOM PROCEDURES:** Campers may NEVER go anywhere alone. Staff MUST always be present. If a camper needs to use the restroom, staff should ask other campers if they also need to use the restroom. Please offer frequent reminders to all campers to use the bathroom, especially before the swim period and activities.

## HOW TO KEEP CAMPERS FROM GETTING LOST:

- Always know how many campers are in your group
- Count frequently, at the start and end of every activity
- Assign campers buddies or numbers
- Set expectations and routines that will help them to know when and where they are going
- Get to know your campers so you can become aware of those you need to keep an extra close eye on

## HOW TO KEEP CAMPERS FROM GETTING INJURED:

- Always maintain competent direct supervision
- Know where they are at all times
- Learn their abilities and the dynamics among the group
- Intervene when necessary
- Make sure the activity and equipment are appropriate for the campers
- Change activity as needed to maintain or increase enthusiasm
- Model and teach appropriate behaviors and actions
- Help campers express themselves in a safe way
- Review the environment and facility to look for any possible issues or unsafe situations

## COUNSELOR SAFETY

- Don't be alone with campers
- Don't touch campers
- SEXUAL HARASSMENT POLICY must be completed prior to the first day of camp

## REPORTING ABUSE, MALTREATMENT AND/OR NEGLECT POLICY AND PROCEDURES

JCC Rockland Camps staff serve as mandated reporters. Any staff member that observes signs of abuse, maltreatment or neglect must contact the Mandated Reporter Hotline at 1.800.635.1522.

**The public hotline to report abuse, maltreatment or neglect is: 1.800.342.3720**

# Food & Nut Policy

**JCC Rockland Camps is a nut free program.** We avoid items that contain nuts, may contain nut products or are produced in a factory that uses nuts. We do ask that NO outside food is brought in to the JCC Camps.

Staff having coffee/breakfast must finish or discard all items BEFORE the start of the camp day.

## Staff Training / Orientation

All staff MUST complete orientation as stipulated in their contract:

- Wednesday, June 11 – New Staff Orientation
- Sunday, June 22 and Sunday, June 29–Summer Kick Off — All Staff

## JCC Rockland Camps Leadership

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### JCC Rockland Camps

450 West Nyack Rd, West Nyack, NY 10994 | 845.362.4400 | [camps@jccrockland.org](mailto:camps@jccrockland.org)



**CARRIE LATIMER**  
JCC Rockland Camps Director



**RACHEL KURLAND**  
Jland Program Director



**JAY CANNICI**  
Camp Facilities Manager



**WENDEE SURGAN**  
JLand Program Director



**LISA MURPHY**  
Camp Office Manager and Registrar



**ERIC GOLDSTIEN**  
Summer STEM Program Director



**KELLI KERSH**  
Coordinator of Camper Care and Parent Communications



**JORDAN SAKIN**  
Discover Program Director



**JODI SCHILLER**  
Coordinator of Camper Care and Parent Communications



**SCOTT KAPLAN**  
Program Director



**MARC GREENBAUM**  
Camp Operations Manager



**RACHEL APPELL**  
J-Teens Program Director