



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ACHIEVEMENT FRIENDSHIP BELONGING and LEADERSHIP

Apprentice Counselors 2024
Building Future Leaders
YMCA CAMP WINNEBAGO



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Apprentice Counselor Program Overview

The Apprentice Counselor (AC) program is our advanced level of camping and leadership training for teens entering grades 9 - 12. Apprentice Counselors are immersed into learning the practical concepts of camp's three pillars of **Achievement, Friendship, Belonging** with additional concentration on **Leadership Development**. Leadership training, team building, skill development, service to camp, and youth development experience are the drivers of profound personal growth witnessed each summer as our teens progress through the AC program and as they gain confidence and independence.

The Apprentice Counselor program offers a level of skill development that is difficult to acquire anywhere else. Through a combination of group training sessions and working side-by-side with day camp counselors, ACs grow and gain valuable skills including; organization, self-discipline, communication, initiative-taking, teamwork, and relationship building. The AC program is a next-level summer program that propels teens to be their best, and instills the importance of being a positive role model for the youth in our community.

Apprentice Counselors are overseen by the AC Unit Coordinator. Coordinators are experienced youth development professionals with a passion for developing the next leaders of Camp. They are leaders who exemplify our Y-values and the philosophies of Camp Winnebago. Coordinators conduct AC trainings, prepare weekly schedules, help ACs set goals, provide feedback, and host special sessions and meetings throughout the summer. Unit Coordinators are the go-to for all things Apprentice Counselors!

All ACs are required to attend Week 1 of camp for the initial, week-long training. "Apprentice Counselor" is a voluntary program and all hours served can be counted for community and school service projects. ACs are required to sign-in and sign-out each day with their Coordinator. The Apprentice Counselor program is intended for adolescents who have demonstrated responsibility, maturity, and have shown an interest in learning the skills necessary to take on a leadership role at Camp and/or in their community.

Unit Coordinators will work closely with each Apprentice Counselors to determine their goals for the summer to help them realize what they want to get out of the program.

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Summer Camp Schedule 2024

Week 1	6/10 - 6/14
Week 2	6/17 - 6/21
Week 3	6/24 - 6/28
Week 4	7/1 - 7/5 <i>No Camp on July 4</i>
Week 5	7/8 - 7/12
Week 6	7/15 - 7/19
Week 7	7/22 - 7/26
Week 8	7/29 - 8/2
Week 9	8/5 - 8/9
Week 10	8/12 - 8/16
Extended I	8/19 - 8/23
Extended II	8/26 - 8/27

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Program Expectations

ACs must thoroughly read these expectations and agree to them when completing applications.

Apprentice Counselors agree to:

- Follow and model the Y core values of **Caring, Honesty, Respect, Responsibility,** and **Faith.**
- Maintain actions, behaviors, and conversations that reflect that of a positive role model for campers, even when not in the presence of campers and staff.
- Be actively engaged and participate in all sessions, meetings, both routine and specialized activities, trainings, and projects.
- Be present and on time each day of your scheduled weeks. AC shifts start at 8:30am and end at 3:30pm. ACs may arrive/depart during extended camp hours with Unit Coordinator approval. (6:45am - 5:30pm)
- Notify the Unit Coordinator of absence or tardiness as soon as possible.
- Sign-in and sign-out at the beginning and end of each day.
- Remain on camp property while signed in to camp. ACs may NOT leave camp premises while signed in.
- Be familiar with the YMCA Character Development policy.
- Be familiar with and follow the Cell/Smart Phone Policy.
- Uphold Camp Winnebago YMCA safety and cleanliness standards.
- Actively engage with and actively supervise campers in their groups at all times
- Build healthy and positive rapport with campers, staff, and coordinators.
- Work to improve skills, knowledge, and abilities based on feedback given by camp staff with the end goal of becoming a future camp staff.

