



Dear Leader-In-Training,

In previous years, you may have experienced NH Audubon camp life from the perspective of a camper. Now, your position has changed. The responsibilities of a Leader-in-Training (LIT) are much different than those of a camper. Your role, in collaboration with staff, requires you to set an example that fits the mold of NH Audubon's mission and values of a good leader.

NH Audubon's mission is to protect New Hampshire's natural environment for wildlife and for people. NH Audubon's Nature Day Camps' mission is to foster an appreciation for and understanding of New Hampshire wildlife, its habitat, and the interdependence between humans and natural systems.

NH Audubon Camp Philosophy:

Hundreds of children explore the wonders of the natural world every year at NH Audubon's camps. Our Nature Day Camps are designed to help *all* campers:

- Enhance ecological awareness
- Cultivate appreciation for, and stewardship of, our natural environment
- Experience fun, safe, hands-on learning opportunities
- Learn in inclusive, non-competitive learning environments
- Build a sense of community and
- Collaborate for environmental and self-advocacy.

Role of the Leaders-In-Training (LIT):

It is the role of the camp LIT's to assist staff in creating the quality programs and welcoming atmosphere described above by providing:

- Effective leadership
- Effective communication
- Role model behavior
 - Follow camp rules (e.g., Platinum Rule, Leave No Trace, Buddy System, etc.)
- Accurate information
- Safe surroundings
- Team spirit and a positive attitude
- Respect for others, the natural world, and our community and property

Code of Conduct:

The following behaviors are expected as ways of meeting the previously stated goals:

- Respect and take care of yourself: wear proper clothing, get plenty of rest, avoid stress, ask for help, drink plenty of water, eat during snacks and lunchtime, etc.
- Prepare yourself in advance for each day with proper equipment and materials. Ask the LIT Program Coordinator or your assigned group Camp Educators for help or suggestions.
- Challenge yourself to try new things and grow.
- Acknowledge your strengths and weaknesses.
- Follow camp policies and procedures.
- Arrive at camp on time and stay until your responsibilities are done, including daily duties.
- Always return materials and equipment with respect.
 - o Return them clean and to the proper place.
- Report lost or broken equipment to the Camp Programs Manager and/or Camp Director; assist with repair as is appropriate.
- Put campers' needs first: know their names, listen to them, and care about them.
- Never leave a child alone or unattended.
- Conduct all activities with campers in a safe location and manner.
- Refrain from using vulgar or profane language in the presence of children.
- Refrain from any physical or verbal abuse towards any camper or staff member.
- Refrain from illicit physical or sexual contact with any minor, or non-consulting adult.
- Try to avoid situations where you are alone with a camper. Have at least one other person present whenever possible (a.k.a., "the Rule of Three").
- Respect fellow LITs and staff by communicating directly if a problem arises, reliving others of duties promptly, participating in group planning and following through on commitments.

As an effective leader, you can do much to shape the attitudes, characteristics, and personalities of the campers. Remember that the choices you make can have enduring results, so choose carefully and take your role seriously.

*The following pages of this handbook include information that will help you be better prepared for your role at camp.** Don't hesitate to reach out to the Camp Programs Manager, Claire Adams, at cadams@nhaudubon.org with any questions or concerns prior to the start of the camp season.

We hope you have fun, experience growth, and learn new things through this experience. We are excited to have you here!

Thank you,

The NH Audubon Nature Camp Leadership Team

**Please download and read the [NH Audubon Nature Day Camp Parent Handbook](#) for more details about our policies and required camper forms.*

Leaders-in-Training Program Overview:

As of summer 2026, the Leaders-in-Training (LIT) program will be conducted in a multi-week cohort style. There will be two cohorts during the summer, each lasting for four weeks: Cohort 1 will run concurrently with Sessions 1-4; Cohort 2 will run concurrently with Sessions 5-8. Participants are encouraged to register for a minimum of three weeks (preference given to consecutive weeks during a cohort) and a maximum of six weeks.

The overall goal for the program is for LITs to have fun while learning what it takes to be a camp leader, both now and in the future. This program style is designed to develop LITs' confidence, responsibility, and community-mindedness while being welcomed as important members of the NH Audubon camp community.

The following outline depicts the general flow and thematic style of the cohort program:

- Week One (Sessions 1 & 5)
 - Primary Goal = LIT Orientation
 - You will receive training on their responsibilities, develop as a team by completing group challenges and hikes, & rotationally shadow each camper group throughout the week.
- Week Two (Sessions 2 & 6)
 - Primary Goals = Group Assignments and Assistance
 - You will be assigned to a particular camper group where you will assist the Camp Educators with supervising the campers and leading camp activities.
 - You will also receive training on how to plan and lead a camp game or lesson during that week (and are expected to lead said planned activity during that week).
- Week Three (Sessions 3 & 7)
 - Primary Goals = Leading Friday All-Camp Game and Performance Evaluation
 - You will develop, plan, and facilitate that session's Friday afternoon all-camp game. This will be an original game (or adaptation of an existing game) that NH Audubon does not currently have in rotation for all-camp games (e.g., Predator and Prey, Bombardier Beetle, or Ant Raiders).
 - You will also receive a short performance evaluation meeting with the Leaders-in-Training Program Coordinator this week.
- Week Four (Sessions 4 & 8)
 - Primary Goal = Service Project
 - You and your cohort will choose a service project (with guidance from the LIT Program Coordinator and the Camp Programs Manager) that you will complete this week. Some service project options could include doing basic trail maintenance, assembling a rainy-day activity bin, or creating new or updated materials for common all-camp games.
 - Service project work will occur in the mornings under the direction of the LIT Program Coordinator, and the participants' afternoons will be spent assisting their assigned camper groups.

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Tips for Preparing Yourself for the *Best Camp Experience*:

Please dress appropriately for the weather. LITs will be spending much of the day outdoors, except for in cases of inclement weather (i.e., excessive heat warnings, poor air quality, thunderstorms, high winds, etc.). Please review the following recommendations:

- We recommend older or worn clothes and sneakers. Some days will involve getting somewhat wet and/or dirty. Please bring a spare change of clothes (packed in a plastic bag), including extra socks and shoes.
- Close-toed shoes are highly encouraged, as well as long pants or long socks with shorts. This helps protect against the possibility of poison ivy and ticks.
- A summer hat and sunscreen will protect you from the sun. Sunglasses are also encouraged.
- Be prepared for mosquitoes and ticks – we suggest cream or stick insect repellent rather than sprays/aerosols.
- Even in light rain, we will be spending a portion of the day outdoors. LITs should have appropriate jackets or raincoats depending on the weather.
- We request that you label your belongings – especially water bottles, lunch boxes, jackets, hats, raincoats, etc., which are likely to be taken on and off or carried around with them during the day. This helps keep items out of our lost and found or at least returned to their rightful owner more easily.
- Please pack lunch, two snacks, and water in a reusable water bottle each day. Plan for lunches and snacks that do not require refrigeration or reheating. Additionally, as an organization concerned about protecting the environment, we encourage reusable containers.
- Please do NOT bring:
 - Cell phones
 - leave them at home, leave them turned off in your backpack, or drop them off at the camp office upon arrival
 - Candy, soda, or gum
 - Pocketknives
 - Aerosol cans
 - Money
 - Valuable items from home
 - Handheld electronic items (including smart watches/Apple watches)

Tick & Poison Ivy Awareness and Prevention

Ticks are regularly active in our fields and on our trails. We speak with campers and LITs about checking for ticks often throughout the day, including a tick check demonstration during Monday Morning Circle. Please take steps to prevent bites and thoroughly check for ticks on yourself and in your gear every day after camp. Many free resources and how-to-guides can be found at: <https://tickfreenh.org/>.

Poison ivy is also a common plant found along the edges of our fields and grassy, mown trails. While not everyone who comes in contact with poison ivy may get a rash, it is best to prevent exposure for yourself and others. Camp Staff are trained to identify poison ivy to prevent camper and LIT exposure.

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To learn how to identify poison ivy and look alike plants as well as rash treatments, visit: <https://poison-ivy.org/>.

Policies Regarding Infectious Disease or Illness:

Most of our time at camp is spent outdoors, and studies have shown the risk of viral airborne transmission is very low in open air (see: [CDC](#) & [NPR](#) publications for more information). However, campers are still in close proximity to one another, both indoors and outdoors, and share restroom and drinking fountain facilities where infectious disease and illness transmission rates can increase. If you as an LIT are sick, please stay at home to limit exposure and decrease the spread of infection. Campers are also held to this same expectation.

