

# Camp Rodef Shalom Staff Operations Manual

## Summer 2025



2100 Westmoreland Street, Falls Church, Virginia 22043 703-532-2241

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STAFF OPERATIONS MANUAL- SUMMER 2025**

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## **CAMP DIRECTOR WELCOME MESSAGE:**

Dear Camp Staff,

Shalom and welcome to Camp Rodef Shalom!

We are thrilled to have you join the Summer 2025 Camp Staff Team! Your passion, energy, and commitment are what make our camp a meaningful, safe, and joyful place for every camper- and we can't wait to see the impact you'll make.

To help set you up for success, we've prepared this **Staff Operations Manual**. It outlines the essential policies, procedures, and expectations that will guide your work and support you throughout the summer. We ask that you take the time to read the manual carefully and thoroughly.

If you have any questions or need clarification, please don't hesitate to reach out to a member of the Camp Leadership Team. As part of your onboarding, you'll also be asked to sign an acknowledgement form confirming that you've read and understood the manual.

Here's to Making Memories,

Camp Leadership Team  
Megan O'Briant, Camp Director

## **EXECUTIVE DIRECTOR WELCOME MESSAGE:**

Dear Staff Family,

Welcome to Temple Rodef Shalom, also known as "TRS." We are delighted you are joining us and hope your experience here will be meaningful and rewarding and will challenge you to learn and grow professionally.

To help you on your journey, we've prepared this Camp Staff Operations Manual. In the pages that follow, please find important information about what you can expect from Temple Rodef Shalom and what we will count on from you. The congregation places the highest value in its responsibility to each of our staff members and strives to create and sustain an environment that supports your efforts and those of your colleagues.

The entire Manual really says just a few things: Be honest. Be ethical. Take ownership. Take pride in your work. Take responsibility. Be accountable. Be professional. Share knowledge. Think differently. Work together.

Follow these tenets, work hard, have fun, and together we can serve our members and community admirably.

Thank you for choosing to be part of the extraordinary team that makes TRS what it is: a congregation that celebrates the joy of Jewish living and learning and promotes justice and equality in our wider community. We look forward to your contributions.

Once again: Welcome!

Jessica Ingram, Executive Director

## **ACKNOWLEDGEMENT OF RECEIPT OF CAMP RODEF SHALOM OPERATIONS MANUAL:**

Please sign electronically and return to Megan O'Briant, Camp Director via email if possible or print out, sign and send.

I, \_\_\_\_\_, hereby acknowledge that I have been provided with electronic access to Camp Rodef Shalom's Staff Operations Manual, which provides guidelines on the policies, procedures, and programs affecting my employment with TRS.

I understand that I may print a hard copy of this Manual if I wish. I have carefully read and fully understand all the provisions of the Camp Rodef Shalom Operations Manual and agree to abide by its provisions. I understand that TRS can, at its sole discretion, modify, eliminate, revise, or deviate from the guidelines and information in this manual as circumstances or situations warrant.

I also understand that any changes made by TRS with respect to its policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in this Staff Manual. I accept responsibility for familiarizing myself with the information in this Manual and will seek verification or clarification of its terms or guidance where necessary.

All employment is at-will. Furthermore, I acknowledge that this Staff Manual is neither a contract of employment nor a legal document and nothing in the Manual creates an express or implied contract of employment. I understand that I should consult my supervisor or HR if I have any questions that are not answered in this Staff Manual.

By signing this acknowledgement, I agree to read all HR documents and that if I have any questions regarding any of the contents; I will consult my supervisor or HR.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Parent (for Employee under 18) Signature

Date: \_\_\_\_\_

## **CAMP RODEF SHALOM MISSION STATEMENT:**

Camp Rodef Shalom fosters friendships, relationships, and community by providing fun and engaging experiences in a safe environment. By living Jewish values, we give our families opportunities to strengthen our Jewish connections.

We build on the values that make us, us:

Respect, Responsibility, Resilience, Friendship, Honesty, Family

### **Camp Theme 2025: Mishpacha/Family**

Week 1: Ahavah/Love

Week 2: Kehillah/Community

Week 3: Sedek/Justice

Week 4: Kef/Fun

Week 5: Shalom/Peace

Week 6: Koach/Strength

### **Camp (Jewish) Values**

- Rachmanus – Compassion, Sportsmanship, Empathy
  - Games are played with a focus on “rachmanus,” or sportsmanship with the intent to foster long-lasting memories.
- Chesed – Kindness, Courage, Imagination
  - How can we encourage campers to be courageously imaginative?
- Kavod – Respect
  - No matter who wins or loses, we have Kavod for one another and for our camp spaces.
- Sh'mirat haGuf – Guarding the body
  - It is important to help campers listen to their bodies' physical and emotional cues and provide them with the chance to refuel themselves. Water and bathroom breaks are a great example of this.
- Sh'mirat haAdamah – Guarding the earth
  - The earth has limited resources-make sure you leave spaces cleaner than when you found them. Pick up trash, turn off lights and leave no trace.
- Ba'al Tashchit – Do Not Waste
  - Help your campers take only as much as they need and to recognize that materials are to be used for all of camp.
- Ve'ahavta le're'acha kamocha – Love Your Others as You Love Yourself
  - Every person at camp is crucial to making camp the place we know and love.
- Achrayut – Responsibility
  - We can all step up and be role models for each other.
- Chaverut – Friendship
  - Camp is all about making lifelong friendships! Encourage your campers to spend time with everyone in your bunk and notice when someone is not being included.
- Tikkun Olam – Repairing the world
  - We all have a voice and an obligation to use it to make the world a better place.
- Kehillah Kedosha – Holy Community

- Camp is special because we make it special. Keep an eye towards creating an expectation of sacredness for this incredible camp.
- Menucha – Rest
  - It's more than okay to need a break/quiet time at any age. Set a good example and help to bring the energy down when needed.
- Ruach – Spirit
  - Get up on your feet and cheer! Be silly and your campers will be too.

## SECTION 1: GENERAL INFORMATION

### 1.1 Key Dates Summer 2025

Staff Training:

Friday, June 20

Sunday, June 22

Camp Dates:

Main Session: June 23 - July 25

Bonus Week: July 28 - August 1

Camp Staff Hours: 8:30 AM- 3:30 PM

Extended Day Staff Hours: 2:30 PM-6:30 PM

### 1.2 Online Camp Staff Resources:

You can find everything you need to know about Camp on our Password-Protected Camp Staff Website!

<https://www.camptrs.org/general-8> Password: Ilovecamp

- |                                |                        |
|--------------------------------|------------------------|
| ● Camp Calendar                | ● Staff Lunch Sign-Ups |
| ● Camp Staff Operations Manual | ● Swim Schedule        |
| ● What to Bring to Camp        | ● Daily Snack List     |
| ● Nut Policy                   | ● TRS Code of Ethics   |
| ● Camp Song                    |                        |

### 1.3 Paychecks and Absences

- Staff must have a signed offer letter prior to beginning work.
- Staff must submit all staff paperwork prior to beginning work.
- Paychecks are issued twice during the summer.
- Temple Rodef Shalom reserves the right to be reimbursed for the cost of bank charges due to return fees on lost or missing checks that are re-issued.
  - Please note, salaries are determined by a variety of factors including staff type, experience level, and years at camp.
- Absences not indicated in the staff signed offer letter will be deducted from the final paycheck.
- Illness: staff WILL NOT BE PAID for days of work missed due to illness, accident, or any other reason. **If a staff member is sick, please stay home. If sick, staff members MUST call camp admin by 8:00 AM to report an absence (703-532-2241).**

- Staff members will not be granted time off from work. All appointments should be made after the camp day is completed. Salaries will be prorated for time taken during the camp day for appointments.
- All Staff are required to be at TRS and signed in by 8:30 AM to begin to prepare their room/space for the day.
- Staff Morning Meeting will begin at 8:35 AM.
- All staff are required to stay until at least 3:30 PM.

## **SECTION 2: GENERAL POLICIES AND STANDARDS OF CONDUCT**

### **2.1 Staff Expectations and Standards of Conduct**

Camp Rodef Shalom aspires to create a safe and stimulating environment for its campers – an environment where responsibility, sensitivity, respect for others, and cooperation are valued. Staff members represent Camp Rodef Shalom during interactions with campers, parents, and other employees of TRS. Staff are expected to be professional, courteous, and cordial in all work activities, and display a friendly attitude in all circumstances.

- Be professional.
- Respect yourself, others, property, and the nature around us, on and off campus.
- Always be aware.
- Campers always come first.
- Stay with your group and always be safe.
- Communicate up, down, and across.
- Keep your private life separate from Camp.
- Always be a positive role model.
- Shared space means shared responsibility.
- Have fun!

If a situation arises where a staff member encounters disrespect, they are encouraged to discuss the situation immediately with the Leadership Team or the Camp Director.

### **2.2 Staff Policies**

- Staff are required to participate in all activities (including pool and water time). Involvement during these times is consistent with camp expectations of positive participation. All staff members must be prepared to fully engage and participate in activities during camp hours of operations.
- Staff may be reassigned at any time if needed in areas other than their own.
- It is the policy of Camp Rodef Shalom not to release personal information about campers except to that camper's legal guardian. If you are asked for personal information, please refer the inquiry to the Camp Office.
- In the event of inadequate performance at camp, any staff person may be placed on a probationary period. Dismissal may result at the end of the week at the discretion of the Camp Director.
- Federal Offense will be means for IMMEDIATE DISMISSAL.
- Possession, use of, or being under the influence of alcohol, tobacco, drugs, and/or associated paraphernalia while on Temple property or during the camp day will be means for IMMEDIATE

DISMISSAL. Smoking is not permitted on the TRS grounds. See Section 3.1 for the complete policy.

- Inappropriate verbal, physical, and sexual contact will be means for IMMEDIATE DISMISSAL.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
- **Taking pictures of campers on personal devices is prohibited.**
- Electronics should only be used in emergencies or for playing music in the bunk.
- Camp Rodef Shalom is not responsible for personal property used by staff or campers at camp. Campers should be discouraged from bringing anything of value to camp. Therefore, as role models in all that we do with our campers, staff are discouraged as well.
- Disregard of any of the above Camp policies or procedures, especially those regarding risk management and safety will be a means for IMMEDIATE DISMISSAL.

## **2.3 Appropriate Behaviors with Campers**

- At no time during camp may a staff person be alone with a single camper where they cannot be observed by others.
  - As staff supervise campers, they should space themselves in a way so that other staff can see them.
- Campers should be supervised by staff at all times.
- Staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism.
- Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.
  - Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm) and is only administered in a prescribed manner and must be documented in writing. Please consult with Camper Care.
- Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
- Camp has a zero-tolerance policy towards bullying.
  - Any kind of bullying is inexcusable and will not be tolerated between campers or staff.
  - Staff must report suspicions of bullying to the Leadership Team.
- Staff will not abuse children. Any type of abuse will not be tolerated and will be cause for immediate dismissal.
  - Physical abuse – strike, spank, shake, slap
  - Verbal abuse – humiliate, degrade, threaten.
  - Sexual abuse – inappropriate touch or verbal exchange.
  - Mental abuse – shaming, withholding love, cruelty.
  - Neglect – withholding food, water, basic care, etc.

## **2.4 Safe Touch**

Staff who interact with campers should show affection toward those campers in a manner that is safe and appropriate for all parties.

- Staff will respect campers' rights to not be touched in ways that make them feel uncomfortable and their right to say no.



- Campers are not to be touched in areas of their bodies that would be covered by a bathing suit.
- To safeguard staff and campers:
  - Have campers sit next to you instead of on your lap.
  - Encourage side hugs, high five, or fist bumps in lieu of full-frontal embracing, shoulder rides, piggy backs, and hand holding.
- Staff should report any suspicion that an inappropriate touch or behavior may have occurred, both at camp or outside of camp, to the Leadership Team.

## **2.5 Camper General Guidelines and Expectations**

It is the responsibility of camp staff to ensure campers have a fun, engaging, and safe experience. It is a privilege to be a camper at Camp Rodef Shalom.

Like staff, campers are expected to use language in a way that is not offensive to anyone. Conversations and games played (including the content of jokes, riddles, and songs) must be appropriate for all group members which means that some campers might have to be pulled aside and reminded to watch their actions and language.

It is important that camp is a safe place in all respects. All staff at camp regard it as their duty to always ensure a child's emotional and physical safety. All campers have the right to a safe and caring environment at camp, which promotes positive self-esteem, personal growth, learning skills for life, and fun.

- Campers will follow all camp safety policies, or they will be removed from the program.
- Campers will not be subject to harassment or discrimination.
- Campers will not have contact with strangers.
- Campers who leave an activity early will only be released to the custody of a parent or guardian (or others who have made prior arrangements with the camp office) after being signed out in the office.

## **SECTION 3: HEALTH AND SAFETY POLICIES**

This section looks at key Health and Safety Policies that are vital to ensuring a safe and meaningful summer experience for both campers and staff. This is broken down into the key areas of Health, First Aid, and Safety and Allergies.

### **3.1 Alcohol, Drugs, Smoking, Vaping Policy**

All staff are expected to model acceptable behavior during the Camp Day. As a result, Camp staff may not engage in the use, possession, sale, or dispensing of alcohol, tobacco, narcotics, drugs (including marijuana), inhalants, or controlled substances (as defined by the Department of Justice and the Drug Enforcement Administration) or any imitation of the above, such as K2, or any material represented to be the above, while on Camp property or during the Camp day. This includes paraphernalia as defined by the Drug Enforcement Administration as well as delivery mechanisms for these items, including but not limited to syringes, e-cigarettes, vape devices, or Juuls, regardless of whether these items may be otherwise legal to possess.

**As a result, smoking, vaping, juuling, or using any other similar delivery system or substances while on Temple property or during the Camp Day is strictly prohibited.** All smoking/vaping/juuling

paraphernalia must be kept in your car or off the Temple premises, regardless of whether the staffer is a minor or an adult, and regardless of whether the items are legal or illegal as defined by law. While some of these substances or devices may be legal for people 18 years or older, Camp Rodef Shalom's policy is more stringent.

In addition, Camp staff may not be under the influence of any of the above or in possession of the above while on Camp property or during the Camp Day. The term "under the influence" as used here has a less strict meaning than it does under criminal law. For Camp purposes, the term means any level of impairment and includes even the odor of these substances on the breath or person of a staffer; it also includes being impaired by reason of the abuse of any material used as a stimulant.

If camp administrators have reason to believe a staffer may be under the influence or in possession of the above, a reasonable search of the staffer's belongings and area may be conducted. Staffers found to be in violation of these rules are subject to immediate confiscation of the items and will be dismissed from employment. In addition, criminal charges may be initiated as warranted.

Exception: Use of a controlled or medically prescribed substance in the manner prescribed for the staffer by the staffer's physician is not a violation. In such circumstances, a Prescription Medication Authorization Form signed by the staffer's physician (and parent or guardian, if the staffer is a minor), must be on file with the Camp Clinic prior to any such usage. All such substances must comply with our prescription medication protocols. Common examples of medically prescribed substances include EpiPen, inhaler, etc.

### **3.2 Illness and COVID-19 Protocols and Practices**

If a staff member is feeling sick, please stay home and call the Camp office as soon as possible. If a staff member (or camper) feels sick during the camp day, please bring them directly to the clinic.

TRS is committed to the safety and well-being of all employees, volunteers, members and outside vendors as the Temple conducts its daily basis. The Temple follows all government communication related to communicable diseases carefully and determines the best course of action to ensure everyone is protected and comfortable while doing their work. Due to the nature of communicable diseases, particularly those caused by rapidly mutating viruses, policies and direction can change quickly and that information may and can supersede what is included in this Handbook.

All employees of TRS are required to follow TRS policies regarding vaccination, exposure mitigation, testing, and quarantine/isolation to limit the spread of communicable diseases. If a staff member has a fever of 100.4 or higher, or are experiencing symptoms that may indicate a communicable illness such as the flu, strep throat or COVID-19 (body aches, excessive coughing or sneezing, runny nose, sore throat, etc.), please stay home. TRS encourages all staff to be up to date with their vaccinations, including the flu.

TRS follows the CDC's language of being "up to date" with your vaccinations and boosters including flu, RSV and Covid. TRS follows all CDC exposure guidelines. If employees are unsure if they should be at work or not, they should be in touch with his/her/their supervisor immediately to discuss next steps.

### 3.3 First Aid and Health

- Injury
  - If a camper/staff is bleeding, or sustains an injury, take them to the clinic right away.
    - If the camper is not able to walk, walkie the clinic aide. If the clinic aide is not available, walkie a supervisor.
  - Please do not touch any wounds or blood without gloves on.
  - An injury must be treated before filling out the Injury Log documentation/clipboard in the Clinic.
- Lice
  - Staff and Campers must be nit-free (egg free) in order to come to camp each day.
  - If lice or nits are found, you will be sent home to treat the lice and comb the nits out. Your head will be re-checked the following day upon re-entry to camp.
- Hydration
  - Make sure staff and campers drink water often.
  - Signs of dehydration symptoms are: profuse perspiration, nausea, and extreme fatigue.
  - Everyone must have a water bottle!

### 3.4 Overall Allergies

Many children in our camp families have serious, life-threatening nut allergies, and we take their safety very seriously. Allergy lists are posted on the bunk walls at all times.

- All staff should read and remember them.
- Camp staff must actively check lunches and the bunk every morning to prevent allergic reactions.

### 3.5 Camp Rodef Shalom Food Policies

- **Camp is NUT-FREE:**
  - Meaning nuts, peanuts, and products in contact with them CANNOT be sent to camp. (Please check ingredient lists thoroughly).
- Many campers in our community have serious, life-threatening nut allergies and we take their safety very seriously.
- Restricted foods include any products with peanuts and/or tree nuts as an ingredient or with a cautionary label warning such as "may contain nuts," or "manufactured on equipment that also processes nuts," or "may contain nut traces."
- Counselors will check lunches daily, remove any suspicious products, and bring them to the main office.
- If your camper's lunch is removed, the office will contact their parents to notify them and ask them to provide a replacement. Backup food is available in the office if parents cannot provide a replacement.

