

UNIVERSITY OF CALIFORNIA



CITIZENSHIP

LEADERSHIP

LIFE SKILLS

4-H

Youth DEVELOPMENT PROGRAM

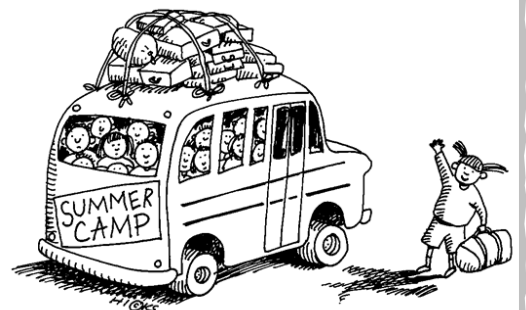
2012 4-H Summer Camp

Operated by the Los Angeles County 4-H Youth Program

Director & Staff Manual



www.4Hsummercamp.com





**4-H Summer Camp
Director & Staff Manual**



Table of Contents

1.0	Camp Goals	1
2.0	Camp Organizational Chart.....	2
3.0	4-H Summer Camp Personnel.....	3
3.1	Camp Services	3
3.2	Administrative Staff	3
3.3	4-H Summer Camp Program Staff	3
4.0	4-H Summer Camp Personnel Responsibilities	5
4.1	Administrative Staff	5
4.1.1	Head Adult and Head Youth Director.....	5
4.1.2	Adult and Youth Directors	5
4.1.3	Kings and Queens	6
4.2	Adult Program Staff Responsibilities	7
4.2.1	Assistant Staff Supervisor	7
4.2.2	Camp Historian	8
4.2.3	Chaperones.....	8
4.2.4	Cooks and Kitchen Staff	9
4.2.5	Evening Program Coordinator	10
4.2.6	Fishing Leader.....	10
4.2.7	Handicrafts Supervisor.....	10
4.2.8	Hikes and Outdoor Awareness Supervisor.....	11
4.2.9	Nurse	12
4.2.10	Trading Post Manager.....	12
4.2.11	Waterfront Supervisor (Aquatics).....	13
4.3	Youth Program Staff Responsibilities	14
4.3.1	Cabin Counselors	14
4.3.2	Assistant Lifeguard	14
4.3.3	Assistant Staff Coordinator	15
4.3.4	Athletic Coordinator.....	15
4.3.5	Campground Support	16
4.3.6	Camp Historian	17
4.3.7	Handicrafts Coordinator.....	17
4.3.8	Host or Hostess	18
4.3.9	Hikes and Outdoor Awareness Coordinator.....	18
4.3.10	Nurse’s Assistants.....	19
4.3.11	Office Staff	19



4-H Summer Camp

Director & Staff Manual



4.3.12	Public Address (PA) Operator	20
4.3.13	Song Leader(s).....	21
4.3.14	Trading Post Operator.....	21
5.0	Opening Camp	22
5.1	First Impressions are lasting	22
5.2	Check-In Procedures.....	22
5.2.1	As Campers Arrive.....	22
5.2.2	First Team Meeting	22
6.0	Daily Program	23
6.1	Schedule.....	23
6.2	Balanced Program.....	23
7.0	Closing Camp.....	25
7.1	Last Impressions are Carried Home	25
8.0	Staff Training	26
8.1	Purpose	26
8.2	Camp Methods, Traditions and Policies.....	26
8.3	Staff Training Program	27
8.3.1	Sexual Harassment	28
8.3.2	Sensitive Issues	28
8.3.3	Emergency Training.....	28
8.3.4	Emergency Communication.....	28
8.3.5	Camper Security.....	29
8.4	Chaperone Training	29
8.5	Staff Responsibilities	31
8.5.1	Structured Time.....	31
8.5.2	Unstructured Time	31
8.5.3	Free Time	31
8.6	Camp Timeline	32
8.7	Incident / Accident Report Form (HW-21B).....	32

2012 4-H Summer Camp Contacts:

Head Youth Director

Home () -

Cell () -



Head Adult Director

Kelly Doblado

landshark311@gmail.com

Home (760) 724-2624

Cell (760) 518-9731

LA County 4-H Advisor

Keith C. Nathaniel, Ed.D.

4800 E. Cesar E. Chavez Ave.

Los Angeles, CA 90022

(323) 260-3845 Office

kcnathaniel@ucdavis.edu

Camp Location

CAMP SEELEY (SAN BERNARDINO MOUNTAINS)

250 N. Highway 138

P.O. Box 3372

Crestline, CA 92325

Lodge Pay Phone (909) 338-9002

Center: 34.2556°N 117.3039°W

Elevation: 4,432 feet (1,351 meters)





1.0 Camp Goals

“The goal of 4-H Summer Camp is to provide new and creative experiences while working and sharing with others in an atmosphere of fun.”

Therefore, an abundance of planning in advance and the selection of skillful staff are necessary.

