


ADMINISTRATIVE PROCEDURE MANUAL			
	SECTION TITLE	NUMBER	PAGE
	SELECTION OF SUMMER CAMP PERSONNEL	03-0315	1 OF 1
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-3.1 Authority to Hire	May 8, 2019	

Purpose

The purpose of this procedure is to establish the authority for the selection of summer camp personnel and the operational processes to be followed for each approved summer camp.

Procedure

- A. Summer camp personnel are defined as temporary personnel employed directly by the College on an as needed basis receiving an hourly rate of pay and receiving no employee benefits. Summer camp personnel are assigned to a position of camp director, camp counselor, camp worker or camp aide. Summer camps may secure the services of experts to serve as speakers, instructors, or to provide entertainment, etc. for camp participants only as independent contractors. Volunteers may be involved in summer camp activities as authorized if the requirements identified in the Summer Camp Desktop Procedure are met.
- B. The supervising administrator is responsible for ensuring that the summer camp personnel recommended for employment and volunteers meet the requirements for the specific camp as defined in the Summer Camp Desktop Procedure. Summer camp workers and volunteers must be at least sixteen (16) years of age and be a rising high school junior, senior or high school graduate (or equivalent). The minimum age for a summer camp counselor or director is eighteen (18).
- C. The supervising administrator and camp director are responsible for:
 1. Obtaining the appropriate Vice President and Budget Office approval of each camp's business plan and camp purpose prior to advertising the camp.
 2. Orienting camp personnel.
 3. Establishing safety and security procedures that are consistent with College/Campus rules and procedures.
- D. A Summer Camp Desktop Procedure has been established pursuant to this administrative procedure and is maintained on the College's Human Resources website.

REFERENCES: F.S. 409.175, 1001.64, 1001.65

Adopted Date: May 13, 2009

Revision Date: January 31, 2012, January 20, 2015, May 8, 2019

Reviewed Date: August 22, 2016