

Table of Contents

Note to the Teen Helper Volunteer	2
Perry County Day Camp Staff	3
Schedule	4
Teen Helper Responsibilities	5
Personal Needs	6
Suggestions for Being A Good Teen Helper	7
Camp Emergency Action Plan	8

To the Teen Volunteer:

Although you may not know it, you are a vital part of Perry County Day Camp. As a teen volunteer you carry the responsibility of being a behavior model for our campers. Your enthusiasm will be a key factor in the campers' approach to learning. We acknowledge your offer of time, interests, abilities and energies to make our program successful and rewarding for the children who attend. With your assistance, we can attain our goals:

- To develop a respect for nature
- To develop a respect for fellowman
- To offer an enjoyable experience for the campers

Thank you for caring to teach those younger than yourself what you have learned about nature and your world. It is our hope that you learn and grow through your experience of helping others at PCDC.

Many people contribute to the success of Perry County Day Camp. Please note a special thank you for the continued support of the following:

4-H

- * for providing special presentations
- * for shopping and preparing the Friday lunch
- * for providing program support

Little Buffalo State Park

- * for providing the use of the facilities
- * for the services of the Naturalist and his activities
- * for program support

PERRY COUNTY DAY CAMP STAFF

In addition to the Counselors, many people give of their time and efforts to make PCDC a success. The following is a description of these individuals:

1. First Aider

A registered Nurse or Emergency Medical Technician is at every session of camp and ***is responsible for treating every ailment no matter how small.*** Counselors should not change bandages, give medication or treat injuries. The First Aider handles all of this and is responsible for keeping daily logs of exactly what was done for each child. Only in the event of a child needing immediate treatment should any First Aid be administered by the Counselor.

It is also the responsibility of the First Aider to administer prescription medications. Campers fill out forms and send them in along with registration forms.

2. Teen Helpers

These young people are a vital part of the PCDC operation. Depending upon the number of teens volunteer, each Counselor is assigned a Teen Helper as an assistant. Counselors need to ***encourage the teens to share their interests and skills and be involved with the planning of activities for the Unit.***

Teen Helpers may not supervise campers except in the presence of an adult. They may, however, escort a camper to the First Aider, restroom, etc. as designated by the Counselor.

3. Arts and Crafts Director

Daily, interesting camp crafts are the A&C Director's creation. Most activities are related to the yearly theme. All activities are adjusted to age appropriateness. Due to scheduling, there may groups of differing ages. In that case, some ***activities require more assistance from Counselors and Teen Helpers*** than others.

4. Recreation Director

Physical activity and games are an important part of PCDC. The Recreation Director is responsible for providing fun activities for all campers. Weather conditions and ages of campers are factors considered in the choice of activities presented throughout camp.

5. PCDC At-Camp Director

The At-Camp Director is responsible for overseeing the daily activities at the camp. Any problems or questions about the day's or week activities are to be directed to this person who will respond appropriately or seek advice of the PCDC Administrative Director.

6. PCDC Administrative Director

Prior to the start of camp, the Administrative Director arranges the Special presentations, creates the camp schedule and organizes the individual Units. With the help and cooperation of all the staff, the Administrative Director keeps PCDC running smoothly.

7. **PCDC Treasurer**

When parents send in their registration forms and payment, they go to the PCDC Treasurer. She/he in turn returns to parents the medical forms, camp information and an acceptance to PCDC for that year.

8. **PCDC Steering Committee**

This is a volunteer group of individuals who are responsible for the ultimate decisions for the organization and management of PCDC each year. The committee is made up of parents, past directors and a representative from the Perry County 4H Extension office. It meets once monthly from January through May or June with a final meeting in October for review and evaluation for that year's camp.

PCDC SCHEDULE

Each Unit Counselor is provided with a week schedule that is broken into daily half-hour time slots from 9:00am through 3:00pm. The schedule includes:

1. **Swimming/hike to pool** - Every day before lunch all Units hike a one mile trail to and from the swimming pool.
2. **4H presentations** - 4H is a contributing agency to PCDC. From Monday through Thursday a variety of 4H clubs share interests and information with the campers.
3. **Special presentations** - Guests invited by the PCDC Administrative Director present topics of importance or on the current theme. These occur Monday through Thursday.
4. **Arts and Crafts** - These are activities provided Monday through Thursday for making theme and/or nature oriented crafts.
5. **Recreation** – Monday through Thursday campers are provided with games and physical activities appropriate to age and weather.
6. **Naturalist** - The Little Buffalo State Park Naturalist offers theme related activities to all ages. He also does a Service Project for the Park with Grade 6.
7. **Friday Fun Day** - Special activities, games and the awarding of certificates. Lunch is provided by 4H followed by two hours at the pool in the afternoon.

