

Summer 2023

## **Friendship Circle - LifeTown Camp Volunteer Handbook**

**10 Microlab Road, Livingston, NJ 07039  
Phone: 973.251.0200**

Thank you for volunteering at **Friendship Circle - LifeTown Camp** for Summer 2023.

Please read through this entire Volunteer Handbook and reach out if you have any questions.

Sincerely,  
Chavi Rosenblum

# Friendship Circle - LifeTown Camp Summer 2023

## Volunteer Guide: Camp Information At-A-Glance

### Telephone numbers:

Office: 973-251-0200  
Director's cell phone:  
Chavi: 973-723-4085  
Toba: 973-454-3790

### Schedule Overview:

Camp dates: Monday, July 31 – Thursday, August 24  
(Camp is closed on Fridays)  
Arrive between 9:00 am and 9:15 am  
Camp ends at 3:00 pm

During a day at Friendship Circle Camp, you will be assigned to a participant and will join them for:

- \* Recreational swimming
- \* Sports
- \* Music
- \* Creative activity
- \* Art
- \* Lunch and snack time
- \* Specialty Activities: (e.g. daily shows, petting zoo, yoga, martial arts, a Jewish Heritage activity)

### To Be Brought to Camp Every Day:

Please remember to wear your gray FC t-shirt, if you are wearing shorts they must be fingertip-length.

- Bathing suit
  - Volunteers must wear the provided **swim shirt**, which will be given to you on your first day.
  - Female volunteers must also wear **swim shorts** (i.e. biker shorts, dance or gymnastics shorts) and a one-piece bathing suit or appropriate undergarments under the shorts and provided swim shirt.
- Towel
- Water shoes
- Sunscreen

**Note: Please label all of your clothing and personal items.**

### Lunch:

Lunch will be provided for volunteers. Please feel free to bring your own lunch and snacks – must be kosher and nut free, and no meat.

### Verification of absence:

**If you cannot attend on your assigned day, please notify via email to [chavi@fcnj.com](mailto:chavi@fcnj.com). Please stay home if you or anyone in your household is not feeling well or has been exposed to COVID-19.**

### Volunteer Rules:

Your signature on the final page of this document indicates that you agree to abide by the following policies and practices established by Friendship Circle Camp:

- Conduct yourself in a way as to positively reflect Friendship Circle Camp.
- You are responsible for the care and use of program equipment, such as games, art supplies, etc. Please return equipment to its proper place when done.
- Camp discourages the use of personal equipment and other personal items during the camp day. Camp assumes no responsibility for damage, loss or theft of these items.
- Smoking, drinking or possession of alcoholic beverages, and possession of illegal drugs is not permitted at camp and is cause for dismissal.
- Please find your group leader or Chavi in the event of an emergency, including but not limited to:
  - Fire
  - Stranger on camp site
  - Missing participant
  - Injury or illness – first aid is to be administered by authorized staff only

### Volunteer Do's and Don'ts:

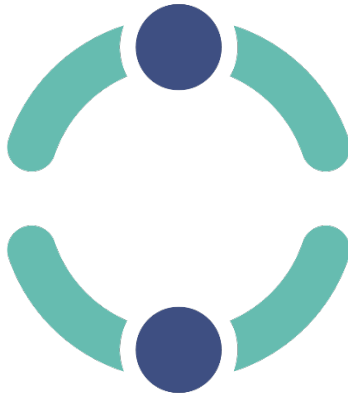
- **DO** make sure you are ON TIME to camp – arrive between 9:00 am and 9:15 am.
- **DON'T** be late, and please call Chavi in advance if you know you are going to be late.
- **DO** Sign in at the Volunteer registration and then check in with your group teacher upon arrival.
- **DON'T** leave without telling your group teacher.
- **Do** use your cell if you need!
- **DON'T** use your cell when you are watching your participant, ask someone else to watch and step out of the room to use your cell phone.
- **DO** make sure when your participant comes in with their belongings, everything is labeled.
- **DON'T** put down their belongings in the wrong color group.
- **DON'T** leave participants sitting alone, while you chat with your friends.

- **DO** make sure your participant eats and drinks.
- **DON'T** give your participant any snack or lunch that they haven't brought without asking the group teacher.
- **DO** enjoy swimming with your participant.
- **DON'T** leave your participant unattended. If you are in the pool area and not going in the pool, we have extra volunteers to go instead. Make sure to ask!
- **DO** ask questions to therapists and staff members if you need help or anything else.
- **DO** ask therapists and staff members to speak with parents about any problems with your participant.
- **DO** make sure you take participants to the bathroom or someone else takes them.
- **DO** treat your fellow volunteers and staff members with respect and politeness.
- **DON'T** post pictures or videos of Friendship Circle Camp participants or staff online on any website or social media platform.
- **DO treat participants with the same degree of courtesy you would expect** to give a fellow staff member. This will help to give the participant the feeling that he/she is special, and worth your time.
- **Never, under any circumstance, is a volunteer or staff member allowed to strike or manhandle a participant.**
- **Verbal abuse is prohibited.**
- **DO** have a great time and lots of fun! ☺

Please sign the next page and return to Friendship Circle staff.

