



**Mansfield Parks & Recreation**  
*Family, Fitness & Fun!*

# **CAMP MANSFIELD**

***“We Make Happy Campers”***

## **GENERAL STAFF RESPONSIBILITIES**

The following general responsibilities are for all staff and supplements individual position descriptions. Staff members will carry out the philosophy, goals, personnel policies and all camp rules and regulations as stated in the Mansfield Parks and Recreation camp manual as well as any additional direction given by the Recreation Coordinator/Camp Director or Assistant Camp Director.

Each staff member is responsible to facilitate the best possible physical, social and emotional experience for all of our campers.

### **SAFETY:**

- Know where your assigned campers are at all times.
- Implement only safe and age/developmentally appropriate activities.
- Monitor facilities, equipment and supplies report all issues to the Camp Director and/or Assistant Director.
- Report any accidents, injuries or illness to the Camp Director and/or Assistant Director and complete appropriate paperwork.
- Maintain updated First Aid and CPR certifications.

### **HEALTH:**

- Know all pertinent information of assigned campers. (allergies, special needs, authorized pick-ups, etc.)
- Be observant of each child's physical, social and emotional wellness throughout the day, with respect to weather conditions, level of physical activity, group interactions, etc and modify activities as needed.

**PARTICIPATION:**

- Encourage participation of all campers in all camp activities through leading by example and participating where appropriate.
- Adapt activities when necessary to allow for participation of all campers, regardless of ability level.
- Allow for an appropriate alternative for campers who, after given positive encouragement choose not to participate in a planned activity.
- Facilitate campers in group program planning and decision making, while ensuring fairness and diversity of group activities.

**PLANNING:**

- Plan ahead of time for all activities that you are responsible to lead.
- Design all activities with safety and appropriateness being most important factor.
- Consider the individual needs and limitations within your group.
- Provide a diversity of activities to campers.
- Modify and adapt activities as needed.

**ROLE MODEL:**

- Be a positive role model for all campers through modeling desired behaviors, communicating clearly and providing consistent and fair discipline when needed.
- Actively and appropriately participate in all aspects of camp along with the campers.
- Generate camp spirit by demonstrating enthusiasm throughout each day.