



Junior Recreation Leader Program

2025 Leader Handbook



Table of Contents

Welcome Letter	1
Frequently Asked Questions	2
Junior Recreation Roles & Site Information	3-5
Program Goals	5
In-Service Training	5
Pillars of Character	6
General Rules, Policies, and Procedures	7-8
Items to Bring/Wear to Rec Site	7
Food/Water	7
Cell Phones, Electronics, & Toys	7
Lost & Found	7
Safety Protocols and Guidelines	8
<i>Medications</i>	8
<i>Illness & COVID-19 Policy</i>	8
<i>Concussion/Concussion Symptoms</i>	8
<i>Minor Injuries</i>	8
Conduct & Behavior	9
Participant Conduct & Behavior	9
5-Step Behavior Management Policy	98
Youth Rights & Participant Disclaimer	10
Youth Rights	10
Participant Disclaimer	10
In-Service Training	11-13

Welcome Letter

Dear Junior Recreation Leaders,

Congratulations on being accepted into the City of Antioch Recreation Department's Junior Recreation Leader Program. We are excited to welcome you into the program and into the Recreation Department! This handbook will help you in making the most of your Junior Recreation Leadership (JRL) experience. Here are the basics, let's get started!

The City of Antioch Recreation Department's mission is "to unify and strengthen the Antioch community by creating quality experiences that inspires lifelong learning." The department is dedicated to its mission and provides the community with meaningful opportunities and experiences. The Junior Recreation Leadership Program has been created to provide youth with the opportunity to serve their community and gain valuable experience and knowledge.

It is a common fact that many public service professionals developed their passion for the field at a young age through programs like this. The hope is that throughout this program, the participants like you will begin to discover what your passions encompass and how you can achieve your goals. This program is a training and introduction to the workforce. One of the goals is to provide participants with the skills to be effective leaders.

Daily Attendance/Schedule: JRLs are required to attend all 6.5 weeks of the program. All vacation days should be sent in advance to staff. If JRL will not be able to attend program, please email ljackson@antiochca.gov and fpalmas@antiochca.gov, or leave a message at 925-776-3073 or 925-779-7076. Families must commit to an entire session.

We look forward to an enriching and exciting summer!

City of Antioch Recreation Department Staff

Frequently Asked Questions

SUMMER CALENDAR

JUNE 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
1	2	3	4	5	6	7
8	9 BUS/OAKLEY LAST DAY OF SCHOOL	10 PAUSD- LAST DAY OF SCHOOL	11	12	13	14
15	16	17	18	19 JUNETEENTH HOLIDAY CLOSURE	20	21
22 WEEK ONE	23 FIRST DAY OF PROGRAM	24	25	26	27	28
29 WEEK TWO	30 IN-SERVICE TRAINING	1	2	3	4	5

JULY/AUGUST 2025

SUN	MON	TUES	WED	THURS	FRI	SAT
29	30	1	2	3 FIELD DAY	4 FOURTH OF JULY CLOSURE	5
6	7 NEW TEAM ASSIGNMENT	8	9	10	11	12
13 WEEK THREE	14 IN-SERVICE TRAINING	15	16 URBAN AIR CONCORD	17	18	19
20 WEEK FOUR	21 NEW TEAM ASSIGNMENT	22	23 DINGLE FAMILY FARM	24	25	26
27 WEEK FIVE	28 IN-SERVICE TRAINING	29	30	31 WATER PARK BASH	1 FINAL DAY OF CAMPS	2



Holiday Closures



Program Start/End



Off-Site Field Trips



In-Service Training

Program Dates

The Junior Recreation Leader Program begins **Monday , June 23rd**. In-service trainings will occur every other Monday for 2 hours starting June 30th. **All in-service trainings are mandatory: June 30th, July 14th, and July 28th**. We will be closed on *Friday, July 4th* in observation of federal holiday, Independence Day. Off-site field trip dates are open to all JRLs, no matter which location they are stationed: **July 16th**. **On Thursday, July 31st, JRLs will have their End-of-Program Water Park Bash!** Our final program day will be **Friday, August 1st**.