**We are looking forward to  
an enriching summer experience at  
Friendship Circle Camp!**

[www.fcny.com/summercamp23](http://www.fcny.com/summercamp23)



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## **Friendship Circle - LifeTown Camp Volunteer Handbook Acceptance:**

Please sign and return this page.

I have read and understand the volunteer handbook in its entirety. I agree to abide by all of the camp rules listed here for the Friendship Circle - LifeTown season of 2023.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please list any allergies that you have: \_\_\_\_\_

\_\_\_\_\_

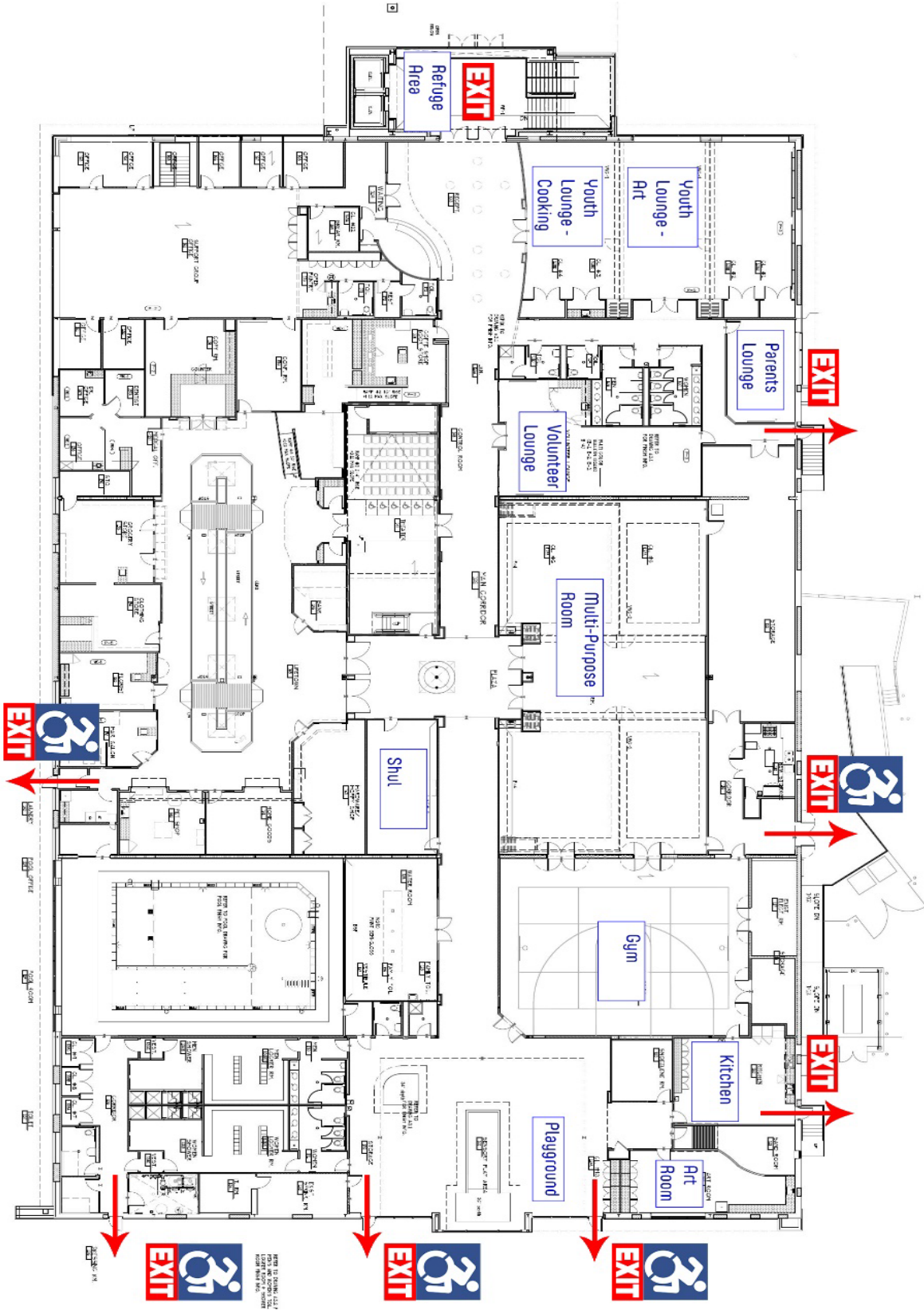


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