



CAPE COD SEA CAMPS

Counselor Training Program

Tradition, Leadership, Excellence

Introduction

The Counselor Training Program is a teen leadership course designed to provide young men and women with the skills and knowledge necessary to become well-qualified camp counselors and instructors. Just as important, it helps young people to develop the skills and motivation to serve as leaders and role models at camp, at school and in their communities.

Being a Junior Counselor is a lot of work. It is also a lot of fun. Responsibilities and privileges are carefully balanced to ensure both challenges and rewards. Junior Counselors must fulfill requirements in each year of the Program in order to be invited to return for the next summer. Training includes skill development in camp activity areas, counseling clinics (covering topics such as interpersonal communication, team building, child development and behavior management), supervised teaching and counseling experiences, and American Red Cross course work for certifications. Requirements pertaining to personal behavior and attitude round out a progressive preparation to meet standards for counselors set by the American Camp Association.

We believe strongly that this goal-oriented program helps young people to establish the values and self-discipline necessary for success here and elsewhere.

The Counselor Training Program requires a commitment from each member. Junior Counselors will be asked to exhibit increasingly mature and responsible behavior and to live by the rules set forth in the JC Code of Conduct.

The requirements, policies and privileges of the Counselor Training Program are outlined on the following pages. New applicants must be entering the 9th or 10th grade. All applicants must register for the full seven-week season.

***The JC Program has been one of the most important aspects of my life.
I honestly believe that I've learned more in the past years than I have at school.
The Program has taught me the value of friendship,
responsibility and tradition, among other things.***

- A graduate of the Counselor Training Program

Leadership In Action
JC Corps



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There are four primary components of the JC Program:

Counseling

JCs participate in a 7-week counseling course through which they learn the principles of communication, teamwork, child development and behavior management. JC Is and IIs have an opportunity to engage in age-appropriate, guided group discussions on a wide range of adolescent issues. JC IIIs and IVs receive “hands-on” counseling experiences in resident and day camp units.

Teaching

JCs choose a series of camp activities in which to concentrate. These are called “majors.” By completing requirements in their majors, JCs acquire the skills necessary to instruct in those areas. Through “Camp Tests” JCs earn awards in activities other than their majors, helping them learn to assist in additional activity areas and to become more versatile instructors.

Service

JCs learn the principle of service to others and the value of “giving something back” to the community in which they live through a variety of service activities, projects and events.

Social

JCs work hard...and play hard. As a group they enjoy a number of special social activities during the summer. These activities typically include dances, concerts, shows and trips to fairs, water parks and other interesting destinations.



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First Year Requirements

Candidates for a first year certificate must:

1. Participate in a minimum of one week in at least five of the following camp activities*

Archery, Art, Drama, Land Sports, Lifeguarding, Practical Arts, Riflery, Sailing, Swimming, Tennis, Waterskiing, Windsurfing,

* These may include the candidate's chosen major

2. Meet all of the requirements of a major or part of a major (totaling one point)

- ❑ *One one-year major*
- ❑ *The first year requirements of a two or three-year major*

One Year (1 pt.) Majors

Archery
Art
Drama
Land Sports
Media Arts
PA
Riflery
Watersports

Two Year (2 pts.) Majors

Swimming
Tennis

Three Year (3pts.) Majors

Sailing
Lifeguarding

3. Work towards completing Camp Test III*

One activity Award plus an American Red Cross water safety course

*Completion of Camp Tests I & II is no longer required

4. Participate in all sessions of the JC Land Sports Clinic - *Clinics will cover the organization, coaching, and officiating of sports and games (i.e., Baseball, Basketball, Field Hockey Track, Soccer, Ultimate Frisbee)*
5. Attend all sessions of the Counseling Course
6. Participate in JC service activities
7. Display an attitude and behavior consistent with the values and philosophy of the *Counselor Training Program* and the Cape Cod Sea Camps
 - All JC Is must compile a minimum of 3 teaching/assisting evaluations

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Second Year Requirements

Candidates for a second year certificate must:

1. Meet all of the requirements of majors or parts of majors (totaling two points)
 - ❑ *Two one-year majors*
 - ❑ *The first year requirements of one two-year or three-year major and one one-year major*
 - ❑ *The second year requirements of one two-year or three-year major and one one-year major*
 - ❑ *The second year requirements of one two-year or one three-year major and the first year requirements of one two-year major or three-year major*
2. Complete Camp Test III

Second Award
3. Work towards completing Camp Test IV

One Award
Red Cross Level IV Swimming
4. Attend all sessions of the Counseling Course
5. Participate in JC service activities
6. Display an attitude and behavior consistent with the values and philosophy of the *Counselor Training Program* and the Cape Cod Sea Camps
 - All JC IIs must compile a minimum of 3 teaching/assisting evaluations