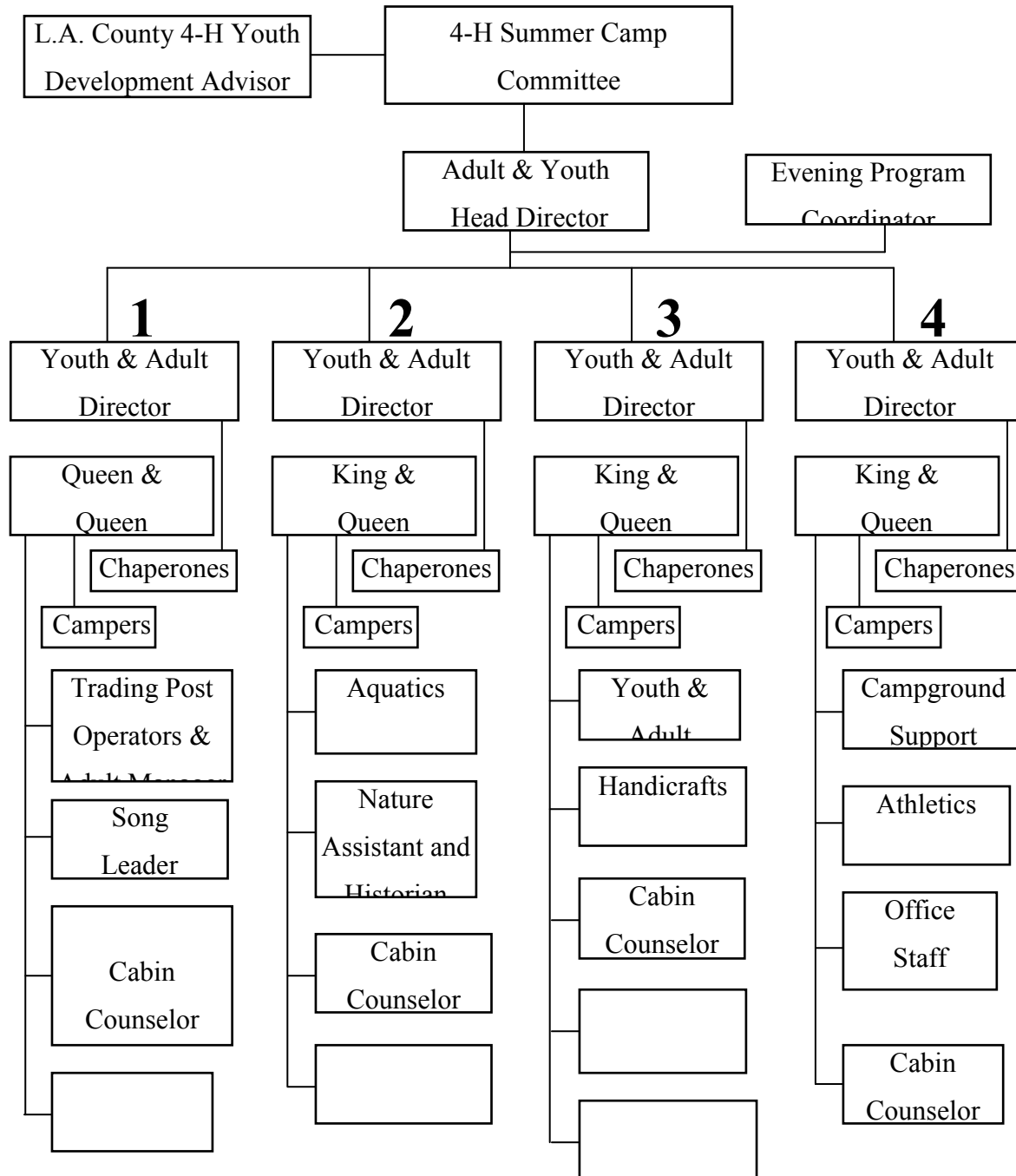
Camping under the guidance of experienced Hi 4-H members and leaders gives campers an opportunity for these camp objectives:

- Developing attitudes and the ability to cooperate with others.
- Learning to accept and discharge responsibility.
- Developing leadership and being of service to others.
- Learning crafts, sports, nature lore, and camping skills.
- Developing self-reliance by taking responsibility for self-care, personal possessions, and the groups' well being
- Growing by trying new directions, independent of family.





2.0 Camp Organizational Chart



Note: Staff positions / team assignments subject to change. If necessary, staff members may hold multiple positions. Some



3.0 4-H Summer Camp Personnel

3.1 *Camp Services*

Provided By L.A. City Recreation & Parks

Camp Manager (Ezekiel Pena)

Camp Manager Assistants

Lifeguard

3.2 *Administrative Staff*

YOUTH / HI 4-H

Head Youth Director (1)

Youth Directors (4)

Kings (4)

Queens (4)

ADULT

Head Adult Director (1)

Adult Directors (4)

3.3 *4-H Summer Camp Program Staff*

YOUTH / HI 4-H

- Office Staff
- Nurse's Assistant
- P.A. Operator
- Historian
- Assistant Staff Coordinator
- Trading Post Operator
- Host / Hostess
- Song Leaders
- Handicrafts Coordinator
- Hikes & Outdoor Awareness
- Lifeguard Assistant
- Athletics Coordinator
- Campground Support
- Cabin Counselor

ADULT COUNSELORS AND RESOURCE LEADERS

Specific duties have been defined for:

- Nurse
- Fishing Leader
- Adult Camp Historian
- Assistant Staff Supervisor
- Trading Post Manager
- Camp Cook / Kitchen Staff
- Evening Program Coordinator
- Handicrafts Supervisor
- Hikes & Outdoor Awareness Supervisor
- Aquatics Supervisor
- Chaperones



4-H Summer Camp Director & Staff Manual



Note: All summer camp program staff will serve as cabin counselors, where needed. Youth and Adult Directors will be assigned their own cabins and not act as cabin counselors unless absolutely necessary.



4.0 4-H Summer Camp Personnel Responsibilities

4.1 *Administrative Staff*

4.1.1 **Head Adult and Head Youth Director**

The Head Adult and Head Youth Director have the following responsibilities:

- Be familiar with the camp Policies and Procedures.
- Be familiar with all the staff jobs of the different staff members.
- Provide the help to any staff member that requires it to get their jobs done.
- Consult with individual camp staff members and hold daily staff meetings to assure harmony and good spirit throughout camp.
- Plan and organize the camp program.
- Assign Youth Directors to evening programs, etc., to insure a smooth and safe operation of camp.
- Plan as carefully for Staff Training Weekend as you do for regular camp. The success of the camp is your responsibility.
- Complete the necessary reports and submit them to the proper persons (i.e., Camp Manager, 4-H Office and County Council).
- Coordinate with the LA County Council Treasurer and submit to the L.A. 4-H County Office, Camp Committee and the L.A. County Council a financial report on camp.
- The Head Youth Director's registration fee is waived and he/she will be reimbursed for out of pocket expenses up to \$100.00.

4.1.2 **Adult and Youth Directors**

The Adult and Youth Director have the following responsibilities:



4-H Summer Camp Director & Staff Manual



- Be familiar with camp Policies and Procedures.
- Supervise the Team Kings and Queens and have overall responsibility for your Team.
- Coordinate the pre-camp team meetings, make sure that nametags, team posters, banner, team shirts, etc. are all taken care of prior to camp.
- Help with evening programs, attend all staff and director meetings, team sport activities and help out anywhere else necessary.
- Know the jobs of different staff members, resource persons, directors and chaperones within the group; provide guidance required to get those jobs accomplished.
- Report to Head Director as required.
- Handle all financial matters for the Team and each Team is entitled to receive up to \$75.00 in reimbursement for out of pocket expenses.
- Complete necessary reports and submit to appropriate Head Director.
- Work toward assuring harmony and good spirit throughout camp.
- Provide advice in the selection and evaluation of staff, resource persons, directors and chaperones.
- Be available as required from January through July.
- Ensure inventories and expense claims completed by appropriate persons.
- Promotes and insures good communication among staff, adult directors and chaperones, resource persons, campers, etc...

4.1.3 Kings and Queens

The King and Queen have the following responsibilities:

- Be responsible for all the accomplishments of all the members of your Team.

During Staff Training Events:



- Plan your first Team meeting.
- Study the program. Know where your Team should be each day. If you have any questions, see your Youth Director.
- Work with staff to plan shirts, boards, posters, nametags, banners, etc.