TEEN HELPER RESPONSIBILITIES

1. Provide a safe atmosphere.

Be safety conscious

Never allow a camper to go anywhere away from the unit alone.

ALWAYS USE THE “BUDDY SYSTEM”.

2. Create a sense of security for the children.

The policy of supervision at PCDC mandates that all ***children must be supervised at all times by an adult.*** Only in the case of an emergency, may the teen volunteer have charge of a unit.

3. Praise each child at last once a day.

Remember that encouragement and praise will help create a positive atmosphere for the unit. Insist that the campers listen to the Counselor and follow the established rules. Do not make threats that you cannot carry out. ***Under no circumstances may a child be struck.***

4. Provide an opportunity to learn about wildlife. Instill a respect for nature.

Be discriminate about what nature items you allow children to pick to bring back to the unit. A good rule is “if there are ten of the same object, you may pick one.” Please do this only if something is absolutely needed. Encourage the children to mark or label an interesting specimen instead of pick it so that other campers may examine it in its natural setting. If a live animal or insect is captured, return it to its natural surroundings. Remember we don't want a nature experience for our campers to be the last experience for the 'critter'. Remember to also use caution in choosing what to catch, i.e. snakes.

5. Make sure your campers have fun. BE ENTHUSIASTIC! IT'S CONTAGIOUS!

Be enthusiastic; don't let your Unit get bored. Offer an idea or provide an activity. Use your knowledge of games, songs, riddles and nature to assist the Counselor in planning activities.

6. Assist in recreation and arts and crafts activities.

You are expected to accompany your campers to all activities. You will be expected to act as an aide to all the instructors and a participant whenever possible. Please do not wait to be asked for your help, pitch in when you see it is needed.

7. Take attendance record to At Camp Director each morning.

Your Counselor will keep a record of absences each day. After this is completed, take the sheet to the director and wait to return the record to your Counselor.

8. Be responsive in an emergency.

Knowing that you will respond quickly to help in an emergency gives the adult volunteer the secure feeling of your dependability.

9. Be a positive role model.

You have the responsibility of being a behavior model to our campers. They will respect you and act in a pleasant way if you set a good example. This includes staying with your group and being cooperative with the Counselor.

10. See to it that the camp site is clean.

Emphasize ecology every chance you get. *Do not allow children to let trash lay or throw anything in the streams.*

11. Limit cell phone usage.

Do not text or engage in other cell phone activities during camp. Cell phones should only be used in the event of an emergency.

TEEN HELPER PERSONAL NEEDS

The following suggestions will help your time go smoother and comfortably:

1. Comfortable shoes with socks. **NO SANDALS!**
2. Sturdy, comfortable clothing...remember it will be cooler in the woods than at home.
3. A bathing suit and towel if you wish to swim.
2. Rainwear and appropriate shoes for wet days.
3. Waterproof sit-upon or stadium cushion.
4. Insect repellent.
5. Watch.
8. Your lunch, including a drink, for Monday through Thursday. Friday's lunch is provided.

SUGGESTIONS FOR BEING A GOOD TEEN HELPER

Your Unit is comprised of you, the Counselor and your campers. Each Unit is assigned a number. The following are some suggestions for things you can do to be a better Teen Helper:

- ❖ **Be involved.** Help the Counselor and campers to set up the Unit, name it, make a sign, the banner, etc. Offer your skills, knowledge and interests in planning activities.
- ❖ **Be an assistant.** Help escort campers to activities and be a part of what is going on. At Arts and Crafts, help campers with supplies and the crafting. At recreation, get into the games and activities.
- ❖ **Be a contributor.** Talk to your Counselor and contribute to the Unit Activity planning. Use what you know: Are/were you a Scout? What are you good at? What activities do you enjoy... sports, crafts, singing, etc.? Draw on experience for ideas and offer suggestions.
- ❖ **Be responsive in an emergency.** Be willing to help where needed. Keep the campers involved and not worried about the problem. Stay calm and listen to the Counselor.
- ❖ **Be a leader.** Set a good example of behavior and responsibility. Know the camp rules, observe them and help the campers to do the same.

Health and Safety Rules

1. **Do not run** in the woods or at the pool.
2. Observe the **Buddy System** at the campsite, on the trail and at the pool.
3. Stay with your group.
4. Be cautious near poison ivy.
5. Everyone **must wear shoes and socks**. NO SANDALS!
6. **Clean up** camp and your camp site. Be good housekeepers. Let everything better than you found it.
7. Review camp evacuation procedures.
8. Allow campers to establish some rules.

EMERGENCY ACTION PLAN FOR EVACUATION:

In the event of an evacuation, the Unit Counselor is responsible to see that this is done in an orderly fashion and that every child is accounted for.

At camp:

On the trail:

At the pool: