

Beekman Rec Summer Staff 2011 Training Dates

Staff Member Name Printed: _____

Please review the chart below to see the times that you are required to be at training based on if you are Waterfront, Day Camp or Park Staff. **Completing training is a requirement of your position.** If you hold one position and are a sub for another position, you must go to all the trainings for both positions.

Please initial each of the trainings you are required to attend and return this form in two weeks. If you **do not have CPR**, you are required to attend on June 8 and 9. If you already have it, and it will be more than one year old, you must check off and attend the “recert on June 7th”.

Date/Time	Staff Initial intent to attend	Locations	
		COMMUNITY CENTER	PAVILION
Tues. May 24, 6pm			Day Camp Parade Committee
Mon. May 30, 8:30am		Memorial Day Parade	
Wed. June 1, 5pm		ALL MANAGERS/Directors/Assistants in Gatehouse	
Fri. June 3, 6pm		Day Camp Specialty Counselors	
Mon. June 6, 6pm			All Park Attendants
Tue. June 7, 6pm		CPR Recert <i>if you have CPR it must be renewed</i>	
Wed. June 8, 6pm		CPR Part I if you do not have it	
Thurs. June 9, 6pm		CPR Part II if you do not have it	
Sat. June 11, 9-11am			New Day Camp Staff
Mon. June 13, 6pm			All Day Camp Staff
Tues. June 14, 3-6pm			All Waterfront Staff
Wed. June 15, 6-9pm		ALL SUMMER STAFF	
Fri. June 17, 1-3pm		Waterfront Leadership	
Fri. June 17, 3-5pm		All Waterfront Staff : DOH Drowning Seminar	
Fri. June 17, 6pm		ALL SUMMER STAFF	
Tues. June 21, 6pm		All Day Camp Staff	
Thurs. June 23, 3-6			All Day Camp Staff: Clean & Organize Garage



TOWN OF BEEKMAN
4 MAIN STREET
POUGHQUAG, NEW YORK 12570-9601
TEL: (845) 227-5783 • FAX: (845) 227-9685
email: rec@townofbeekman.com



Summer Staff Rules and Expectations

2011

- All staff members are required to be in staff shirts or uniform while on duty. Uniform is intended for work purposes only and should not be worn elsewhere.
- All summer staff members must park in far parking lot at end of Community Center building unless you have a handicapped parking permit.
- Recreation and Parks Department vehicles are only to be operated by authorized staff members.
- No persons are to ride in the back of any Recreation or Park vehicle.
- All staff members must be on time for meetings and work shifts. Tardiness will not be tolerated. Summer staff will punch a time clock at start and end of shift. No staff member shall punch the clock for any other staff member. 5 minutes late will result in one-half hour docked time.
- Time off/days off must be requested at least TWO weeks or more in advance by submitting "Time-off Request Forms" to Department Head. **Time off will only be granted if coverage can be found.**
- There is a zero tolerance policy for drugs, alcohol and theft. Any violation in this area will be grounds for immediate termination.
- Staff are not to accept any monetary gratuities of over \$75.
- Any staff that are assigned keys and windbreakers will be required to return them before receiving final paycheck.
- Staff in all departments are required to help keep the park clean and will have daily responsibilities related to same.
- Inappropriate physical confrontations or contact with a patron or staff member will not be tolerated. If there is a problem, go to a supervising staff member.
- Staff members are required to follow the instructions of supervising staff. Staff should also be aware of the chain of command and follow it. Failure to do so will result in disciplinary action.
- Staff members will be expected to represent the Recreation and Parks Department in a positive manner. Posting of inappropriate pictures and language on any internet profile is prohibited. Posting pictures of patrons, participants and other staff is prohibited.
- Socializing with friends and family must be on scheduled time off.
- Personal cell phones must be kept in lockers while on duty. Give land line numbers to friends and families for reaching you in the event of an emergency.

Print Name

Date

Signature



TOWN OF BEEKMAN
4 MAIN STREET
POUGHQUAG, NEW YORK 12570-9601
TEL: (845) 227-5783 • FAX: (845) 227-9685
email: rec@townofbeekman.com



Code of Conduct

Updated 2011

1. In order to protect BEEKMAN RECREATION staff, volunteers, and program participants – at no time during a BEEKMAN RECREATION program may a staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - 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.Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff must 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.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. Staff must appear clean, neat, and appropriately attired.
12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
14. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited. Staff are not to make accessible to participants or their families information that is deemed inappropriate (containing sex, violence, drugs and alcohol). This includes inappropriate postings or information on internet sites such as Myspace, Facebook, Twitter, etc. Staff who do, are at risk from dismissal from employment.

15. Staff may not post any photos of youth or staff in Beekman Rec programs on any internet site. Staff are welcome to pass all digital photos to the Rec Director or her designee for review and posting on Recreation Department managed websites.
16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff are not to transport children in their own vehicles.
19. Staff may not date program participants under the age of 18 years of age.
20. Under no circumstance should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the BEEKMAN RECREATION).
21. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Supervisor Signature

Date

AFFIRMATION STATEMENT

To be completed by those employees working in the capacity of **LIFEGUARD**.

I affirm that I possess a current American Red Cross Certified Lifeguard Training Certificate, or its equivalent, and a current American Red Cross CPR For The Professional Rescuer Certificate, or its equivalent.

If I am appointed by an authority that operates a Beach or Waterfront Facility, I also possess the American Red Cross Waterfront Lifeguard Module, or its equivalent.

Print Name: _____

Date: _____

In addition to meeting the above qualifications, please have those employees supervising other lifeguards check where indicated below.

_____ I have two seasons of full time paid work experience as a lifeguard or an equivalent Combination of training and experience.

Signature: _____

To Be Employed By: _____
(Specify City, Town, Village, School District)

Appointing Authority Signature: _____

DUTCHESS COUNTY PERSONNEL DEPARTMENT