First Day of Camp:

- Meet your Team members and give them their nametags.
- Be sure your Team is settled in their cabins.
- Discuss Camp Program and how it will operate.
- Be Enthusiastic! Get the spirit flowing as soon as possible!

During Camp:

- Direct Team meetings.
- Be sure your Team is where it should be, according to the program.
- Encourage all campers to participate in camp activities.
- Be on the lookout for homesick campers.
- Take care of disciplinary problems that cannot be handled by your chaperones.

Last Day of Camp:

- Be sure that cabins and Team areas are clean.
- Leave campers with a special goodbye. Last impressions usually last.

4.2 Adult Program Staff Responsibilities

4.2.1 Assistant Staff Supervisor

The Assistant Staff Supervisor has the following responsibilities:

- Supervise Assistant Staff Coordinator staff members in performing their duties.



- Oversee campers who volunteer to assist the regular camp staff in areas where help is requested.
- Ensure that all volunteers for Assistant Staff are accommodated to the greatest extent possible.

4.2.2 Camp Historian

The Camp Historian has the following responsibilities:

- Compile or assist Youth Camp Historian with compiling news, poems written by campers, pictures, etc., into a three or four page “memory book” to be distributed the last day of camp and/or assist in compiling a CD or DVD with pictures or movies from Camp.
- You will assist in supervising campers who volunteer to assist the regular camp staff in areas where help is requested.

4.2.3 Chaperones

A Chaperone has the following responsibilities:

- There is one staff cabin counselor assigned to each cabin, except for those cabins with an adult chaperone. The adult chaperone may be assigned to multiple cabins and there may not be a chaperone in every cabin. There will be chaperone meetings daily after dinner.
- Watch that members are safe, feel at home, get along and participate in camp activities.
- For problems you cannot handle, contact the Head Adult or Head Youth Director.
- Be in charge of campers when they are in cabin areas – after lunch, during clean-up time and when taking campers to bed after evening program. For example, after campers are in bed, tell a story, and lead a discussion about the day’s events. When the evening program is over, chaperones and cabin counselors are to stay with campers as they are



4-H Summer Camp Director & Staff Manual



going from the fire circle and lodge area to their cabins. No camper may go alone to the bathroom or nurses' office after lights out – at least one and preferably more campers, staff or adults must accompany the camper to the bathroom or nurse's office.

- Be familiar with the duties involved with cabin clean-up and assist the campers all they can without doing the job for them. Cabins are inspected daily at 9:00 a.m. by the Head Youth Director or Youth Directors whom he/she has appointed to the task.
- Assist at other times and ways at camp, for example, serving meals in the mess hall, driving campers to the lake, etc.
- A Chaperone Contract must be signed by each chaperone attending camp. Chaperones must be at least 21 years old as of the commencement of camp.
- All Adults at camp are required to be fingerprinted and sent the fingerprints to the L.A. County 4-H Office prior to attending camp.

4.2.4 Cooks and Kitchen Staff

The camp cooks and kitchen staff are selected and approved by the Camp Committee. The cooks have the following responsibilities:

- Coordinate 3 healthy and well-balanced meals each day. Sunday night, Monday – Friday and Saturday morning.
- Buy the necessary supplies prior to camp. Submit bills and all receipts to Camp Committee Treasurer (Mary Lash) by close of camp on Saturday.
- Setup kitchen with the help of camp staff.
- Instruct staff as needed. Instruct chaperones in sanitary and appropriate food handling and serving sizes.
- Keep kitchen and food preparation areas clean and sanitary.
- Coordinate with Trading Post staff regarding snacks (i.e., trail mix, juice, etc.).
- Assist camp staff in supplying water jugs and drinking cups for all campers and staff near Trading Post, Lodge and baseball field during camp.



- Temperature control – make sure the water in dishwasher is hot enough and refrigerator and freezer are cool enough.

4.2.5 Evening Program Coordinator

The Evening Program Coordinator has the following responsibilities:

- Oversee and coordinate all of the Evening Programs.
- Work with the Youth Directors to assure the programs will be entertaining, tasteful and age appropriate.
- Pre-screen and approve any camp gossip or letters that will be read to the camp audience.

4.2.6 Fishing Leader

The Fisher Leader has the following responsibilities:

- Coordinate fishing activity at Lake.
- Instruct campers at fishing clinic during free time. (Campers cannot go fishing if they don't participate)
- Ensure trip stays on schedule. (i.e. be on time for wake up and departure to Lake Gregory and return to camp).
- Prepare equipment as needed and buy supplies as need prior to camp. Instruct and supervise campers as needed.
- Must have valid drivers license and fishing license. Coordinate with fish and game and officials at the lake.
- Create an educational environment for all participants.
- Recruit and arrange for all chaperones and other resource leaders to coordinate transportation of campers to and from the lake.
- Supervise staffers during free time and assist as needed. If necessary will be utilized as a cabin chaperone. Help with the serving of meals if needed.

4.2.7 Handicrafts Supervisor

The Handicrafts Supervisor has the following responsibilities:

Before camp:



4-H Summer Camp Director & Staff Manual



- Purchase any needed supplies and equipment. Keep record of purchases.
- Plan for a team activity each morning. Buy supplies and train camp staff as needed to assist with this activity.
- Inventory supplies and equipment at the beginning of camp and at the end of camp.
- Select types of crafts to teach.
- Make samples of each type of craft to use as teaching aids and as examples of the finished product.
- Determine the cost and sales price of the materials for each item.
- Make a price list for use when charging camper for supplies.

At camp:

- Organize the Handicrafts area:
 - Put samples on shelves where they will be easy to see, but out of the reach of campers.
 - Set up work areas with tables and chairs.
 - Display samples and price list.
 - Ensure crafts area is cleaned up prior to meals and prepare for the next days activities.
- Instruct staffers at camp on how to organize the arts and crafts area. Work with assistant staff on how to instruct campers on different art activities.
- Supervise staffers and campers during free time as needed. Schedule hours for staff and assistant staff to work.
- Work with Hikes and Outdoor Awareness leaders to encourage hikers to pick up bark, moss, etc., for crafts.
- On the last day of camp, inventory all supplies and equipment and pack them neatly. Coordinate with the Handicrafts Resource Leader in submitting a financial report for the week to the Camp Head Adult Director.
- You will assist at other times and ways at camp.
- Work with Hi 4-H Handicrafts Staff.