### 3.6 Safety and Security

- Safety is our #1 Responsibility.
- Always stay with your campers.
- Classroom doors will be locked. Classroom doors should stay open if you aren't in the room.

- In the event of a fire alarm, exit the building out of the closest exit. We will congregate in the parking lot outside of Bunny's place.
- All visitors must sign in at the office.
- All exterior doors of the temple must remain closed.
  - **Do not prop open doors.**
- Walkie talkies are an important safety and security tool.
  - Use walkies appropriately
    - No nonimportant chatter (do not use to say hi to staff friend, etc.)
    - Campers are not to talk on walkie
    - DO NOT share any details over the walkie. Give your location for the person to come to you or ask to meet at a location.
  - When talking on the walkie say:
    - Name to Name — wait for person to answer — then give a short description of what is needed.
      - Example: Megan to Amelia — Go for Amelia — Can you come to the camp office?
      - If more detail is needed, please ask person you are calling to meet you somewhere.
    - Camper names should be used on the walkie limitedly:
      - Example: Kathleen to 2A — Please bring Sam to the office to go home — Ok — Bring their things with them.

## SECTION 4: STAFF ROLES AND RESPONSIBILITIES

### 4.1 Staff Roles and Specific Responsibilities

Staff	Responsibilities
<b>Leadership Team (LT)</b> (Experienced Instructors with a leadership position over a program and/or group of counselors)	<ul style="list-style-type: none"> <li>• Support staff and help them grow               <ul style="list-style-type: none"> <li>◦ Through observation, discussion, evaluation, and collaboration</li> </ul> </li> <li>• Manage staff and camper behavior in positive ways</li> <li>• Help campers who need extra support</li> <li>• Communicate with parents</li> <li>• Create and lead phenomenal experiences</li> <li>• Coordinate trips and special events</li> </ul>
<b>Office Team</b> (Experienced staff who are an integral part of the internal operations of camp)	<ul style="list-style-type: none"> <li>• Answer phones and parent emails</li> <li>• Organize, label, and distribute snack</li> <li>• Organize, label, and distribute Challah</li> <li>• Assist with carpool</li> </ul>
<b>Head Counselor</b> (18 + staff who lead a bunk of campers)	<ul style="list-style-type: none"> <li>• Remain with the group 100% time</li> <li>• Manage camper behavior in positive ways</li> <li>• Support campers that may need extra assistance with advice from LT and Camper Care</li> <li>• Facilitate friendships</li> <li>• Plan games for bunk time and transitions</li> <li>• Lead and collaborate with co-staff</li> <li>• Delegate and rotate responsibilities               <ul style="list-style-type: none"> <li>◦ Restroom, snacks, supplies, lost &amp; found, cleanup</li> </ul> </li> <li>• Report concerns to LT</li> <li>• Memorize camper allergies</li> </ul>
<b>Assistant Counselor (AC)</b> (11th-12th grade staff who assist HC in the bunks)	<ul style="list-style-type: none"> <li>• Check backpacks and lunches daily</li> <li>• Assist HC               <ul style="list-style-type: none"> <li>◦ Manage camper behavior in positive ways</li> <li>◦ Plan games for bunk time and transitions</li> <li>◦ Take campers to restrooms (2+ campers at a time)</li> <li>◦ Clean up spaces</li> </ul> </li> <li>• Mentor, teach, and collaborate w/ other counselors</li> <li>• Take on JC responsibilities if there isn't one in your group</li> </ul>
<b>Junior Counselor (JC)</b> (10th grade staff volunteer responsible for learning from the HC and AC and assisting with bunks)	<ul style="list-style-type: none"> <li>• Have a large role in AM and PM carpool</li> <li>• Assist HC and AC               <ul style="list-style-type: none"> <li>◦ Manage camper behavior in positive ways</li> <li>◦ Plan games for bunk time and transitions</li> <li>◦ Take campers to restrooms (2+ campers at a time)</li> <li>◦ Clean up spaces</li> </ul> </li> <li>• Pick up snacks</li> <li>• Get supplies when needed</li> </ul>