What Items to Bring Daily: Each day, no matter the location, JRLs should wear their provided shirt, athletic pants or shorts, closed-toed shoes, and bring a lunch. Please note that summer camps will have swimming days at the Antioch Water Park throughout the week. Swimming attire is required.

How to Sign In: All JRLs arrive as early as 8:30am to their designated site and check-in with the site supervisor. Each JRL must be dropped off by a parent/guardian or an approved pick-up person identified on your registration form. Forgot to add someone? Have your parent/guardian give us a call at 925-779-3073 and we'll add them for you!

How to Pick Up: Only persons listed on the emergency form will be eligible for pick up. All pick up persons must be prepared to show ID to site staff for participant release. There will not be any JRLs released before their assigned schedule. Our program will occasionally go off-site for local field trips and will turn to home sites before the end of the program day. Please note that assignment ends at different times for different sites. Please make sure your JRL is picked up on time.

Walk Waivers: If a JRL is capable of walking to and/or from program sites, a Walk Waiver must be completed and submitted to the site supervisor. Walk waivers authorize JRLs to sign themselves in and out of the program at the beginning and end of program days, effective only for the dates listed by a parent/guardian on the Walk Waiver. To have a parent/guardian complete or make updates to your Walk Waiver, please reach out to the site supervisor.

Ouch Reports and Thought You Should Know(s):

- **Ouch Reports** are reports we give to parents if a minor injury occurs, and first aid was given.
- **Thought You Should Know(s)** are given to parents if there is anything we think they should be made aware of whether it be of a good or concerning nature.

Junior Recreation Roles & Site Information

Coyote Hills Summer Day Camp & Antioch Youth Sports Camp

Location: Antioch Community Center, 4703 Lone Tree Way, Antioch, CA 94531

Schedule: Monday-Friday 8:30am-4:00pm Monday-Friday 8:30am-1:00pm

Swim Days - Tuesdays, Thursdays & Fridays

Swim Days - Tuesdays & Thursdays

JRL Responsibilities:

- Help prepare, organize, and set up equipment and materials for camp activities.
- Engage with campers by participating in activities & assisting counselors with supervising small groups.
- Serve as a role model to campers of proper behavior and engagement with activities.
- Assist with sanitizing rooms and equipment used at the end of the camp day.



Contact Information:

Shahad Wright - Recreation Services Manager

Email: szwright@antiochca.gov

Phone: (925) 779-7073

La'Nae Jackson - Program Coordinator

Email: ljackson@antiochca.gov

Phone: (925) 776-3073

Zakiya Adams - Camp Director

Email: zadams@antiochca.gov

Jaylyn Valenzuela - Recreation Supervisor

Email: jvalenzuela@antiochca.gov

Alyssa Millhouse - Camp Director- Pros

Email: amillhouse@antiochca.gov

Gabriel Gomez - Camp Director- All Stars

Email: ggomez@antiochca.gov

Senior Services

Location: Antioch Senior Center, 415 W. 2nd Street, Antioch, CA 94509

Schedule: Monday-Friday 8:30am-1:00pm

JRL Responsibilities:

- Interact/socialize with seniors
- Assist seniors with operating technology
- Assist with Lunch Program
- Organize files and storage
- Assist with room set-up for classes and activities
- Assist with sanitizing areas and equipment



Contact Information:

Jun Gandia - Recreation Supervisor

Email: jgandia@antiochca.gov

Phone: (925) 779-7090

Frida Palmas - Program Coordinator

Email: fpalmas@antiochca.gov

Phone: (925) 779-7076



Junior Recreation Roles & Site Information

Antioch Water Park

Location: Antioch Water Park, 4701 Lone Tree Way, Antioch, CA 94531

Schedule: Monday-Friday 8:30am-1:00pm

JRL Responsibilities:

- Greet and interact with community members
- Assist w/ Bag Check entry
- Help to return and organize life jackets around the park
- Assist with Lost & Found Operations
- Assist park staff with necessary tasks as directed



Contact Information:

Bree Pires - Recreation Supervisor

Email: bpieres@antiochca.gov

Phone: (925) 776-3076

Victoria Alvarado - Program Coordinator

Email: valvarado@antiochca.gov

Phone: (925) 776-3072

Summertime is Busy Season for Recreation

The summer is the busiest time for Recreation Professionals. Between countless community programs, camps, sports leagues, activities, and citywide events, our staff values the additional support provided by youth volunteers when they are around our centers. Many Recreation Staff have various important responsibilities throughout the summer including ensuring the overall safety of all staff, volunteers and participants, and generating a positive program experience for all.