4.2.8 Hikes and Outdoor Awareness Supervisor

The Hikes and Outdoor Awareness Supervisor has the following responsibilities:



4-H Summer Camp Director & Staff Manual



- At Staff Training Day - Discuss and establish routes for all hikes. Include a variety of overnights, short and long hikes, fishing trips, etc.
- Assist Handicrafts Coordinator with collecting items for the handicrafts area.
- Secure Wilderness permits / Adventure Passes as needed. Wilderness permits must be applied for at least 30 days before camp.
- Post a hike schedule at camp, place sign-up sheets on the bulletin board.
- Lead all hikes in a safe and orderly manner. An adult or staff member must be assigned to the front and rear of the hiking group and make sure nobody gets too far ahead or behind the group. Over exertion can cause problems and does not lead to a camper's "good time".
- Make hikes educational, in a subtle way. Talk about ecosystems; possibly try casting tracks in plaster-of-paris, etc. Catch bugs, insects, small animals, snakes, etc. for exhibit in the Nature Cabin.
- Work closely with Hikes and Outdoor Awareness Staff.

4.2.9 Nurse

The camp requires a Registered Nurse (RN), LVN, EMT or MD in attendance at the 4-H Summer Camp Program. The Camp Committee retains the Nurse(s). The Nurse collects and alphabetizes all health cards and reviews health history forms of those attending camp. When necessary, the Nurse will examine a camper to ensure proper care while attending camp. The Nurse(s) will be available 24 hours a day for emergencies. The Nurse(s) must see that all required records are kept in good order, visitation logs are written in ink and keep all prescription medicines in a locked cabinet, refrigerator or other safe location and are administered as prescribed.

4.2.10 Trading Post Manager

The Trading Post Manager has the following responsibilities:



4-H Summer Camp Director & Staff Manual



- Prior to summer camp, will discuss with staff and camp committee the required items to be available at the Trading Post. Instruct staff members in setting up the store prior to the start of camp. Schedule Trading Post staff and assistant staff hours to work.
- Setup a system of accountability for the Trading Post and Handicrafts. Work with the Handicrafts Coordinator.
- Buy the necessary supplies to stock the Trading Post. Submit final bill, income statement showing revenue and expenses and all receipts to the Camp Committee Treasurer by close of camp on Saturday.
- Friday inventory, pack items in camp trunks for the next year prior to lights out time. Clean Trading Post area (i.e., refrigerator, freezer, shelves, etc.).
- Coordinate financial transactions with Handicrafts Coordinator and Staff on a daily basis.
- Supervise staff members during free time and assist as needed. If necessary, will be utilized as a cabin chaperone. Help with the serving of meals if needed.
- Plan and coordinate an alternative to Friday night dance and haunted house for the younger kids (e.g., movies, snacks, games, etc. in the Trading Post).

4.2.11 Waterfront Supervisor (Aquatics)

The Waterfront Supervisor must have current certification as a Red Cross Water Safety Instructor, a YMCA Instructor in swimming and lifesaving, or an Aquatic Instructor BSA. The Waterfront Supervisor has immediate supervision of:

- The pre-service training program,
- The assigning of qualified lifeguards for in-water activities, both instructional and recreational,
- Appropriate lifeguards for swimming,
- Verify the maintenance of all waterfront equipment is in safe and good working order.
- Ensure Aquatic Staff is at the pool at least 10 minutes before it opens and stay the duration of the time the pool stays open.



4.3 Youth Program Staff Responsibilities

You should greet people as they arrive in camp and direct them where they need to go. Explain the check-in process and what to expect at Camp. You must actively commingle with Campers and assist in any way to enhance their camp experience. During the meals, it is important to not develop camp cliques and hang out with the same people all the time. Sit next to young campers and ask them questions and help them understand and take advantage of the camp experience. Be a good role model and a peer leader. Do not use profanity or violate any camp rules. Pick up trash, encourage campers to drink lots of water, eat a balanced meal and get plenty of sleep. The campers are looking up to you – set a good example.

4.3.1 Cabin Counselors

All staff will be cabin counselors where needed. A Cabin Counselor has the following responsibilities:

- Insure good time of his/her campers
- Prepare cabin for campers (i.e. poster, etc., give each camper a "Cabin 9 bandana" or make up a secret handshake for the cabin, etc.)
- Assist Kings, Queens and directors when asked
- Assist at other times and ways at camp – help out where needed and be a good example

4.3.2 Assistant Lifeguard

The Assistant Lifeguard has the following responsibilities:

- May be currently certified in CPR, Red Cross Lifeguard Certificate, Water Safety Instructor (WSI), YMCA Lifesaving, or a Lifeguard BSA.
- Assist the Waterfront Supervisor and Camp Lifeguard for in-water activities, both instructional and recreational.
- Be at the pool at least 10 minutes before it opens and stay the duration of the time the pool stays open
- Plan, lead and coordinate all pool activities such as Water Olympics, swim races and other contests, free play, etc.
- Assist at other times and ways at camp.



4.3.3 Assistant Staff Coordinator

The Assistant Staff Coordinator has the following responsibilities:

Before Camp:

- Contact each Hi 4-H Director to determine the needs of their respective group and the utilization of Assistant Staff.
- Setup a process for the Assistant Staff to sign up for positions. Each Assistant Staff should have 3 choices for placement; with the off chance they will be placed where needed.
- Establish some type of identification for the Assistant Staff (i.e., buttons, stickers, etc.) so everyone will know who they are.
- Determine criteria for completion of their assignment.
- Arrange for recognition of the Assistant Staff at the end of the week.

During Camp:

- At the first meeting of camp, let campers know about the possibility of Assistant Staff positions and when/where to sign up.
- Assign the Assistant Staff to work with Hi 4-H Staff.
- Arrange for daily meetings of Assistant Staff.

4.3.4 Athletic Coordinator

The Athletic Coordinator is responsible for supervising the overall Athletic Program. This includes securing equipment from directors and making sure programs are smoothly run. The Athletic Coordinator is responsible for supervising and organizing the following:

- Teaching games and rules.
- Instruction of athletic area activity periods.
- Tournaments will be organized (ping pong, chess, horseshoes, basketball, etc.) and you will be responsible to see they are run smoothly.
- Making sure games run smoothly and notifying the supervisor if there are problems concerning, rules, participation or equipment.