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Third Year Requirements

Candidates for a third year certificate must:

1. Complete any majors not acquired during the first or second years of the program and/or
2. Meet all of the requirements of a major or part of a major (totaling one point)
 - ❑ *One one-year major*
 - ❑ *The second year of a two-year major*
 - ❑ *The third year of a three-year major*
3. Complete Camp Test IV *Second Award*
4. Teach a total of 15 hours in each completed major and, whenever possible, at all levels (**NOTE: This is a year requirement and may not double for major requirements**)
5. Attain a minimum of one teaching evaluation for each week of teaching (per activity)
6. Complete two weeks of assistant counseling, one in each of two resident camp units
7. Participate in a Monomoy Day Camp orientation program
8. Attend all sessions of the Counseling Course
9. Participate in JC service activities
10. Successfully complete an American Red Cross water safety course
11. Display an attitude and behavior consistent with the values and philosophy of the *Counselor Training Program* and the Cape Cod Sea Camps
 - All JC IIIs must compile a minimum of 3 teaching/assisting evaluations



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Fourth Year Requirements

Candidates for a fourth year certificate must:

1. Carry out assigned responsibilities of assistant counseling in the resident camp
2. Carry out assigned responsibilities of assistant counseling in the day camp
3. Attend all sessions of the Counseling Course
4. Successfully complete a course in CPR
5. Successfully complete a course in first aid
6. Participate in JC service activities
7. Participate in JC Corps functions
8. Attend two evaluation conferences with the JC head counselors and resident unit head counselor
9. Display an attitude and behavior consistent with the values and philosophy of the *Counselor Training Program* and the Cape Cod Sea Camps



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Camp Tests

Camp Test III

1. Pass any two out of the following awards:

<i>Archery</i>	<i>Bowman Sharp</i>
<i>Riflery</i>	<i>BB Gun Expert Red Designator</i>
<i>Sailing</i>	<i>Novice (Ashore & Afloat)</i>
<i>Tennis</i>	<i>Tennis III</i>
<i>Waterskiing</i>	<i>Intermediate</i>
<i>Windsurfing</i>	<i>Intermediate</i>

2. Successfully complete an American Red Cross water safety course

Camp Test IV

1. Pass any two out of the following awards:

<i>Archery</i>	<i>Archers</i>
<i>Riflery</i>	<i>Air Rifle or .22 Smallbore Rifle Expert Red Designator</i>
<i>Sailing</i>	<i>Beginner (Ashore & Afloat)</i>
<i>Tennis</i>	<i>Tennis IV</i>
<i>Waterskiing</i>	<i>Advanced</i>
<i>Windsurfing</i>	<i>Advanced</i>

OR

Complete an approved* project in one of the following areas:

Art Photography Practical Arts Drama
Landsports/Challenge (combined)

OR

Complete a **Corps4** volunteer service requirement

*A Camp Test IV project form must be completed and submitted to both JC head counselors and the appropriate department head for approval ***prior to beginning***.

2. Successfully complete the American Red Cross Level IV swimming course

Awards/projects may not be chosen from an activity area that is or has been a major.

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Awards earned in prior years are not applicable. Camp Test III and Camp Test IV awards may be in the same activity area.

Counseling Course

The Cape Cod Sea Camps have long been recognized as leaders in camping for teens. Unlike many camps, CCSC offers a program that specifically targets the needs and interests of this age group.

The Counselor Training Program is a competitive leadership course designed to prepare men and women ages 14-17 to be highly effective camp counselors and instructors. Moreover, it strives to produce leaders and role models motivated to contribute their time and talents to the schools and communities to which they return.

As an important component of the program, the JC Counseling Course imparts information that facilitates a young person's growth as an individual and as a responsible and effective camp counselor. It also encourages an exchange of ideas regarding teaching and counseling, and seeks to provide a nurturing environment that promotes constructive dialogue about the many issues teens face in today's world.

Just as important, it offers junior counselors a break from the normal routine of camp and the opportunity to reflect on their experiences here, and in other facets of their lives.

Each year of the counseling course has a different focus. Topics relate both to the primary activities of that year of training and to the developmental characteristics of the particular age group. For first year junior counselors (JC Is) the principal focus is **interpersonal/group communication and team building**; for second year junior counselors (JC IIs) the principal focus is **leadership, role modeling and instruction**; for third year junior counselors (JC IIIs) the principal focus is **counseling**, including child development, self-esteem, conflict resolution and behavior management; and for fourth year junior counselors (JC IVs or ACs) the principal focus is **camp administration**, including business operations, administration, staffing and program. Each session includes the presentation of information, group discussion and the sharing of ideas on related (or unrelated) topics. Everyone is asked, and expected, to participate.

CCSC believes strongly that, within an educational framework, these topics and discussion sessions help junior counselors progress along the path from camper to counselor, learning more about themselves, each other, and the privileges and responsibilities that go hand in hand with being a leader and role model for younger children.



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Corps4

For others ... For yourself

What is Corps4?

Corps4 is a community service program for junior counselors at the Cape Cod Sea Camps (CCSC). **Corps4** builds a bridge from the camp setting to the schools and communities to which CCSC junior counselors return. **Corps4** extends the applicability of the JC Corps experience to cities and towns across the country and around the world. **Corps4** affords the young men and women of the JC Corps an opportunity to apply leadership skills attained at CCSC to school and community programs similarly committed to the principle of service. **Corps4** allows junior counselors to complete JC Corps requirements outside of the camp setting. Mandatory community or service learning requirements may not be used for **Corps4**.

How do I participate in Corps4?

1. Choose one of the four approved categories of service
2. Find an existing program or organization to sponsor your service
3. Complete a minimum of twenty (20) hours of work
4. Obtain a letter from the program/organization director certifying your participation
5. Mail it to **Corps4**, Cape Cod Sea Camps, P.O. Box 1880, Brewster, MA 02631

What are the 4 approved categories of service?

- ◆ Counseling (peer counseling)
- ◆ Coaching (youth sports)
- ◆ Tutoring (elementary, middle or high school students)
- ◆ Assisting (the elderly, homeless, etc.)

What do I get in return?

First and foremost, CCSC believes that the **Corps4** experience will help you to grow as an individual and to develop leadership skills. It will also help you to be an effective junior counselor at camp. You will also receive Camp Test IV credit (one award), applicable the following summer.



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Junior Counselor Code Of Conduct

Each member of the Cape Cod Sea Camps (CCSC) *Counselor Training Program* is selected on the basis of his/her potential to be an excellent counselor, instructor and role model. Junior Counselors are leaders in camp. The highest standards of conduct, attitude and morality while a member of the Cape Cod Sea Camps community on or off campus, during free time or at any time during the year are expected.

Any camper found to be in violation of any portion of the Code of Conduct while attending CCSC either on or off campus, would be subject to immediate disciplinary action up to and including dismissal. In addition, violations of the Code of Conduct at any time during the year which are deemed to be detrimental to the camp community would be subject to withdrawal of or refusal to grant admission for future attendance.

The Code of Conduct sets forth CCSC's expectations for the behavior of junior counselors. It is predicated on an "**honor system**" that stresses personal responsibility, mutual respect and trust.

The Code of Conduct covers, but is not limited to, the following issues:

- 1. Alcohol and other drugs;**
- 2. Sexual harassment and sexual behavior;**
- 3. Verbal, emotional and physical harassment and Bullying;**
- 4. Inappropriate language;**
- 5. Personal presentation;**
- 6. Off-campus behavior;**
- 7. Boundaries and Curfews;**
- 8. Visitors;**
- 9. Core Values..**

Alcohol and Other Drugs— Cape Cod Sea Camps strictly prohibits the possession or use of alcohol, tobacco and other drugs. This policy is consistent with the educational mission of this institution and the laws of the Commonwealth of Massachusetts.

While we recognize the temptation of experimentation with drugs and/or alcohol by young adults, we remain firmly committed to the letter and spirit of our policy. The use of such substances while at camp (either on or off camp property) is detrimental not only to the individual but also to the camp community as a whole.

Sexual Harassment and Sexual Behavior— Cape Cod Sea Camps intends to provide an environment free of sexual harassment and sexual behavior. **Sexual harassment** is prohibited by state and federal laws and includes prohibited conduct by males toward females, females toward males, females to females, males to males, campers to campers, staff to campers, campers to staff, and staff to staff.

Behavior that constitutes sexual harassment includes unwelcome sexual advances, requests for sexual favors, pressure for sexual activity, demeaning sexual propositions, exposing oneself, making sexually



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explicit or suggestive remarks about another person, sexually oriented jokes or personal questions, and other verbal content or physical contact that results in an individual feeling uncomfortable or threatened.

Sexual behavior between campers (between junior counselors; or between junior counselors and younger campers; or between junior counselors and staff) is strictly prohibited. This rule applies even when such behavior is deemed to be consensual.

Verbal, Emotional and Physical Harassment and Bullying— Harassment and bullying or intimidation by campers toward other campers, junior counselors or staff will not be tolerated. Harassment and bullying is viewed as an expression of power over or against another person. Behavior that constitutes harassment and bullying includes comments which are demeaning with respect to race, religion, gender, sexual orientation, color or disability, hazing, stalking, or other intimidating conduct; uninvited or unwanted physical conduct (e.g. hitting, grabbing, pushing, and pinching); pressuring others to perform demeaning, humiliating or dangerous acts.

Inappropriate Language— Campers are prohibited from using profane and/or vulgar language.