Here, at the Antioch Recreation Department, we strongly value youth development and providing opportunities to our local youth for skills building, strengthening community connections, and gaining work experience. We want each Junior Recreation Leader to enjoy their summer with the Recreation Department; therefore, it is vital that Junior Recreation Leaders attend program each day prepared to let their personalities shine and to be of service to the community. JRLs should arrive prepared to take direction from our staff with the intention of being helpful toward program or participant needs. Similarly, our staff will arrive prepared to encourage and empower JRLs in their assignments, while also providing support to JRLs in their overall program experience.

In the unfortunate case that a Junior Recreation Leader is deemed to be unhelpful to a program, our staff will follow our 5-Step Behavior Management Policy. **See Page 6 for more on participant Conduct and Behavior.**

Junior Recreation Roles & Site Information

Program Goals

This summer, each Junior Recreation Leader will have the opportunity to gain experience at all three recreation sites: 1) *Coyote Hills Summer Day Camp at the Antioch Community Center*, 2) *Youth Sports Camp at the Antioch Community Center*, and 3) *Antioch Senior Center*. **Starting Monday, June 23, 2025 each JRL will spend 2 program weeks at one recreation site before rotating to the next.** Our goal is to expose JRLs to the many recreation positions we have to offer as we further develop previously existing interests through empowerment.

While at summer camp:

- JRLs will understand the role of a Recreation Camp Counselor and the duties that the role entails.
- JRLs will know the basic safety guidelines required for youth recreation programming.
- Each JRL will experience guiding participants through an activity or craft with staff support.
- JRLs will understand the value and importance of teamwork, and the camaraderie required to operate a successful recreation program.
- JRLs will build connections with fellow participants and city staff.

While at the Senior Center:

- JRLs will experience and foster community development through engagement with senior residents.
- JRLs will understand the value and communal necessity of services offered for senior members of a community.

In-Service Training

In addition to the training completed during our mandatory training week, JRLs will attend three in-service trainings throughout the program:

- **Monday, June 30th** at the Antioch Community Center from **2pm-4pm**
- **Monday, July 14th** at the Antioch Community Center from **2pm-4pm**
- **Monday, July 21st** at the Antioch Community Center from **2pm-4pm**

Run by our youth development specialists, these trainings will provide JRLs will the knowledge and skills to be successful in a professional setting. Teens will learn how to advocate for themselves, standard workplace practices, the benefits of working in recreation, and will have the opportunity to talk and ask questions about other interests and enriching topics relating to work experience.

Coaching Cards: At each in-service training, JRLs will receive a coaching card based on their most current site that highlights the JRLs strengths and areas of improvement for the following week.

Program Feedback: In-service training provides a designated time for JRLs to provide feedback about their experiences within the program and ways staff can further curate an empowering environment for JRLs.



L.E.A.D.E.R.

Lead By Example

Encourage Growth and Opportunity

Acquire New Skills

Develop Relationships

Empower Youth

Realize Your Own Potential

Throughout your time in the Junior Recreation Program, it is important that you view yourself as a leader. This means applying the pillars of character expected of all recreation leaders while inside or outside of the Junior Recreation Leader Program:

Lead by example for younger participants or peers who look up to you. Encourage character growth in youth and peers, and encourage them to embrace opportunity. Don't be afraid to acquire new skills and learn new things. Develop relationships within your community. Empower the youth around you to be more confident and make correct decisions. And finally, take the time to realize your own potential through your interactions and experiences as a leader.

Always remember, City staff is there to support you in your efforts to becoming the best leader you can be! We are here FOR YOU!