- Supervise/organize other games or sports activities included in the program.
- Games to involve campers in are varied. Examples: Volleyball, Softball, Water Sports and Fitness, Frisbee, Broom Hockey, Ping Pong, Monopoly, etc.
- Securing necessary equipment from the Office Staff.
- Putting away all equipment after completion of a game.
- You will assist at other times and ways at camp.
- Make sure there is plenty of water in the water coolers and cups
- Clean up the water cups and other debris from the area

4.3.5 Campground Support

Campground Support has the following responsibilities:

- Your job is to see that the camp is kept clean and secure.
- Supervise the morning clean up. Schedule Teams to their own clean-up areas.
- Supervise cabin clean up and grade cabins each day.
- Remind campers on the first day to use the waste cans.
- You may wish to hang litterbug signs on campers caught throwing papers on the ground.
- Develop a plan for the final clean up. Be sure camp is left clean.
- Plan with the directors for every evening program so that you will know the kind of fire to prepare, and your part in the program. If applicable, **it is your responsibility to see that all fires are put out at bedtime.**
- Verify with the Head Adult Director and/or Camp Manager that the camp has a valid Fire Permit during the week of Camp.
- Make sure there is plenty of water in the water coolers and cups
- Clean up the water cups and other debris from the camp area



- Be a good example and pick up trash and debris as you walk around camp.
- You will assist at other times and ways at camp.

4.3.6 Camp Historian

The Camp Historian has the following responsibilities:

- Compile news, poems written by campers, pictures, etc., into a three or four page “memory book” to be distributed the last day of camp and/or assist in compiling a CD or DVD with pictures or movies from Camp.
- You will assist in supervising campers who volunteer to assist the regular camp staff in areas where help is requested.

4.3.7 Handicrafts Coordinator

The Handicrafts Coordinator has the following responsibilities:

Before camp:

- Assist with the inventory of supplies and equipment.
- Select types of crafts to teach.
- Make samples of crafts to use as teaching aids and as examples of finished product.
- Make a price list for use when charging camper for supplies.

At camp:

- Work with Adult Handicrafts Coordinator to organize the Handicrafts area.
- Put samples on shelves where they will be easy to see but out of reach of campers.
- Work with Hikes and Outdoor Awareness leaders to encourage hikers to pick up bark, moss, etc., for crafts.
- On the last day of camp, assist in the inventory of all supplies and equipment and pack them neatly.



- You will assist at other times and ways at camp.

4.3.8 Host or Hostess

The Host or Hostess has the following responsibilities:

- Be in charge of the dining hall (under supervision of Kitchen Staff).
- At the first meal, inform campers of the dining room procedures:
 - Cafeteria-style serving.
 - Bus your own dishes, cups, utensils and trash.
 - Chewing gum, bathing suits, etc., are not allowed in the dining room.
 - Shorts are permissible; open-toed shoes are not.
 - Clean hands required before meals.
- Conduct must be appropriate to a dining hall, no action songs.
- Maintain a sign-in sheet or collect nametags to insure that everyone does his or her share of kitchen patrol (KP).
- Coordinate special mess hall events such as turnabout night, birthday recognition, graduate dinner, cook appreciation, etc.
- Before meals, instruct KPs to do the following dining hall chores:
 - Put butter, syrup, salt, pepper, milk, etc., on the table.
 - Replenish table supplies as needed during the meal.
 - Clean up the mess hall after the meal.
 - Arrange for someone to lead grace prior to eating.
- After meals, direct KPs to work areas and instruct them on jobs that need to be done, such as scraping, washing, rinsing, drying, etc. General garbage removal, sponging tables and mopping up will be necessary.

4.3.9 Hikes and Outdoor Awareness Coordinator

The Hikes and Outdoor Awareness Coordinator has the following responsibilities:

- At Staff Training Day - Discuss with Adult in charge and establish routes for all hikes.
Include a variety of overnight, short and long hikes, fishing trips, etc.



4-H Summer Camp Director & Staff Manual



- Assist all hikes in a safe and orderly manner. Over exertion can cause problems and may lead to a camper's not having a "good time".
- Work in cooperation with the Adult Hikes and Outdoor Awareness Supervisor.

4.3.10 Nurse's Assistants

The Nurse's Assistant has the following responsibilities:

- Assist the Nurse.
- Keep the Nurse's office neat and clean.
- Assist the Nurse at other times as needed.
- Assist the Nurse in maintaining a schedule that ensures the infirmary is never left unattended.
- If possible, have at least one representative attend the team sports events (basketball, volleyball, land Olympics, etc.).

4.3.11 Office Staff

This is a time consuming job and must be done well if the camp is to be successful. Many duties of the Office Staff have a direct impact on how efficiently the camp is organized. The Office Staff has the following responsibilities:

- Assist with the check-in of arriving campers according to check-in procedures.
- Maintain regular office hours during the camp period.
- Stay in the vicinity of the office to greet visitors during the camp period, answer their questions, and direct them to the activities or people they wish to see.
- Ensure all Camp Visitors sign in and give them a "Visitor" nametag.
- Keep the camp directory in accurate order.



4-H Summer Camp Director & Staff Manual



- Obtain the cabin/team assignments from the Head Director. Place one copy on the bulletin board, file one copy, give one to the Nurse and have the other two available for cabin check.
- Maintain an accurate record of cabin assignments.
- Keep a daily activity schedule in the office.
- Create and secure a box for camp gossip.
- Create and secure a box for Lost & Found.
- Inventory all gave equipment at the opening of camp, place on file in the office.
- Keep an accurate sign-out sheet for all equipment.
- At the end of camp, inventory all equipment and notify the Hi 4-H Head Director of anything lost or broken.
- Assist in other areas as required.
- Serve as cabin counselor.

4.3.12 Public Address (PA) Operator

The Public Address Operator has the following responsibilities:

- Learn to run the P.A. System. You and the directors will be the only ones handling it.
- Plan with the Directors where and when the P.A. System is to be used so that you will have it ready and working when needed.
- Ensure that only you and the Directors handling the P.A. System equipment.
- Prepare a selection of audio entertainment that will be enjoyable to everyone at camp.
- Bring and play appropriate patriotic music to accompany flag raising and flag lowering.
- Provide audio/music support at all evening programs and act as the Camp DJ for the Friday night dance and movie night.



-
- Assist at other times and ways at camp.

4.3.13 Song Leader(s)

The Song Leader has the following responsibilities:

- Work cooperatively with Youth Directors, Kings and Queens.
- Always have a song or two ready at a moments notice.
- Help Teams with skits (costuming, ideas, etc.).
- Be resourceful with games and be ready to lead a group upon request.
- You will assist at other times and ways at camp.

4.3.14 Trading Post Operator

The Trading Post Operator has the following responsibilities:

- Set up trading post to fit the theme of camp and Teams
- Set up schedule for working shifts.
- Run store in a business-like manner.
- Be responsible for maintaining the bank.
- Work in cooperation with the Adult Trading Post Manager.
- Schedule working shifts.
- Help run the store in a business like manner
- Assist at other times and ways at camp.





