

FUTURE LEADERS PROGRAM



WHAT IS THE FUTURE LEADERS PROGRAM?

The Future Leaders Program is described as a counselor-in-training youth development program for young teens to learn the responsibilities of becoming a summer program counselor in the future. Teens who have completed 9th grade and up, or are aged 15 or older, are eligible for the program.

WHAT TYPES OF BENEFITS CAN THE FUTURE LEADERS PROGRAM PROVIDE?

All assignments provide:

- ☆ Training
- ☆ On-site supervision
- ☆ Educational enrichment and life training skills

All assignments present the opportunity:

- ☆ To work with children
- ☆ To develop job skills
- ☆ To build an impressive college resume
- ☆ To prepare for future employment in the field of youth development

WHAT ARE THE RESPONSIBILITIES & SUPERVISION OF PARTICIPANTS

Future Leaders will be responsible for assisting in the daily activities of the summer programs. Future Leaders will be required to attend staff training (end of June), weekly meetings, and be available for a minimum of **5 of the 6 weeks** of the Recreation Department Summer Program, which runs **June 30 – August 8, 2025 (no camp on July 4th)**.

Participants will be assigned, by the Recreation Department, to work at one of the various camp sites where Summer Days in the Park will be conducted, which includes School # 3 and School # 16. **There is no selection option for this program, and there is no switching of sites once assigned.** Participants must be able to get to their assigned program site (no transportation available).

Site supervisors will be involved in instructing and assigning job duties. Future Leaders will be responsible to this person for as long as they work at that site. Site supervisors will monitor their performance & progress. In addition, Future Leaders will attend mandatory weekly meetings during the day to discuss any concerns with the program or their progress. Supervisors will also complete an evaluation form that will be kept in the Future Leaders file.

SELECTION

Once the Future Leaders are registered, all potential candidates will come in for an interview. The purpose of the interview is to acquaint them with the procedures of applying for a real job, to determine the individual's interests and talents, to assess their ability to work with children, and to see if this program is the best fit for them. **Participants will be required to submit a letter of recommendation from a coach, employer, or teacher at their interview.**

PARTICIPANT ELIGIBILITY

All participants must be of the appropriate age for this summer program. Eligibility is based on both grade and age as of October 1, 2024. A copy of the participant's Birth Certificate, Immunization Records, and Proof of Residency must be submitted. Participants failing to provide these documents will not be able to attend the summer program.

TRAINING

All selected Future Leaders will be required to attend orientation and training. This will take place at the **Community Recreation Center – 1232 Main Avenue** in late June. A schedule will be issued once selected for the program. This training teaches the do's and don'ts about working with young children. In addition, volunteers may choose to attend the American Red Cross Standard First Aid and Adult CPR training provided to staff. This course is optional, and dates will be announced.



ATTENDANCE / SCHEDULE / RAIN DAYS

Future Leaders are required to be available for no less than 5 of the 6 weeks of the summer program, 9:00 a.m. – 3:30 p.m., Monday through Friday, as previously stated under the responsibilities and supervision of participants. **If unable to be present at work or will be late, Future Leaders should call the Clifton Recreation Department to inform them of the reason at (973) 470-5956 ahead of time, or if it is a last-minute emergency or illness, by 8:15 a.m. that morning. They should also contact their Program Site Supervisor about their absence/lateness. They will receive their phone number at staff training.** Time sheets must be completed each week to keep track of volunteer hours.

Please make sure to sign up for mobile notifications under your account.

LUNCH

Future Leaders will be given an hour lunch break daily. They may not leave the program site to get lunch or go with any other counselors/staff out for lunch. Lunchtime will be assigned by their site supervisor. There are no lunch services provided by the City. Names should be written on their lunch, and please do not send glass bottles or containers.