General Rules, Policies, and Procedures

Items to Bring/Wear to Rec Site

- Book bag or similar item that can be zipped or securely closed for the protection of personal items
- Socks and sneakers or other closed-toed shoes (no sandals, slides, flip flops, open-toed shoes or crocs unless at the pool)
- Loose fitting pants or shorts (no exceptionally short shorts, spunks, tights, or jean shorts)
- Sweatshirts or jackets are permitted
- Hats, visors, and sunglasses are encouraged and must remain in the possession of the owner throughout the entirety of the program day.
- Sunscreen
- Towel, bathing suit, and other swim time materials
- Lunch (**Note: Summer camps will have two 15-20 minute snack times and one 30 minute lunch break for campers daily. JRLs are welcome to bring snacks for their own personal enjoyment, in addition to a lunch.**)

Food/Water

- Outside food is permitted for lunch/snacks and we ask that it is healthy and nut-free.
- Food delivery is not permitted, even by parents/guardians. Programs will occasionally be off-site and food delivery can affect program schedules.
- To avoid allergic reactions and the risk of exposure, food sharing is not permitted.
- Gum and nuts are NOT allowed at sites.
- Please ask a supervisor before you bring any celebratory sweets for JRLs to enjoy.

Cell Phones, Electronics & Toys

Cell phones are not allowed out at JRL worksites, even for staff. If parents/guardians need to contact their JRL, they can call the main desk for contact. *See Page 2 for front desk contact information.* If a JRL needs to respond to a call or message using their phone, they should let their site lead know BEFORE attempting to do so.

Apple watches are permitted at camp, however, the same rules as cell phones apply to texting or calling on watches. Other electronic devices such as a Nintendo Switch, iPod, laptop and headphones/earbuds are NOT permitted as they can easily be damaged.

Any personal toys such as water guns, playing cards, figurines, or other miscellaneous items that cannot be worn throughout the program day are not permitted.

Lost & Found

At the Antioch Community Center, the Lost & Found is located in the lobby and lost items can be picked up from the front desk. Summer camps at the Community Center hold their own lost and found piles for the duration of the summer. All found items will be locked away and displayed at the end of each camp week for retrieval.

At the Antioch Senior Center/Nick Rodriguez Community Center the lost and found is at the main desk.

General Rules, Policies, and Procedures

Safety Protocols and Guidelines

We utilize safety guidelines from the Contra Costa County Public Health Department, California Department of Public Health. Materials and frequently touched surfaces are disinfected twice a day and a deep cleaning takes place by custodial staff each night. Staff are trained on all guidelines. If you'd like more information on our safety guidelines, please call 925-776-3050.

Medications

All present medications need to be disclosed on the registration form and held by the site supervisor. Medical conditions including allergies should be disclosed on the JRL emergency form so staff are able to take proper precautions in monitoring your JRLs conditions.

If you need one on one or small group support due to a behavior, cognitive or physical disability please let us know by indicating such needs on the medical consent and instructions form apart of your JRL emergency packet.

Illness & COVID-19 Policy

If you become ill during the program day, we will call for immediate pick up (within 1 hour). Any JRL who is observed to be sick will be moved to a designated space with a staff member until they can be picked up, as to limit potential exposure for other participants.

If you have the following, they cannot attend the program: Coronavirus/COVID-19, fever, diarrhea, vomiting, pink eye, flu/stomach flu, conjunctivitis, rash, impetigo, lice, hand/foot/mouth, tuberculosis, roseola, measles, rubella and mumps. You may need to receive medical clearance prior to returning to program.

Masks are **STRONGLY RECOMMENDED** indoors for individuals over the age of 2 who are not fully vaccinated for COVID-19. Full vaccination is defined as two weeks after receiving the second base dose of a two-dose vaccine, or two weeks after receiving a single dose vaccine.

Fully vaccinated individuals are recommended to continue indoor masking. Surgical masks or higher-level respirators (e.g., N95s, KN95s, KF94s) with good fit are highly recommended. Any participant without a mask can request one from a staff member.

Concussion/Concussion Symptoms

If a child sustains an injury from the neck up, staff will ask the JRL a series of questions to determine if the JRL has sustained a concussion. If they are showing symptoms, we will call 911 emergency services to conduct a more in-depth health screening. If they determine the JRL needs medical care, they will take them to a nearest hospital. We will contact you when medical personnel is called or sooner. All JRLs must receive medical clearance or modified activity paperwork in order to return to the program.