5.0 Opening Camp

5.1 *First Impressions are lasting*

- In the first few hours you can create the camp atmosphere and camper attitude that you want to prevail throughout the camping period.
- Try hard to be calm despite the confusion of many eager 4-Hers in unfamiliar surroundings. Be friendly, informative and helpful.
- Remember - For some of these boys and girls, this is the first time away from home, the first time on their own. This new independence for some will be frightening, for others confusing. You can help them adjust to camp life by getting them acquainted with each other and the camp, and by keeping them busy. Long doses of leisure time, particularly early in the camping period, are the surest way to breed homesickness, boredom, mischievousness and getting in trouble.

5.2 *Check-In Procedures*

5.2.1 **As Campers Arrive**

- Staff greets campers and directs them to assigned areas (Team assignments are posted).
Check-in at the main lodge.
- Campers will be pre-assigned cabins and teams. Team and cabin assignments can be changed only for health reasons and must be approved by the Head Adult Director ONLY.

5.2.2 **First Team Meeting**

- Hand out nametags with Team identification.
- King and Queen introduce themselves and briefly review the camp schedule.
- State clearly the responsibility of Directors, King and Queens, Staff, Chaperones, Resource Leaders, and introduce them.



6.0 Daily Program

6.1 *Schedule*

- A flexible program allowing campers a choice of activities should be combined with some definitely scheduled activities.
- Campers should not go home tired and confused by a too-closely scheduled program that offered few opportunities to select their own activities.
- A flexible program requires more time in preparation than a tightly scheduled program.

6.2 *Balanced Program*

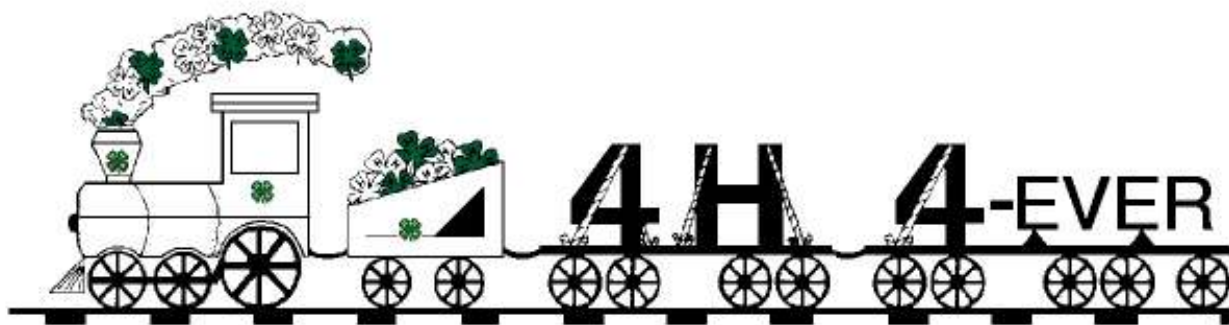
- The program should fit the needs and interest of all campers, boys and girls, older members and younger members, shy and aggressive members, first timers and old hands, athletic and non-athletic members.
- Provide learning experiences related to camping (e.g. Nature programs to take advantage of natural surroundings, hiking, plant and animal identification, geology, astronomy, entomology, compass reading, knot tying, orienteering, etc.)
- Have group and individual recreation -
 - To teach wholesome use of leisure time (sports, crafts, small games, music and reading).
 - To get campers acquainted.
 - To develop Team loyalties and experiences in group action, group leadership and fellowship.
- Avoid taking classroom techniques or playground activities to camp.



4-H Summer Camp Director & Staff Manual



- Inspirational programs help campers develop and maintain high morale and pride in themselves, 4-H Club work, their surroundings and their heritage. Some program ideas are:
 - Flag ceremonies each morning and evening.
 - Campfire ceremonies.
 - Sunset programs.
 - Grace at meals.
 - Thought for the day, a poem or daily theme read at morning flag raising.
- A few traditional programs should be included in the schedule, but do not allow the entire summer camp program to become traditional and stifle progress, fresh ideas and creative thought.
- Inspiration, education and recreation activities plus rest periods and free time should be balanced so campers do not grow tired of any part of the program.





7.0 Closing Camp

7.1 *Last Impressions are Carried Home*

- Campers and staffers should not be exhausted from too little sleep nor a too busy program. Campers should go home with a feeling of inspiration, but regret at having to leave camp.
- An orderly, well conducted procedure for closing camp will minimize the confusion always present when campers are hunting lost articles, cleaning cabins and saying farewells in their last few hours at camp.





8.0 Staff Training

8.1 Purpose

The first requirement for a successful camp is a trained staff. Every member of staff should have a thorough understanding of his or her job and become familiar with camp methods, traditions, and policies. Contracts and Code of Conduct forms will be signed by each camp staff member.

8.2 Camp Methods, Traditions and Policies

- Teams – Campers & Staff are typically organized into four Teams. Each Team has two age groups - Cubs and Bears.
 - Cubs - This is the younger group --- those who have not yet graduated from the 6th grade.
 - Bears - The campers in this group are all 4-Hers 7th grade and above --- not on staff.
 - Each Team will have a means of identification such as same color T-shirts, nametags, etc.
- Rules and Regulations:
 - Rules are necessary for safety, group control and to set standards of common courtesy.
 - They are well thought out, carefully and clearly worded, few and simple.
 - Enforcement of rules and discipline is a staff responsibility. Problems should be handled as inconspicuously as possible.
 - Problems too serious or difficult for chaperones should be referred to the Camp Directors.

If it is an extremely serious or difficult problem that may affect the whole camp, it should be discussed at a staff meeting. Adult and Youth Directors will need to make the decisions.



- Camp Directors, Staff and Chaperones should be the first to comply faithfully and cheerfully with Camp Rules. Campers will then be expected to follow their example.

8.3 *Staff Training Program*

- A one-day training session is held the first Saturday in January.
- A two-day Staff Training Weekend is held the first weekend in May so that the staff will become well acquainted with one another before the camp opens.
- If necessary, a one-day meeting is held the Saturday prior to Camp for the Adult and Youth Directors, Kings, Queens and other Staff as needed. Teams that have failed to meet, plan and organize their Team responsibilities may also convene at this event with other Team members.
- The American Camping Association (ACA) sponsors a one day Staff Training session usually in June that may be offered as a required make-up training event if a Staff member is unable to attend one of the previous Staff Training events. All Camp Staff are encouraged to attend and wear their Staff shirts.
- If the campsite can be reserved, the Adult and Youth Staff will come to 4-H Camp on Saturday morning before the general camp program starts on Sunday and begin preparations for Camp.
- The training should be practical, concentrating on schedules, programming, skills, methods and policies to be used in camp. CPR, First Aid, water safety and other training may occur at these events.