This is a dynamic policy, and so if/when transmission rates or case numbers of infectious diseases are high, we may encourage staff, LITs, and campers to follow additional precautions (indoor masking, social distancing, etc.). That said, we welcome any individuals to wear masks at any point if this will make them feel more comfortable/safe given their individual/family circumstances.

Cleaning Policy:

To uphold the required standards of cleanliness for NH Youth Recreation Camps licensing, NH Audubon staff follow a daily and weekly cleaning schedule for indoor and outdoor camp spaces. This includes but is not limited to: daily vacuuming of carpeted classrooms and hallways, daily cleaning and disinfecting of sinks and toilets in restrooms, daily removal of trash from all trash cans, daily sweep of fields and indoor spaces for trash and misplaced camper items, daily sweeping of hard surface floors, daily disinfecting of indoor tables, and weekly mopping and disinfecting of bathroom floors.

LITs and campers are expected to assist in maintaining the cleanliness of shared camp spaces by keeping their backpacks and personal belongings in a neat and tidy manner, properly disposing of trash from snacks and lunch, and helping with general tidying before and after games and crafts.

Hand Washing Policy:

To prevent the spread of germs and pathogens, as well as maintain a generally healthy and clean environment at our camps, all campers and staff are required to adhere to the CDC's hand washing guidelines (<https://www.cdc.gov/clean-hands/about/index.html>).

Hand washing is required of LITs, campers, and staff whenever their hands are soiled and:

<i>Before:</i>	<i>After:</i>
Eating Handling Ambassador Animals Being treated for First Aid	Eating Handling Ambassador Animals Being treated for First Aid Using the restroom Blowing their nose, coughing, or sneezing Completing (or cleaning up) messy crafts

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The McLane Center and Massabesic Center are equipped with multiple sinks, soap, and hand sanitizer to ensure that this standard of cleanliness is maintained. Staff (and sometimes LITs) also carry hand sanitizer and/or disinfectant wipes in their backpacks when on hikes or away from running water.

Typical Daily Itinerary:

- **8:15-8:30 am:** LIT drop-off and sign-in
 - LITs are required to be signed in by a parent/guardian caregiver
- **8:30-9:00 am:** Play games and supervise coloring for campers before Morning Circle
 - Check-in with the LIT Program Coordinator upon arrival
- **9:00-9:15 am:** Participate in Morning Circle
 - Spread out amongst the campers to help them focus and participate
 - Be a leader by participating in the 5-Finger Contract Demonstration:
 - Pinky finger = safety
 - Ring finger = commitment to community
 - Middle finger = respect (others, yourself, and nature)
 - Pointer finger = listen to each other
 - Thumb = positive mental attitude
 - Palm = high five your neighbors to agree to the contract
- **9:15-9:45 am:** Morning Snack
 - Chaperone campers for bathroom breaks and water bottle refills
- **9:45-11:45 am:** Group training and activities with the LIT Program Coordinator
- **11:45 am - 12:00 pm:** Help get assigned camper group ready for lunch
- **12:00-12:30 pm:** Eat lunch with your assigned camper group
- **12:30-1:00 pm:** Assist Camp Educators in supervising campers during Free Time
 - Play games and lead coloring/bracelet making for groups of campers
- **1:00-2:45 pm:** Assist Camp Educators with games and crafts with assigned camper group
- **2:45-3:15 pm:** Afternoon Snack
 - Chaperone campers for bathroom breaks and water bottle refills
- **3:15-3:30 pm:** Assist Camp Educators and campers with end-of-day clean-up
- **3:30-3:45 pm:** Participate in Closing Circle
 - Spread out amongst the campers to help them focus and participate
 - Lead a skit on Monday and lost and found fashion show on Friday
- **3:45-4:15 pm:** Play games and supervise coloring for campers before camper pick-up
- **4:15-4:30 pm:** LIT pick-up
 - Make sure you are signed out by a parent/guardian/caregiver before leaving

Leader-in-Training Signature*

Caregiver Initials*

Date

**This page will be signed on your first day of your first session during morning drop-off.*