<b>Specialist</b> (Appropriately experienced counselor that instructs campers in an activity. Can be at the HC, AC or JC level)	<ul style="list-style-type: none"> <li>• Plan daily activities for scheduled group             <ul style="list-style-type: none"> <li>◦ Create hands-on experiences</li> <li>◦ Add creative twists and daily variety</li> </ul> </li> <li>• Set up area/activity             <ul style="list-style-type: none"> <li>◦ Care and keep inventory of materials</li> </ul> </li> <li>• Give specific instructions to bunks             <ul style="list-style-type: none"> <li>◦ Give Counselors a role</li> </ul> </li> <li>• Exhibit role model behavior</li> <li>• Assist with carpool</li> <li>• Assist with special program days such as Shabbat Fridays and Wednesdays</li> </ul>
<b>CIT</b> (9th grade staff volunteer responsible for learning from HC, AC, and JC and assisting with bunks.)	<ul style="list-style-type: none"> <li>• Attend specific CIT training sessions</li> <li>• Have a large role in AM and PM carpool</li> <li>• Assist HC, AC, and JC             <ul style="list-style-type: none"> <li>◦ Manage camper behavior in positive ways</li> <li>◦ Plan games for bunk time and transitions</li> <li>◦ Clean up spaces</li> </ul> </li> <li>• Get supplies when needed</li> <li>• May not be alone with campers</li> </ul>
<b>Extended Day Team</b> (Counselor who work from 2:30-6:30. can be at the HC, AC or JC)	<ul style="list-style-type: none"> <li>• Implement an afternoon schedule of exciting activities, projects, free play, crafts, sports, and energetic fun for campers who participate in Extended Day Program</li> <li>• Assist with restroom (2+ campers at a time), snack, supplies, and clean up</li> <li>• Sign out campers when they are picked up</li> </ul>

## 4.2 Additional Staff Expectations

- Come to camp ready and excited for work — ALWAYS be on time. Always place the needs of the campers above your own.
- Support and take charge of any duties and activities that may be assigned to you.
- Actively supervise campers at all times and participate in all programs with campers.
- Ask for feedback and give appropriate feedback.
- Attend staff meetings and participate in all staff training.
- Use all safety equipment correctly.
- Wear appropriate camp clothing.
- Use 'camp appropriate' language at all times (in a way that is never offensive to anyone).
- Avoid discussing your personal life/after hour activities with or around campers (this includes any time you are supervising campers, whether or not they are in earshot). This specifically includes discussion about personal relationships.
- Refrain from discussing with campers the actions of fellow counselors during their time off.
- Refrain from using a personal cell phone during camp hours (unless to play the camp approved playlist).
- **Do not take photos of campers on personal devices.**

## 4.3 Parent Communication

When a camper's parents ask you questions, the best response is to refer them to your supervisor. Part of your supervisor's job is to communicate with parents. It's okay to be direct with parents: "I'm not the person to ask; the best person is my supervisor."

## SECTION 5: TECHNOLOGY AND SOCIAL MEDIA-RELATED POLICIES

### 5.1 Staff Cell Phone Policy

At Camp Rodef Shalom, we view camp as a rare and valuable opportunity—for both campers and staff—to **log off, disconnect, and be fully present**. This is a chance to step away from screens and truly immerse yourself in the energy, relationships, and magic of camp life.

With that in mind, the following cell phone guidelines are in place to ensure a safe, focused, and camper-centered environment.

#### Permitted Use

- Spotify Camp Playlist for the benefit of camper experience.
- Staff may carry their personal cell phones for **emergency use only**.
- Phones may be used to **communicate with fellow staff or leadership** *only if radios are unavailable or not functioning* (such as on travel trips)
- If you have a **specific personal reason** you need to be on your phone during the day (e.g., family emergency, time-sensitive situation), please **notify your supervisor in advance**.

#### Not Permitted

- **No general phone use** (texting, calling, social media, browsing, games, etc.) is allowed while supervising campers.
- **Do not use your phone to check the time.** We strongly encourage all staff to wear a **watch** during the camp day.
- Phones should not be visible or in use during activities, meals, or transitions—unless there is a clear emergency or necessary communication need.
- **Do not use your phone to take photos or videos of campers.** This is strictly prohibited by our camp's privacy and media policy.

#### Trust and Accountability

We do not collect staff phones at the start of the day because we trust our team to act responsibly and professionally. However, if phone use becomes distracting, inappropriate, or inconsistent with our expectations, we will follow up with the individual and may need to take further steps if the issue continues. Our goal is to create a focused, camper-centered environment that supports safety, attentiveness, and full participation. Your cooperation in modeling this standard is appreciated.

If a phone is seen:

- Staff will gently remind "campers are #1" and please respond by putting it away.
- Camp has a three-strike policy if there is a phone being used at an inappropriate time.
  - Warning 1: Given by a supervisor, results in asking to put phone away and a note will be made in CampMinder file.

