

# Staff Qualifications Guideline for Camps

## Camp Staff

### ***Camp Director***

Each day camp, overnight camp, and traveling day camp shall be supervised by a camp director, who may also be the camp operator, and who shall have at least:

- (1) a bachelor's degree or be at least 25 years old for an overnight camp, or 21 years old for a day or traveling day camp; and
- (2) 24 weeks of previous administrative or supervisory experience in camping or equivalent experience acceptable to the State Commissioner of Health and the Department.

The director must also have received State Central Register Database Clearance (SCR) and completed a Criminal Conviction Statement form. A permit shall not be issued unless the camp director has attended an orientation session provided by NYC Department of Health (the Department). Camp Director must complete a training in recognizing and reporting child abuse, neglect, and maltreatment.

### ***Health Director***

The camp health director may be a physician, nurse practitioner, physician's assistant, registered nurse, licensed practical nurse, emergency medical technician, or other person acceptable to the Department. At an overnight camp, the camp health director shall be on site. At a day camp or a traveling day camp, the camp health director shall be available as specified in the camp's approved written safety plan. If the camp health director is not on site, they shall designate an assistant, as specified in the camp's approved written safety plan.

The camp health director or designee(s) must possess:

- (1) certification in an acceptable first aid training program (i.e. Advance First Aid/RTE) and
- (2) a current certification in an acceptable CPR training program (i.e. CPR Pro)

### ***Trip Leader***

A trip leader shall be in charge of all trips away from camp. They must be at least 18 years old and have participated in at least three out-of-camp trips in a similar program activity as a camp staff member.

A trip leader must possess or be accompanied by staff who possess:

- (1) certification in an acceptable first aid training program (i.e. Advance First Aid/RTE) and
- (2) a current certification in an acceptable CPR training program (i.e. CPR Pro)

### ***Activity leader***

An activity leader is required when campers engage in high-risk activity. An activity leader must be at least 18 years of age, be present for any high-risk activity in which campers are engaged and be deemed competent in the activity being conducted.

**Senior Counselor**

Senior counselors, including specialty and general counselors, shall be at least 18 years old at an overnight camp, and at least 16 years old at a day camp or traveling day camp. In addition, the counselor shall either have experience in camping and supervision of children, or have completed a training course acceptable to the Department.

**Junior Counselor**

A junior counselor or counselor-in-training is a camper who is assigned to assist on-duty counselors or other staff members, as described in the camp's written safety plan, in performing specific duties. A junior counselor may not supervise campers. They shall be supervised as a camper. All junior counselors shall receive training specific to their duties and camper orientation. Junior counselors shall not be included in calculating counselor to camper supervision ratios.

Junior counselors at an overnight camp shall be at least 16 years old and have at least two seasons of prior experience as a camper.

Junior counselors at a day or traveling day camp shall be at least 15 years old and have at least two seasons of prior experience as a camper.

## Additional Staff Certification Requirements

<b><i>Acceptable First Aid Training (Standard First Aid)</i></b>	<b><i>Acceptable CPR Training (CPR Pro)</i></b>
One staff member certified for every 50 campers  At day and traveling day camps, the health director/designee's first aid certification may count towards the first 50 campers.	One staff member certified for every 100 campers  The health director/designee's CPR certification may count towards the first 100 campers.

# Aquatic Staff

## ***Aquatics Director***

A camp aquatics director shall oversee all swimming activities that occur at swimming pools and bathing beaches operated as part of a day camp. This person shall supervise lifeguards, progressive swimming instructors and counselors with bather supervision responsibilities during swimming activities. They must also implement the camp safety plan. The camp aquatics director shall:

- (1) be at least 21 years old;
- (2) have a minimum of:
  - a. one season of previous experience as a camp aquatics director at a New York State camp; or
  - b. two seasons of previous experience consisting cumulatively of at least 12 weeks as a camp lifeguard at a swimming pool or bathing beach which had more than one lifeguard supervising it at a time; or
  - c. at least 18 weeks of previous experience as a lifeguard at a swimming pool or bathing beach which had more than one lifeguard supervising it at a time.
- (3) have successfully completed a training course in \*lifeguard supervision and management;
- (4) have annually reviewed and documented the review of the camp's safety plan for swimming;  
and
- (5) possess a current certificate in an acceptable \* CPR training program.

**New** Aquatics Directors must also attend an aquatic orientation session held by the NYC Health Department's Bureau of Child Care.

## ***Lifeguards***

A qualified lifeguard shall:

- (1) be at least 17 years of age; and
- (2) meet \*lifeguarding, first aid and CPR certification requirements, as detailed in Part 6 of the State Sanitary Code, including the following:

<b>Bathing Facility Type</b>	<b>Minimum Lifeguard Supervision Level</b>
Ocean surf	Supervision Level I
Pool only	Supervision Level IIa
Pool and/or beach	Supervision Level IIb

**\*Refer to "New York State Department of Health Aquatic, CPR, and First Aid Fact Sheets" for accepted courses.**