8.3.1 Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment AND/OR submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual.

Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the camp director.

Any individual who is found to have harassed another individual, will be subject to discipline. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behavior must report the incident to the camp director.

8.3.2 Sensitive Issues

All staff members will be trained on how to deal with sensitive issues at camp. Sensitive issues can range from camper personal irregularities to physical limitations and more. Staff members will be trained to understand that these issues need to be handled professionally and with discretion. Staff members should inform their Adult Director with these issues, especially if they're having trouble handling them.

8.3.3 Emergency Training

All staff members will be trained in emergency procedures. If the emergency is medical in nature, the Camp Nurse or any Adult Director will be notified immediately. Emergencies that require all campers to gather in the same location (e.g., fire drill) will be discussed during staff training and practiced on the first day of camp. Any other situation that is out of the ordinary will be reported to an Adult Director immediately.

8.3.4 Emergency Communication

All emergency communication should be handled by the Head Adult Director or Camp Nurse. If necessary, any Adult Director, Chaperone or staff member will handle emergency communications when the situation requires. The camp phone will be used for emergency



communication. If unavailable, an Adult Director or Chaperone will be sent by vehicle into town. The Head Adult Director and Camp Nurse will carry personal radio communicators for emergency communications within camp. Other Adult Directors or Chaperones may also be carrying such communicators.

8.3.5 Camper Security

Camper security is a high priority at 4-H Summer Camp. All staff members will be vigilant of anything that may affect the security of our campers. Any stranger observed in camp will be reported to an Adult Director or Chaperone immediately. Any camper missing from team meeting roll call or cabin check will be reported immediately to an Adult Director or Chaperone. When in doubt with regards to camper security, any issue in question should be reported to an Adult Director or Chaperone.

8.4 Chaperone Training

The Chaperone staff is trained during the first day of camp. All Chaperones attending camp have passed the basic requirements to be a Chaperone. Any specific details of camp will be reviewed with them and any questions they might have are resolved. The following are basic rules reviewed with all Chaperones as a part of their training:

1. Camper security is a priority. Anything reported to you with regards to camper security (e.g., unidentified person in camp) should be reported immediately to one of the Adult Directors.
2. Camper health and safety is a priority. Anything reported to you with regards to camper health and safety (e.g., medical issue or emergency) should be reported immediately to one of the Adult Directors and the Camp Nurse.
3. If any issue arises that you are unsure of, you will discuss this with one of the Adult Directors.
4. During camper free time, watch for campers who may be mischievous or out of the areas they are supposed to be, including out of bounds areas, cabins and anywhere else not appropriate.
5. Sexual harassment is not tolerated at camp and should be reported immediately to an Adult Director.
6. The topic of sensitive issues with regards to campers has been discussed with all staff members. Assist staff members in dealing with such issues. If a problem arises, discuss the issue with an Adult Director.
7. The buddy system is in place for everywhere a camper goes. If someone needs to get up at night, a buddy is required.
8. Flashlights are required when walking at night.
9. Explain night noises: frogs, insects, dogs, etc.
10. Tell campers where you sleep so they can find you during the night.
11. It is safer, and not as hot, to walk instead of run in camp.



4-H Summer Camp Director & Staff Manual



12. Keep sunscreen on (even on cloudy days) and wear a hat. Swimming suit tops are not appropriate dress except at the pool.
13. Always wear shoes and socks to prevent blisters, sore feet, etc.
14. Raised hands means silence for an announcement. Make sure everyone, including staff, observes this signal.
15. Drink lots of water (8 cups a day). Headaches and stomachaches are the result of too little water.
16. Use water wisely. Brainstorm as a group ways to conserve water at camp.
17. Keep camp beautiful. Put trash in cans, and pick up litter.
18. Gum, candy, and food are not allowed in cabins. It attracts insects and animals. Food is to be stored in a designated place in the dining hall and distributed during snack times or at the end of the session.
19. Be aware of poison oak at camp. Wash thoroughly when contact occurs and notify the Nurse.
20. Hats are encouraged but should be removed at flag ceremonies and in the dining hall.
21. Medicines are distributed by health-care staff before meals. Indicate which person the campers are to see and the procedures for obtaining meds. Also, explain what to do when campers need an adhesive strip or don't feel well.
22. Outgoing mail is taken to the post office after breakfast. The mailbox is located in the dining hall.
23. Talk over emergency procedures, such as fire and storms. Talk about the signal and the importance of reporting to the counselor right away. Indicate that there will be a fire drill during this camp session. Make sure everyone knows to assemble at the softball field during a fire drill.
24. No campers are allowed near the lake or camp swimming pool without a staff member present.
25. Keep living areas neat. Belongings should be kept in suitcases. Don't leave personal items in the showers or sink areas.
26. Always stay with the group. Campers must get permission to go with their buddies away from the group. Instruct campers to stay where they are if they get lost, and they'll be found.
27. Make sure that the campers understand the staff and chaperone roles. You are there for them and will listen to their needs and fears. Make them feel secure (through words and actions) that they are going to have a positive experience at camp.
28. Tell them about times in the day when they get to plan/choose activities. Their ideas are important in deciding what the group should do.
29. No boys in girls cabins and vice versa. Same for bathrooms. The bathroom facilities are segregated according to gender.



8.5 *Staff Responsibilities*

8.5.1 **Structured Time**

During the structured times, all camp staff participates in the activities. They are responsible for assisting campers with the activities, helping enhance their camp experience. During this time, the Chaperones have free time to themselves.

8.5.2 **Unstructured Time**

During unstructured time, all camp staff should be available assist campers when required. With coordination with other staff members in their team, staff members may use some of this time as free time. The Chaperones should oversee that the camp rules are being followed, ensuring that campers are not in camp areas where they do not belong.

8.5.3 **Free Time**

During free time, all staff members may use this time as they need. However, they must always be looking out for the safety of the campers and other staff members. Chaperones will assist during this time to ensure all campers are safe.