- Warning 2: Given by a supervisor; results in the phone being kept in the office for the remainder of the day and another note in CampMinder file.
- Warning 3: Given by a supervisor; results in the phone being kept in the office daily and a final note in CampMinder.

Most of the younger campers do not bring phones or other electronics to camp, and their busy schedule does not allow much opportunity to use them.

For the travel campers, they are out of the building more often, so are permitted to carry cell phones if they need to update their parents about arrival times and schedule changes. However, Camp Rodef Shalom values the real interactions between campers and counselors more than the virtual interactions between any of them and devices, and they will not be able to use phones unless specifically permitted by counselors.

If a camper is seen on their phone, ask them politely to put it away. If it becomes a consistent issue, we will contact parents to ensure that phones are no longer present at camp. Camp Rodef Shalom encourages campers to leave their phones at home to guarantee that they are not lost/stolen/damaged. Camp will provide areas for campers to keep phones, but camp is not liable for any lost or stolen items at camp. Campers should always contact their parents using the office phone.

Benefits of Unplugging Technology at Camp:

- Active and safe supervision of campers.
- Full attention to campers who need and love staff attention.
- Friendship and social skills.
- Enjoying the experiences, we are having (outdoor adventure!) rather than being distracted by someone/thing outside of camp.
- Improved health! And happy brain!

## 5.2 Social Media Guidelines: Outside of Camp Hours

- **Do not take photos of campers on your phone.**
- No photos of campers can be posted online.
- Do not “Friend” or “Follow” campers OR accept their requests; keep your online profiles private.
- No texting with campers on non-camp topics.
- No tagging of campers anywhere online.
- Use privacy settings to protect your profile and personal info (address, phone number, location).
- Keep any public online status updates clean, appropriate, and in line with our Camp’s mission statement.



## SECTION 6: DAILY CAMP OPERATIONS AND PROCEDURES

### 6.1 Arriving at Camp

Parking: Bay 1, 2 or 3 of “new parking lot,” on Westmoreland Street closest to Haycock. Enter the parking lot and make an immediate right.

Staff Sign-In: All staff must sign in outside the camp office **no later than 8:30 AM**. If you are running late, specifically due to circumstances beyond your control, please call the Camp Office (703-532-2241). If staff do not sign in, payment will not be remitted for that day.

### 6.2 Daily Routines

8:15 - 8:30	<ul style="list-style-type: none"><li>● Sign in outside Camp Office</li><li>● Get your name badge (cubbies in hallway)</li></ul>	Lobby
8:35 — 8:50	<ul style="list-style-type: none"><li>● Staff meeting</li></ul>	Lobby
8:50 — 9:10	<ul style="list-style-type: none"><li>● Carpool (see Morning Carpool Procedures below)</li><li>● Put Daily Schedule on the Board</li></ul>	Portico
8:50 - 9:15	<ul style="list-style-type: none"><li>● HC &amp; AC welcome campers by name</li><li>● HC Take attendance using the QR code in the room</li><li>● Check backpacks and lunches.</li><li>● Play games when waiting to go to morning meeting</li></ul>	Bunks
9:20 - 9:40	<ul style="list-style-type: none"><li>● Morning Meeting! (All campers and staff MUST attend)</li></ul>	Social Hall
9:45 – 2:35	<ul style="list-style-type: none"><li>● Full Participation in Activity Schedule</li></ul>	Specialist Locations
2:40 – 2:55	<ul style="list-style-type: none"><li>● End-of-day check out, pack up</li></ul>	Bunk
2:55	<ul style="list-style-type: none"><li>● AC take Extended Day campers to Merkaz (Formerly MPR)</li><li>● Carpool (see Afternoon Carpool Procedures below)</li></ul>	Lobby
3:15 – 3:30	<ul style="list-style-type: none"><li>● Staff Meeting</li></ul>	Lobby

#### Morning Carpool Procedures (8:50 – 9:10 AM):

- Leadership Team opens car doors and helps children to sidewalk.
- HC stay in bunk to greet campers, take attendance & start games.
- AC pick up campers from Before Care in Merkaz (Formerly MPR) and accompany to bunk.
- AC check backpacks & lunches.
  - If there is anything questionable about the lunches call LT for a consultation.
- JC and CIT meet campers on sidewalk, hold hands, carry bags, and walk them to their bunk (travel campers can walk to bunks on their own).