Minor Injuries

Minor injuries such as scrapes, bumps and falls will be reported as an Ouch Report at pick up on the same day of injury.

Conduct and Behavior

Participant Conduct & Behavior

1. JRL shirts and closed-toed shoes must be worn daily. If a JRL arrives without their shirt, they will be given a temporary shirt or asked to return home to change. **(Note: Crocs are not considered proper closed-toed foot attire when away from the pool.)**
2. Cooperate with staff by following instructions. If you have a question or suggestions, respectfully ask or give it. Recreation staff is open to improvements.
3. Respect peers, children, staff, equipment, and facilities.
4. Always remain with your assigned group at the assigned site. Ask for permission to use the restroom so staff are aware of your whereabouts and safety. Only go where you have permission to go and return in a timely manner.
5. If there is a conflict with a JRL or staff member, use calm language and ask for additional staff intervention to resolve the problem.

Our goal is to provide a safe, positive environment where you can grow and develop. We have created rules that contribute to this safe and harmonious atmosphere. It is important that all participants and parent/guardians review, understand and support these rules prior to the first day of program. If program rules are broken, participants will experience our 5-step behavior policy.

5-Step Behavior Management Policy

Step 1: Verbal Reminder of Rules & The Standard of Behavior

Step 2: Verbal Warning w/ Redirection From Assignment

Step 3: Verbal Warning, Check-In w/ Staff & Parent Thought You Should Know

Step 4: Sent Home For the Day

Step 5: Dismissal From The Program w/ Request For Immediate Pickup

Depending on the inappropriate behavior that the JRL is engaging in, any or all of these steps may be skipped if the City believes that immediate dismissal from the program is the best course of action. Likewise, students may not attend the program for a certain amount of days due to misbehavior. Please see below for possible actions that may result in immediate dismissal. We thoroughly investigate each issue and give equitable consequences. Decisions will include discussion around intent and the amount of physical or emotional harm done by the participant.

- Inappropriate Language (including profanity, insults, sexual references, racial and ethnic slurs, offensive language relating to gender identity or expression, physical appearance, or sexual orientation, and inappropriate jokes toward family members)
- Bullying/Harassment
- Physical Fighting/Hitting a staff or participant
- Theft
- Vandalism/Property Damage
- Bringing a weapon to site/program
- Consistent disregard of health and safety standards
- Leaving program or adult supervision without permission/not reporting to program within timely manner
- Misuse of recreation equipment and materials
- Using "self-defense" as a reason to harm others

The City defines self-defense as "stopping someone from causing bodily harm to you as it is happening and stopping once you are physically safe. Retaliation and revenge are not self-defense. Make the choice to find help, walk away, or use your voice to resolve conflict.

Youth Rights & Participant Disclaimer

Youth Rights

Each youth receiving services from the Recreation Department shall be afforded rights which include, but are not limited to, the following under the law:

1. To be accorded dignity in his/her personal relationship with staff and other persons.
2. To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.
3. To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions,, including eating, sleeping, or toileting, or the withholding of shelter, clothing, medication, or aids to physical functioning.
4. To be free to attend religious services or activities of their choice and to have visits from the spiritual advisor of their choice
5. Not to be locked into any room.
6. Not to be placed in restraining devices without advanced approval by the licensing agency and the parent

Section 80072, and 101223, Title 22 California Administrative Code

Participant Disclaimer

All safety guidelines and procedures are for the protection of you as a JRL. Our goal is to provide a safe and fun program for all.

The City of Antioch does not discriminate. All participants regardless of race, religion, color, creed, national origin, gender identity or gender expression are eligible to participate in programs. While we refrain from any religious practices, we also comply with the Americans With Disabilities Act and will provide reasonable accommodations for persons with physical and/or mental limitations or disabilities without undue hardship to the City.

Thank you for choosing us!

Topic:

Date:

Notes

Things I did well this week were:

Things I want to work on for next week are:

Topic:

Date:

Notes

Things I did well this week were:

Things I want to work on for next week are:

Topic:

Date:

Notes

Something I learned I was good at this summer is:

A lesson I learned this summer that I will take with me is:

Opportunity lives here. 