4-H Summer Camp Director & Staff Manual



8.6 Camp Timeline

July	Camp ends. Camp evaluation meeting in July. Applications for Head Adult and Youth Director are mailed. Camp Committee Chair is appointed by L.A. County Council President.
August	Summer Camp Committee Chair makes appointments and the Committee meets. Head Adult and Head Youth Director are selected. Number of Teams is decided and camp location. Staff applications are posted on the website and mailed. Due in early December
September	Camp Committee meeting. Staff Interview & Selection Committee is appointed by the Committee Chair. Camp dates and registration fee is decided, final previous years financial statement is presented. Campsite deposit is paid and facility reserved (either the last week of June or first week of July). LA Times Campership application submitted.
October	Camp Committee meeting. Staff interviews, selection and team assignments are made on the second Saturday of December.
November	First Saturday in January is the one day Staff Training Day. Team Names are selected. Camp information is posted on the website and \$50.00 deposits can be sent to the LA County Office.
December	Camp Committee selects adult resource positions including: Aquatics, Handicrafts, Fishing, Nature/Hikes, Trading Post/Camp Store, Camp Crafts, Chaperone Liaison, Evening Program Coordinator, Adult Camp Historian, etc.
January	Camp Committee meeting
February	First weekend in May is the Staff Training Weekend. Camp Committee meeting during the Saturday of Staff Training at the same site.
March	ACA Staff Training Day in June at Cal State Northridge. If necessary, a one-day meeting is held the Saturday prior to Camp for the Adult and Youth Directors. Kings, Queens and other Staff as needed.
April	If possible, Staff arrives or meets on the Saturday before camp starts on Sunday. Camp commences.
May	
June	

8.7 Incident /

Accident Report Form (HW-21B)

Accident/incident Report Form FM 01
Developed by the American Camping Association®
(Fill out 1 on each incident or person)

4-H Summer Camp



Camp Name _____ Date _____

Address _____
Street & Number City state Zip

Name of person involved _____ Age _____ Sex _____
Last First Middle Camper Staff Visitor

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name of Parent/Guardian (*if* minor) _____

Address _____ Phone _____
Street & Number City State Zip Area/Number

Name/Addresses of Witnesses (You may wish to attach signed statements.)

1. _____
2. _____
3. _____

Type of incident Behavioral Accident Epidemic illness Other (describe)

Date of Incident/Accident _____ Hour _____
Day of Week Month Day Year a.m. p.m.

Describe the sequence of activity in detail including what the (injured) person was doing at the time _____

Where occurred? (Specify location, including location *of injured and witnesses*. . Use diagram to locate persons/objects.)

Was injured participating in an activity at time of injury? Yes No If so, what activity?

Any equipment involved in accident? Yes No If so, what kind?

What could the injured have done to prevent injury? _____

Emergency procedures followed at time of incident/accident _____

By whom? _____

Submitted by _____ Position _____ Date _____

Phone number _____

Medical Report of Accident



Were parents notified? _____ Yes No By Writing Phone Other
By whom? _____ Title _____ When _____
Time _____ Date _____

Parent's Response _____

Where was treatment given (check and complete all that apply)?

At Accident Site: Where? _____ By whom? _____
Treatment given _____ Date _____

Camp Health Service: By whom? _____ Title _____
Treatment given _____ Date _____

Released to Camp Activities Home Other _____ Date _____

Doctor's Office: By whom? _____ Title _____
Treatment given _____ Date _____

Released to Camp Activities Camp Health Service Home Other _____

Hospital: By whom? _____ Title _____
Was injured retained overnight in hospital? Yes No If so, which? _____

Where? _____ Date _____ Out-patient In-patient

Name of physician in attendance _____

Date released from hospital _____

Released to Camp Home Other _____

Comments _____

Persons notified such as camp owner/sponsor, board of directors, etc.

Name	Position	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe any contact made with/by the media regarding this situation _____

Signed _____	Position _____	Date _____
--------------	----------------	------------

Insurance Notification

	By <input type="checkbox"/> Parent <input type="checkbox"/> Camp	Date
1. <input type="checkbox"/> Parent's Insurance	_____	_____
2. <input type="checkbox"/> Camp Health Insurance	_____	_____
3. _____	_____	_____
4. <input type="checkbox"/> Worker's Compensation	_____	_____



4-H Summer Camp Camp Common Sense Checklist

- 1. The buddy system is in place for everywhere a camper goes. If someone needs to leave the cabin at night, a buddy is required.**
- 2. Flashlights are required when walking at night.**
- 3. Explain night noises: frogs, insects, barking dogs, crickets, etc.**
- 4. Tell campers where you sleep so they can find you during the night. Bringing a nightlight might be a good idea.**
- 5. It is safer (and not as hot) to walk instead of run in camp.**
- 6. Keep sunscreen on (even on cloudy days) and wear a hat. Swimming suit tops are not appropriate dress except at the pool.**
- 7. Always wear shoes and socks to prevent blisters, sore feet, etc.**
- 8. Raised hands means silence for an announcement. Make sure everyone, including staff observes this signal.**
- 9. Drink lots of water (8 cups a day). Headaches and stomachaches are the result of too little water.**
- 10. Use water wisely. Brainstorm as a group ways to conserve water at camp.**
- 11. Keep camp beautiful. Put trash in cans, and pick up litter.**
- 12. Gum, candy, and food are not allowed in cabins. It attracts insects and animals. Food is to be stored in a designated place in the dining hall and distributed during snack times or at the end of the session.**
- 13. Be aware of poison oak/ivy and stinging nettles at camp. Wash thoroughly when contact occurs.**
- 14. Hats are encouraged but should be removed at flag ceremonies and in the dining hall.**
- 15. Medicines are distributed by health-care staff before meals. Indicate which person the campers are to see and the procedures for obtaining meds. Also, explain what to do when campers need an adhesive strip or don't feel well.**
- 16. Outgoing mail is taken to the post office after breakfast. The mailbox is located in the camp**
- 17. Talk over emergency procedures, such as fire and storms. Talk about the signal and the**

importance of reporting to the counselor right away. Indicate that there will be a fire drill during this camp session. Make sure everyone knows to assemble at the softball field during a fire drill.

18. No campers are allowed near the camp swimming pool without a staff member present.
19. Keep living areas neat. Belongings should be kept in suitcases. Don't leave personal items in the showers or sink areas.
20. Always stay with the group. Campers must get permission to go with their buddies away from the group. Instruct campers to stay where they are if they get lost, and they'll be found.
21. Make sure that the campers understand your role. You are there for them and will listen to their needs and fears. Make them feel secure (through words and actions) that they are going to have a positive experience at camp.
22. Tell your campers about times in the day when they get to plan/choose activities. Their ideas are important in deciding what the group should do.
23. No boys in girls cabins and vice versa. Same for bathrooms. The bathroom facilities are segregated according to gender.
24. The Nurse's office is open 24/7. If you have a sick camper, take him or her to see the Nurse regardless of what time it is.
25. Special dietary requests may be submitted directly to the Camp Cook. Alternative meals are available for those with food allergies or religious considerations and the kitchen staff will accommodate campers and staff as much as possible.



CAMP
gives kids
a world
of good.®

© AMERICAN CAMPING ASSOCIATION

*I pledge
My head to clear thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living,
For my club, my community,
my country, and my world.*