

The Barton Center for Diabetes Education, Inc. – Staff Code of Conduct
Please read each statement carefully, initial, and sign at the bottom of the page:

- I understand I will be spending **at least 20 hours a day** living and working with campers and/or staff.
- I understand that between sessions, I will be off Friday at approximately 3 pm until Sunday at 9 am, and I will receive one additional 24 hour period off during 2 week sessions. (Resident Camp Only)
- I agree to participate in a paid week-long Staff Training (1 ½ weeks for leadership teams).
- I understand it is my responsibility as a staff member to supervise campers and **participate** in all camp activities and diabetes management, **including charting all information pertaining to my diabetes management**, if I have diabetes.
- I will adhere to all medical protocols and will comply with all directions given by the healthcare team.
- I agree to participate in cabin coverage on a rotating basis as determined by the Camp Director. (Resident Camp Only)
- I agree to uphold The Barton Center's policies and traditions as outlined in the staff manual.
- I agree to complete all necessary employee paperwork at least 10 days before my start date and understand that my first paycheck may be delayed if this paperwork is not completed prior to my start date.
- I agree to supply The Barton Center with a signed **HEALTH EXAMINATION FORM** stating that I have had a physical within the past **12 months** prior to attending camp that will not expire until **after 8/21/2014**.
- I agree to supply The Barton Center with a copy of my **current Standard First Aid and Infant, Child & Adult CPR certification** that will not expire until **after 8/21/2014**.
- I agree to be a **positive role model** for the campers at The Barton Center. This includes proper personal hygiene, taking care of my health, dressing appropriately, keeping my personal area neat, getting enough sleep, and treating friends, co-counselors, other staff members, etc. with respect. **There can only be one standard for both the campers and staff if our program is to be effective.**
- I understand that **my job is to provide the campers with a fun, safe, educational and caring experience.**
- I agree that while I am working I will focus my energy, efforts, and attention on ensuring that all campers under my supervision are having fun and are safe.
- I agree to uphold the trust and responsibility parents/guardians and The Barton Center have placed in me to care for their children.
- I agree to strictly adhere to the "2 Deep Rule."** A camper can never be alone with a counselor or other staff person, there must always be another person present, either another camper or another counselor. A staff member may never place themselves in, or allow a situation to continue, where they are alone with a camper/CIT.
- I understand that The Barton Center is a **drug free workplace** and it is **illegal to use or possess recreational drugs in the Commonwealth of Massachusetts**. The manufacture, distribution, possession or use of controlled substances while employed by The Barton Center is strictly prohibited and grounds for immediate dismissal.
- I understand that The Barton Center will conduct drug testing as a means of ensuring employees' ability to safely and effectively perform their duties and take care of children.
- I understand that the legal smoking age in Massachusetts is 18. I understand that if younger than 18 years of age, smoking at anytime while employed by The Barton Center is grounds for immediate dismissal.
- I understand that the use of tobacco products including cigarettes and chewing tobacco while on camp property or outside of the designated smoking area is grounds for immediate dismissal.
- I understand that the legal drinking age in the Commonwealth of Massachusetts is 21. I understand that if younger than 21 years of age, drinking **anytime** while employed by The Barton Center is grounds for immediate dismissal.
- I understand that the use or possession of **alcohol while on camp property or being under the influence of alcohol at any time is grounds for immediate dismissal at the discretion of the camp director.**
- I understand that sexual relationships on camp grounds between any staff members during the camp season and between staff and campers/CITs, at any time, is strictly forbidden. Such relationships may be grounds for disciplinary action, up to and including, dismissal. Friendships between staff members are encouraged.
- I understand that during the period of my employment I represent The Barton Center while on and off camp property. I agree to behave respectfully and considerately toward others at all times.
- I agree to respect myself, the camp environment, the facility, and its surrounding property. I agree to not take or destroy others' personal property, facilities or surrounding areas.
- I agree to work as a **team player, take initiative, and maintain a positive "can do" attitude.**
- I agree to learn and uphold the American Camp Association (ACA) standards, OSHA regulations, and Board of Health requirements as they pertain to my job and the organization.
- I have read and understand the requirements and responsibilities of this position. I certify that all the statements contained in this application are true to the best of my knowledge. I understand that false statements shall be sufficient cause for dismissal.

Name (Please print) _____

Applicant's Signature _____ Date (mm/dd/yyyy) _____

Return this with completed application to:
The Barton Center for Diabetes Education, Inc.
30 Ennis Road, P.O. Box 356, North Oxford, MA 01537-0356
Tel: (508) 987-2056 Fax: (508) 987-2002