



WELCOME TO

FriendshipCircle  LifeTown

SUMMER CAMP



Volunteer Handbook

10 Microlab Road, Livingston, NJ 07039

Phone: 973-251-0200 • Text: 973-454-3790

Thank you for joining us for an unforgettable summer at **Friendship Circle LifeTown Camp**! Your dedication, compassion, and energy are what make this camp so magical. Whether it's splashing in the pool, creating masterpieces in art, or dancing to the beat in music, YOU are helping to create life-changing memories for our campers.

Please read through this handbook carefully – it has all the essentials you'll need to make the most of your volunteer experience. If you have any questions, we're here to help.

With gratitude and excitement,

Toba Grossbaum

FRIENDSHIP CIRCLE LIFETOWN CAMP DIRECTOR

Camp Info at a Glance



IMPORTANT PHONE NUMBERS

Office: 973-251-0200

Toba Grossbaum: 973-454-3790



DAILY SCHEDULE

Camp begins at 9:30 AM (please arrive before 9:15 AM)

Camp ends at 3:00 PM



DAILY ACTIVITIES INCLUDE

- Swimming
- Sports
- Bowling
- Music
- Creative Art
- Snack and Lunch
- Special Events like petting zoo, concerts, and shows



WHAT TO BRING EACH DAY

Wear your FC volunteer t-shirt (shorts must be fingertip-length) and bring:

- Bathing suit
 - ◇ All volunteers must wear a swim shirt
 - ◇ Female volunteers must also wear swim shorts (such as biker shorts or dance/gymnastics shorts) over a one-piece bathing suit or appropriate undergarments and the provided swim shirt
- Towel
- Water shoes
- Sunscreen

Tip: Label all clothing and personal items



LUNCH AND SNACKS

Lunch will be provided for all volunteers. You may bring your own lunch and snacks if preferred. All food must be kosher and nut free. No meat is allowed.



ABSENCES AND ATTENDANCE

If you are unable to attend your assigned day or feel unwell, please email toba@fcnj.com as soon as possible.



VOLUNTEER GUIDELINES

- As a volunteer, you are a role model. Please keep the following in mind:
- Always reflect the values and spirit of Friendship Circle Camp
- Handle all camp equipment with care and return items when finished
- Avoid bringing personal items or electronics. Camp is not responsible for lost or damaged belongings
- Smoking, drinking, and illegal substances are not allowed and will result in dismissal
- In case of emergency, find your group leader immediately. Emergencies may include:
 - ◊ Fire
 - ◊ Stranger on site
 - ◊ Missing participant
 - ◊ Injury or illness (only staff may administer first aid)

DO'S AND DON'TS



Do

- Arrive between 9:00 and 9:15 AM
- Sign in and check in with your group teacher
- Keep your participant's items labeled and organized
- Supervise your participant attentively
- Join and enjoy pool time with your participant
- Hide your phone while you are at the pool
- Ask staff or therapists if you need help
- Direct any concerns about a participant to staff or therapists, not parents
- Escort participants to the restroom when needed
- Treat all participants, staff, and volunteers with kindness and respect
- Have fun and make memories!



Don't

- Be late without notifying staff
- Leave without informing your group teacher
- Use your phone while supervising a participant
- Post any photos or videos of participants or staff online
- Give your participant food without checking with your group teacher
- Leave your participant sitting alone
- Use your phone while you are at the pool
- Ever use physical force or unkind words with participants. This is strictly prohibited



LET'S MAKE THIS SUMMER AMAZING

We are so excited to have you with us. Your time and energy are truly appreciated. Together, we will create a summer full of joy, friendship, and unforgettable moments.



FRIENDSHIP CIRCLE LIFETOWN CAMP

Volunteer Handbook Acknowledgment Form

Thank you for being part of our incredible team of volunteers.

Please sign and return this page to confirm that you've reviewed the handbook and are ready to help make this an amazing summer for all.

By signing below, I acknowledge that I have read and understood the

Friendship Circle LifeTown Camp Volunteer Handbook in full.

I agree to follow all guidelines and policies for the 2025 summer season.

Name (Print): _____

Signature: _____

Date: _____

Allergies (please list any): _____

LIFETOWN EVACUATION MAP



IN CASE OF FIRE
DO NOT USE ELEVATORS
USE THE STAIRS

LEGEND

Exit Route	Stairway	Elevator	Fire Pull	Fire Extinguisher	First Aid	Automatic Defibrillator