Personal Presentation - All campers are expected to maintain commonly accepted standards for appropriate dress. Overly revealing clothing, or clothing containing inappropriate pictures, language, symbols or suggestions is disallowed. Cape Cod Sea Camps reserves the right to require a change of clothing and/or the temporary (until the close of camp) confiscation of clothing if such clothing is deemed not to be in accordance with this policy.

Off-Campus Behavior— Cape Cod Sea Camps expects campers to conduct themselves with propriety both on and off campus.

Boundaries and Curfews —Except where otherwise noted in the Privileges section of the Junior Counselor Handbook, junior counselors are prohibited from leaving camp property unescorted. When leaving camp property, junior counselors must follow prescribed check in and check out procedures.

Campers may not leave the camp property except on organized camp trips or with their parent(s) or guardian(s). To leave camp with someone else, campers must have written permission from parent(s) or guardian(s). CCSC requires that no camper or JC may leave the camp grounds with a driver under 21 years of age and **overnights are allowed with parents only**. When leaving camp property, campers must follow prescribed check in and check out procedures.

All camp-related transportation must be arranged or approved by the director, head counselors or assistant head counselors and must be provided by Counselor Training staff, unless otherwise approved by the directors. Additional restrictions apply to junior counselors afforded un-chaperoned free time away from camp.

It is the responsibility of each junior counselor to make his/her whereabouts known to his/her counselors or head counselors at all times. Junior counselors are expected to adhere to curfews as listed in the Counselor Training Program Handbook. Unsupervised departure from cabins after lights-out is strictly prohibited.



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Visitors—All visitors of junior counselors must follow the Cape Cod Sea Camps Visitors Policy as discussed in the Parent Handbook. Junior Counselors are prohibited from leaving camp in the sole company of a minor, unless that minor is an immediate family member and a parent has provided written permission.

Core Values – All campers are expected to uphold the Core Values of the Cape Cod Sea Camps which include, but are not limited to - Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy, Judgment, Green and Clean or Sense of Community.

Prior to arrival at camp a JC "Contract with Camp" stating the Code of conduct policies, must be agreed to and signed by both the camper and parent.



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Counselor Training Privileges

Jc 1 and 2 Privileges (First And Second Year Jc's)

- ✓ All JC Corps functions and programs must be attended.
- ✓ Free time will be arranged by and with the head counselor.
- ✓ **JC2's** may have one night off per half-session, chaperoned.

Jc 3 and 4 Privileges (Third And Fourth Year Jc's)

Third and fourth year junior counselors are responsible for being leaders and positive role models in the camp community, thus their decisions about personal behavior must conform with CCSC's Code of Conduct at all times. **The Code of Conduct** reflects an "**honor system**" that places particular emphasis on trust and personal accountability. The privileges stated below are predicated on the understanding that every junior counselor will be accountable to each other and to the staff for appropriately representing the Corps and the camp.

Third Year Junior Counselors

- ✓ Are expected to be in the cabin by 10:30 p.m. with lights-out at 11:00 p.m.;
- ✓ May participate in all JC Corps activities, trips and events unless otherwise determined by the JC head counselors, assistant head counselors or JC director;
- ✓ May be extended one night-off per week, chaperoned, beginning after dinner and ending no later than 10:30 p.m. This is a group activity and all transportation will be arranged and provided by JC staff. The limits for these nights off are at the discretion of the staff. JC IIIs must follow prescribed check out/in procedures or will forfeit their privilege of time off. Individuals not attending CCSC may not join the group without permission.

Fourth Year Junior Counselors

- ✓ Are expected to be in their cabin on nights off by 11:00 p.m.;
- ✓ May participate in all JC Corps activities, trips and events unless otherwise determined by the JC head counselors, assistant head counselors or JC director;
- ✓ May elect to participate in, as opposed to teach, a number of activities each week;
- ✓ May be extended three nights off per week, chaperoned, beginning after dinner and ending no later than 11:00 p.m. This is a group activity and transportation will be arranged and provided by JC staff. The limits for these nights off are at the discretion of the staff. JC IVs must follow prescribed check out/in procedures or will forfeit their privilege of time off;
- ✓ May be extended one day-off per week, chaperoned, beginning at 7:00 a.m. and ending no later than 11:00 p.m.;
- ✓ May be extended un-chaperoned CNAs as scheduled by the JC head counselors.
- ✓ Individuals not attending CCSC may not join the group without permission.

Third and Fourth Year Junior Counselors

In recognition and support of the special role that JC IIIs and IVs play in the lives of CCSC's campers and in the community at large, we will encourage each of them to participate on a **Leadership Opportunity Team** to plan and implement activities related to:

- ✓ Big Brother/Big Sister Initiative; Community Service Program; Pan Mass Challenge; or Special Events