- Follow Camp Winnebago's Drug, Alcohol, Smoking, and Vaping Policy: the use, possession, distribution, and/or sale of tobacco, drugs, and/or alcohol are not permitted on Camp property. Smoking and vaping is not allowed at Camp Winnebago YMCA or YMCA Branch facilities property.
- Not produce, distribute, or access crude or suggestive images on YMCA or camp property.
- Follow the Camp Winnebago and YMCA Dress code policy
- Not wear garments or jewelry depicting alcohol, tobacco, drugs, obscenity, derogatory language, sexual innuendo, or gang affiliation on YMCA or Camp Winnebago property.
- Dresses, skirts or shorts should be worn at appropriate and respectful lengths. Legging, tights, or activewear should not be transparent.
- Follow Camp Winnebago's uniform policy which states "Apprentice Counselors are required to wear their Apprentice Counselor T-shirt with appropriate pants/shorts. If an Apprentice Counselor wears any clothing with the Y logo, the staff member is expected to act appropriately and uphold the Y reputation. Staff are allowed to wear sandals that have a back strap. Closed-toed shoes will be required for the Creek and Climbing activities.
- Complete an online Health Profile through ePACT prior to the first day of attendance.
- Not develop personal relationships/friendships with campers (that didn't exist prior to accepting the AC position). Apprentice Counselors are not permitted to exchange phone numbers/social media accounts with any camper.
- Avoid romantic relationships and public displays of affection with any other participant while at Camp Winnebago.
- Follow YMCA and AC expectations when wearing a YMCA or AC uniform at Camp Winnebago, in public, or on social media.
- Complete Praesidium training (sent via email) before the first day of AC Training (June 10th, 2024).

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Behavior Policy

The following policy is intended to inform parents, staff, and participants of how misbehaviors will be addressed if undesired choices are made by Apprentice Counselors during their time at camp.

Apprentice Counselors are expected to treat fellow campers and staff with respect and to abide by all Camp Winnebago rules. In response to breaking rules, including but not limited to disrespect, bullying, and physical violence, Unit Coordinators will implement the following disciplinary steps in a fair and consistent manner. Depending on the severity of the infraction, steps in this process may be skipped, and parents/guardians may be contacted.

1. Verbal discussion & warning
2. Meeting with Unit Coordinator to discuss restorative steps; alternative consequences may apply depending on the behavior.
3. Conference with Unit Coordinator and Assistant Director; discussion of restorative steps and a behavior plan with specific actions and expectations defined
4. A conference with the Program Director or Executive Director.

Camper Discipline

Apprentice Counselors will refrain from taking away privileges or threatening campers with punishment. When verbal discussion does not help redirect with the camper, ACs should bring the situation to their assigned counselor to handle the disciplinary actions.

Disrespect

Disrespect to Camp Winnebago directors, counselors, fellow ACs, campers, or families will not be tolerated. This includes disrespect demonstrated through actions or words.

Bullying

Bullying *of any kind* (including but not limited to oral, written, electronic, or physical acts) is unacceptable at Camp and will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to a victim.

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Cell/Smart Phone Policy

Cell phones are not to be used for personal reasons during AC shifts. This includes personal calls & texting, scrolling through social media, etc. Cell phones may be used during approved break times, or when deemed appropriate by assigned counselor or Unit Coordinator (ex, photo-taking, looking up information to enhance camper program, etc.).

If an AC has an urgent need to contact a parent, they should first seek permission from their assigned Unit Coordinator to step away from their responsibility to the group. If a parent/guardian needs to make contact with an AC in an emergency situation, the parent should call the camp mobile phone:

779.200.5195

Disciplinary steps for inappropriate cell phone use will resemble the steps of the Behavior Policy:

1st Offense - Verbal Warning

2nd Offense - Meeting with Unit Coordinator to review phone use policy

3rd Offense - Conference with Program and/or Executive Director, AC, and parent

4th Offense - Possible removal from AC program

Photos and Videos

Under NO circumstances should ANY photos or videos of campers at ANY TIME be posted to personal social media accounts, or shared via any method with anyone outside of Camp Winnebago Staff. This includes social media platforms such as Snapchat, BeReal, Instagram, Tiktok, Youtube, Facebook, etc.

