

Volunteer Leader Orientation

Items to be Clarified in Advance with the Site/Managing Director

- Arrival Times for Pre-Camp Orientation Day
(for full-week summer camps, this generally begins around 2pm on Saturday)
- Early Camper (non-staff) arrivals – guidelines and logistics
- Housing for Volunteer Leaders and their early arriving campers
- Daily scheduled break for every volunteer leader, including directors
(should be scheduled for 1-1.5 hours off - free from assigned duties - per full day of camp)
- Meals during Pre-Camp Orientation
- Staff Snacks during Camp Session
- Program Activities – Clarify special requests, such as canoe trips, special cookouts, etc.
(Ideally, send the site/managing director a copy of your schedule – even if not finalized.)
- Camp Graces and other Session Specific Traditions
- Prepared Cabin Boxes – Are you interested?
- Coordination with Directors of Different Sessions who are on site at same time

Topics to be Covered at Camp (during 24 hours prior to Camper Arrival)

Site/Managing Director will cover:

(Note: These are the topics to be covered, not the specific agenda. Items may be split into smaller groupings.)

- Welcome
- General Camp Updates
- Site Rules
- Camp Boundaries and possible Camp Tour
- Dining Hall Procedures (prior to first meal together)

- Intro of Healthcare Support
- The following topics may be delegated to healthcare support:
 - Discussion of Ways to Help Campers & Staff Stay Healthy
 - Discussion of Medication Distribution
 - Discussion of Communication when Treatment is Needed
 - Discussion of General Medical and Dietary Concerns of Campers & Leaders
(Confidential information will be shared with the Event Directors and others on an as needed basis per HIPPA guidelines.)

- Weather and Campfire Outlook for the Session
- Emergency Procedures
- Radio Distribution & Use
- Review Safer Camp Policy and Mandatory Reporter
- Review Shower House & Bathroom Use (related to Safer Camp Policy)

- Camper Arrival: Check-in Flow Chart
- Camper Departure: Sign-Out Sheets, Early Departures, Other Procedures

Suggested Topics for Volunteer Leader Orientation (prior to and while on site)

Volunteer Event Co-Directors to cover/do:

- Getting Acquainted & Team Building
- Worship & Celebrate Together
- Housing for Pre-Camp and the Session
- General Logistics

- Overall Goals & Program Plan for the Session
- Schedule for the week (and how it might intersect with that of other groups in camp)
- Scheduling Time-Off for Volunteer Leaders (how it works)
- Specific Program Activities (choice, all-camp, cabin time, etc.)
- Choice Activity Sign-ups:
 - Process
 - Ideas for Options
 - Process for Leadership Assignments
- Camp Graces and other Session Specific Traditions (if new, ask site/managing director to join you for this segment)
- Prep Time in Cabins / Use of Cabin Boxes – if available

- Tools / Suggestions for Working with Campers
- Behavior Management

- Staff Meetings (including coverage during meetings)
- Staff Snacks
- Expectations for Volunteers Leaving Camp
- Procedures for Volunteers Leaving Camp