#### Afternoon Carpool Procedures (2:55-3:10 PM):

- HC and AC stay with campers at all times during carpool. Do not leave space until all campers are picked up.
- K-1<sup>st</sup> will be under bunk signs in lobby
- 2<sup>nd</sup>-8<sup>th</sup> will be in their bunks.
- Dismissal is not a good time to gossip, play cards, etc.

- JCs and CITs report to camp office
  - Get card from office staff indicating who to bring out to the carpool line.
  - Get Campers from bunks and escort them to the portico (wait with younger campers till they hear their name and see their car).
- LT and Head Specialists load campers into cars from the sidewalk, but do not buckle campers into cars. Drivers will buckle campers in.
- Other specialists: clean up their specialty area and get materials ready for the next day.

#### Food

- Wash hands before eating anything.
- Camp provides 1 snack option a day.
- Snack will be labeled by bunk in a black bag and picked up every day from the RS Teachers' Lounge (under the stairs).
- Return the bag (with extra snacks) to be refilled for the next day.
- Snacks are not to be stored in the bunks.
- Lunch will be eaten together in the Social Hall.
- Staff and campers are required to bring their own lunch every day.
- Pack a disposable bagged lunch on field trip days.
- On Friday's camp provides pizza, but staff and campers are encouraged to bring sides/snacks.
- Staff may choose to order and pay for staff lunch for Thursdays.
  - Staff lunch order will be placed via a Shulcloud form due Wednesday by 8:30 AM.
  - QR Code for form can be found outside camp office.
- No lunches may be purchased on field trips
  - Travel camp has some trips where food will be provided, and additional items may be purchased. LT will reach out to families prior to these specific trips with more information.
- Camp does not supply a refrigerator or a microwave to staff, so pack a lunch you can eat at room temp.

#### Bathroom

- 4th grade and below: accompany campers to the restroom (must take 2+ campers at a time).
- K-1st should try to take the group to the bathroom together a few times a day.
- Staff must wait outside the bathroom. If the camper requests assistance, please call for an LT member to come and assist.
- Responsibility must be shared and rotated among AC and JC.

### 6.3 What to wear?

- Camp professional attire that is respectful and practical for all camp outdoor activities
  - Clothing must be family-friendly; no risqué logos, crop tops or short-shorts.
- Closed-toed shoes must be worn at all times other than at the pool or waterparks.
- Wear Staff Badge at all times.
- Remember to wear Sunscreen (consider keeping a bottle at camp).
- A personal wristwatch is encouraged.
- Wear your white Camp-issued shirt on Fridays.
- Wear your Camp-issued color shirt on trip days.
- On all theme/spirit days (Thursday), all staff are encouraged to dress up.
  - All costumes must be appropriate to be worn at camp.

## 6.4 What to bring to camp?

- Nut-free lunch
- Towel
- Bathing suit
  - Board shorts, 1-piece, 2-piece with shirt/tank top over top, or athletic 2-piece bathing suit
- Water shoes
- Backup change of clothes to keep in bunk
- Water bottle labeled with name
- Sunscreen (bug spray encouraged)
- Leave valuables at home

## 6.5 Swimming and Water Time

- All Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> graders have Swimming Skills Practice at Holmes Run Pool twice a week.
- 3<sup>rd</sup> and 4<sup>th</sup> graders also visit Holmes Run twice a week for “free swim.”
- 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders also visit Holmes Run once a week for “free swim.”
- See schedule for specific days of the week.
- Swimming Skills Practice is led by Holmes Run Pool Staff.
- Please engage with your campers on the bus.
  - This means phones/other devices must be PUT AWAY.
  - The trip is about 15-20 minutes.
- One Bunk Staff member needs to be out of the pool at any given time to take campers to bathroom or in case of emergency.
- Bring towel, water, etc. with you to the pool.
- Pay attention. There will be times that you will be asked to help direct kids based on the instruction of the Holmes Run pool staff.

## 6.6 Chill Out Room (C.O.R)

- Who can use: Must receive permission from Camper Care Team to use Chill Out Room for a specific amount of time.
- What is it: A place to recharge and hit the reset button. We want an open and safe community that welcomes and values everyone.
- When to use it: The Chill Out Room is a preventative measure (not punishment) for kids who are self-aware.
  - Once campers have used it a few times, well-trained counselors can guide kids with less self-awareness when they anticipate triggers or BEFORE a child gets agitated.
  - HC in each bunk is trained on which campers can use it, but counselors are not allowed inside the room unless they check with Camper Care.
- What it isn't: The Chill Out Room is not a negative consequence for negative behavior, and it is not a punishment.
  - Try to limit removing kids from programming unless they need to remove themselves from activities.
  - It is not a “hang out” area.