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CHARACTER DEVELOPMENT POLICY

The purpose of this policy is to help make the YMCA of Rock River Valley a fun, safe, and enjoyable place for all members and guests. Whenever and wherever possible, staff shall strive to ensure the support of this environment. We ask our members, guests, and participants to observe and actively model the following behaviors as guiding principles:



CARING is **RED** and symbolized by the **HEART**

Goal – to demonstrate a sincere concern for others, for their needs, and well-being.

- Use appropriate language to avoid offending others.
- Avoid loud or boisterous behavior that could offend or disturb other people or programs.
- Seek to help or get assistance for those in need.



HONESTY is **BLUE** and is symbolized by the **COMPASS** symbol referring to one's moral compass.

Goal - to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my beliefs

- Do not take things that do not belong to you.
- Report any inappropriate or illegal conduct to YMCA personnel immediately.
- Return any lost or misplaced items to YMCA personnel. Refrain from passing or sharing your membership card with anyone else.
- Enter and exit YMCA programs and facilities honestly and appropriately.



RESPECT is YELLOW, like the “golden” rule, and is symbolized by the **SUN**

Goal – to treat others as I would want them to treat me, to value the worth of every person, including myself

- Respect other people’s right to participate in the same area.
- Treat others the way you would like to be treated.
- Have fun, but not at the expense of others.
- The YMCA is a smoke-free environment.



RESPONSIBILITY is GREEN, and symbolized by a **YOUNG SAPLING** to represent our responsibility to Earth and one another

Goal – to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises

- Follow the safety rules and other guidelines posted in and around the YMCA
- Avoid foul language, arguing, fighting or any other form of harassment, bullying or intimidation.
- Members are responsible for their own behavior and that of their guests.
- The YMCA is a “neutral zone”. Displaying gang jewelry, clothing, symbols, hand signs, etc., is prohibited.
- Promptly report any illegal, suspicious or inappropriate behavior to YMCA personnel.



FAITH is PURPLE, and symbolized by **CLOSED EYES** suggesting prayer, or deeper thought

Goal – to have complete trust or confidence in someone or something. At the Y, we honor the faith and values of all people.

- When we talk about Faith at the Y, we’re talking about faith in yourself, others, the world around you, and whatever faith you believe in. When you close your eyes, whatever image of faith you have in your mind, that’s what we encourage you to believe.

The YMCA of Rock River Valley has a sensible and appropriate disciplinary plan that staff are trained to implement in the event of a character development policy violation. In order to maintain the safety and well-being of all YMCA members and staff, we reserve the right to deny or cancel membership privileges or remove any member or guest from the YMCA premises at any time for any reason. The YMCA has zero tolerance for any illegal activity and for any form of sexual abuse or child abuse and will report and assist in the prosecution of offenders.

Youth to Youth Misconduct

Our organization is committed to providing all youth with a safe environment. Our organization will not tolerate the mistreatment or abuse of one youth by another youth. YMCA of Rock River Valley will respond to incidents that violate the YMCA of Rock River Valley's policy using the character development incident procedures listed in this policy.

REMOVAL FROM PROGRAM - YMCA staff works as a team with the parents or guardians for the best care plan for your child. A teamwork approach is the only way to correct repeated inappropriate behavior. Parents' patience, support and follow through are not only appreciated, but also necessary. Expulsion from the program will be considered in extreme situations.

In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take the necessary steps to eliminate such behavior.

Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

1. Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
2. Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
3. Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
4. Cyberbullying – the intentional and overt act of aggression toward

another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- a. Sending mean, vulgar, or threatening messages or images;
- b. Posting sensitive, private information about another person; c. Pretending to be someone else in order to make that person look bad;
- and d. Intentionally excluding someone from an online group. e. Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate. f. Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth, staff and volunteers.