



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 volunteering at
Friendship Circle LifeTown Camp!

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

Sincerely,

Toba Grossbaum

DIRECTOR, FRIENDSHIP CIRCLE LIFETOWN CAMP

Volunteer Guide: Camp Information at a Glance



TELEPHONE NUMBERS

Office: 973-251-0200

Director's cell phone: Toba • 973-454-3790



SCHEDULE OVERVIEW

Camp starts at 9:30am (please arrive before 9:15am)

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/movement activities
- Music
- Art
- Baking
- Lunch and snack time
- Specialty Activities: (e.g. daily shows, petting zoo, yoga, bubble fun, sprinklers, the LifeTown Shoppes, etc.)



TO BE BROUGHT TO CAMP EVERY DAY

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

- Bathing suit
- Volunteers must wear a **swim shirt**
- 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—please apply before coming to camp.
- A water bottle

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 cancel on POINT. If it is the day of, please cancel on POINT AND text Ellie Minsky @ 862-210-5838. Please stay home if are not feeling well or have a fever.



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 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
- Phones should only be used in a case of emergency, or if a staff member permits.

VOLUNTEER DO'S AND DON'TS



DO'S

- DO** make sure you are ON TIME to camp – arrive between 9:00 am and 9:15 am.
- DO** Sign in at the volunteer registration, check in on POINT, and then check in with your group teacher upon arrival.
- DO** use your cell if you need!
- DO** make sure when your participant comes in with their belongings, everything is labeled.
- DO** make sure your participant eats and drinks.
- DO** enjoy swimming with your participant.

DO pay extra attention to your participant in the pool area and make sure they are not left unattended

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.

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.

DO keep all participant belongings together.

DO bring your towels into the pool room with you.

DO have a great time and lots of fun! ☺



DON'TS

DON'T be late, and please call or text Ellie in advance if you know you are going to be late.

DON'T leave without telling your group teacher.

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.

DON'T put down their belongings in the wrong color group.

DON'T leave participants sitting alone, while you chat with your friends.

DON'T give your participant any snack or lunch that they haven't brought without asking the group teacher.

DON'T post pictures or videos of Friendship Circle Camp participants or staff online on any website or social media platform.

DON'T take snacks from the volunteer lounge or coffee shop for your participant.

DON'T bring airpods or phones into the foam pit or ball pit.

DON'T bring participants into the volunteer lounge or coffee shop.

Never, under any circumstance, is a volunteer or staff member allowed to strike or manhandle a participant.

Verbal abuse is prohibited.

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

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



FRIENDSHIP CIRCLE LIFETOWN CAMP
2026

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 2026.

Name (Print) _____

Signature _____

Date _____

Please list any allergies that you have _____

LIFETOWN EVACUATION MAP

UPPER LEVEL

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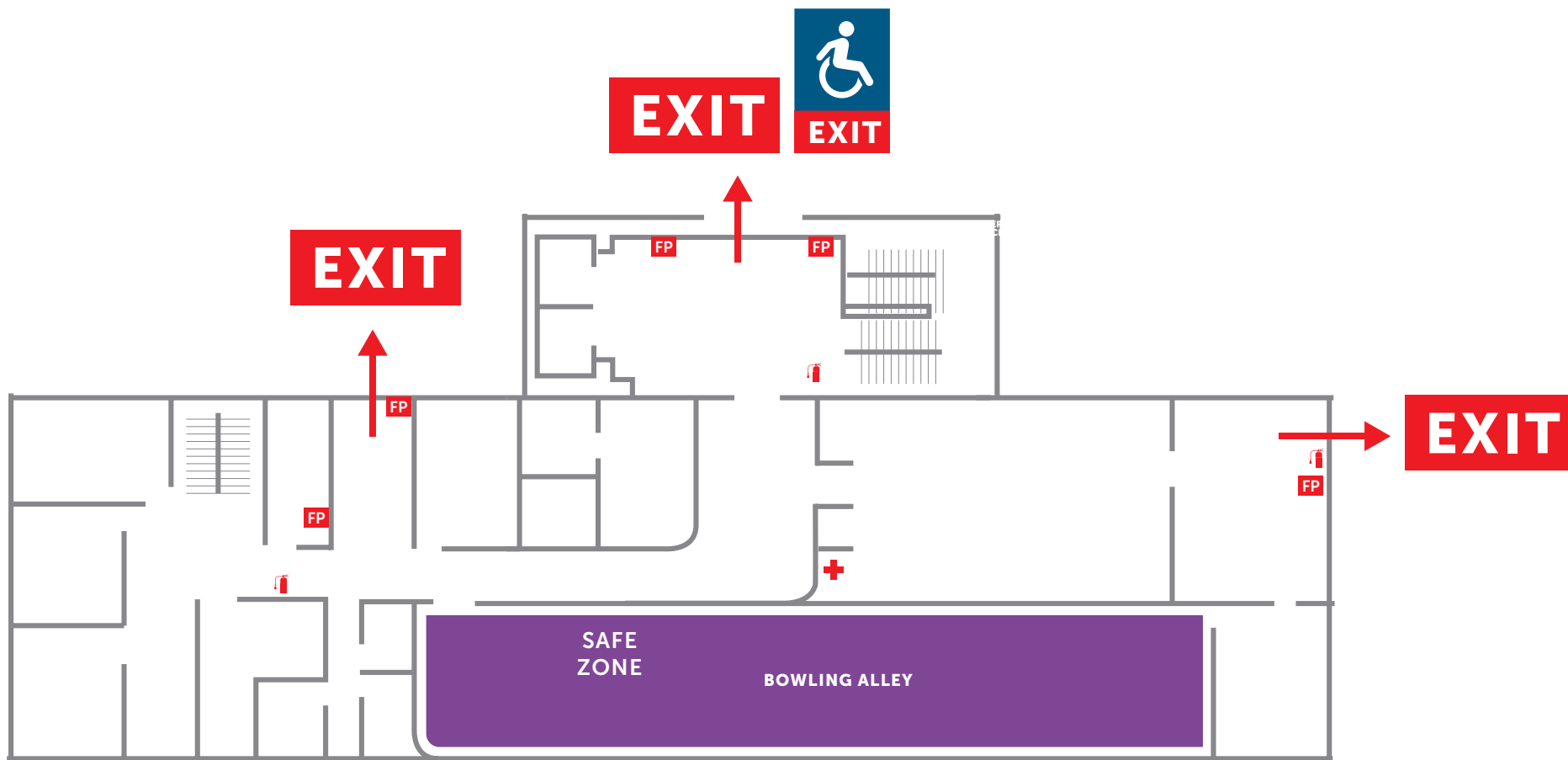


 IN CASE OF FIRE
DO NOT USE ELEVATORS
USE THE STAIRS

LIFETOWN EVACUATION MAP

ENTRY LEVEL

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LEGEND

Fire Pull

Fire Extinguisher

First Aid