APPAREL

Future Leaders must wear staff shirts to the summer programs every day. Everyone will be supplied with two (2) shirts. They may wear shorts or pants, but they must be respectable and neat; this also applies to any cap worn. Future Leaders should wear sneakers or similar shoes that will allow them to play with the children. To provide a quality, respectable program, we have instituted a dress code for both staff and program participants. Please review the information online. **Personal belongings and valuables should be left at home.** Future Leaders should come each day equipped with a water bottle and enough water to last the day. Hats and sunblock are also recommended for outdoor work. Please note: the majority of the day is spent outdoors for the program activities.

CELL PHONE/ELECTRONICS POLICY

Future Leaders may bring cell phones to the summer program. However, all phones **MUST** be turned off and kept out of sight during the day and on trips. If a phone is seen or turned on during the day, it will be collected and turned over to the supervisor until a parent picks it up at the end of the day. If you allow your child to bring a cell phone, iPod, electronic game, or any other item of value to the summer program, the Clifton Recreation Department is not responsible for lost or stolen property.



TRIPS AND TRANSPORTATION

Future Leaders are eligible to attend weekly trips on Wednesdays with the Summer Days in the Park. These Wednesday trips are for their enjoyment, and they are not required to conduct regular daily duties for that day. **Future Leaders are required to pay for the Wednesday trips, and they must pre-register and pre-pay for each trip they want to attend. If a Future Leader decides not to attend a Wednesday trip, then they do not work that day and must stay home.** Future Leaders are required to wear staff shirts on trips.

Trips and events can be paid online with credit or debit card up until 12:00 midnight, or at the Recreation office with cash or check on Monday the week before each trip. See the registration deadlines below. Once you pay for the trip you are registered. The cost of each trip includes admission and transportation.

Personal spending money for food and souvenirs is optional. Participants are responsible for their belongings and money. It is recommended that participants bring a bag lunch (names should be marked on bags and no glass containers). Please note that High Exposure and Urban Air requires a waiver found online under the Future Leaders Program registration site to be completed and returned to the camp supervisor by the registration deadline for this trip.

Transportation for trips will be provided by the City of Clifton. There is no transportation provided to and from the summer program. The City of Clifton staff members are not permitted to transport any child in their own vehicle.

All trips leave from and return to Anzaldi Park – 38 John Samra Way. On trip days, please arrive at the park at 8:45 a.m. **There is no transportation for the Summer Luau, Summer Olympics, Camp Shows (morning drop-off), or End of Summer Picnic. Parents are to drop off and pick up their child at the locations of the above events which they will get from their site supervisors.**

Camp Hope – Activities may include crafts, swimming, athletics, nature, and hiking. There is no camp available for individuals not attending the Camp Hope trip on the day your park site is scheduled to go. Participants must bring long pants, sneakers or hiking shoes (no sandals), a bathing suit & towel.



The trip schedule for this summer is as follows:

| <u>Date</u> | <u>Trip Location</u> | <u>Reg. Deadline</u> | <u>Price</u> |
|--------------------------|-------------------------|----------------------|--------------|
| <u>Session 1:</u> | | | |
| 7/2 | Funplex | 6/23 | \$57.00 |
| 7/9 | Castle Fun Center | 6/30 | \$63.00 |
| 7/10 | Summer Luau | 6/30 | Free |
| 7/11 | Laugh Factory Show | 6/30 | Free |
| 7/16 | Camelbeach Waterpark | 7/7 | \$73.00 |
| 7/17 | Summer Olympics | 7/7 | Free |
| <u>Session 2:</u> | | | |
| 7/22 | Camp Hope (School # 3) | 7/14 | Free |
| 7/23 | Urban Air | 7/14 | \$68.00 |
| 7/29 | Camp Hope (School # 16) | 7/21 | Free |
| 7/30 | Splashplex | 7/21 | \$49.00 |
| 8/1 | Melody Mom Show | 7/21 | Free |
| 8/6 | High Exposure | 7/28 | \$64.00 |
| 8/8 | End of Summer Picnic | 7/28 | Free |

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**PARENT / PARTICIPANT
HANDBOOK
2025**



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DEPARTMENT**

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