**Sequoia Day Camp**

**Volunteer Training Manual**

June 20 – 24, 2022

9:00 am - 2:00 pm

For Girls entering K – 12th grades

www.sequoiadaycamp.com

Camp Location – Cypress Park - 469½ Havenside Ave, Newbury Park

**Day Camp Board Name Telephone Email**

Director Heather Knoedler (805) 217-7974 heatherk@dslextreme.com

Program Director Janine McCluskey (805) 501-9868 mccluske@sbcglobal.net

PA Coordinator Jessica Ferqueron (727) 422-9213 douglas\_jessica@hotmail.com

Registrar Tanya Inouye (805) 630-0972 tatiana.inouye@gmail.com

Treasurer/Bus. Manager Stacy Hall (805) 208-8512 s\_hall@mac.com

Facilities Manager Rob Grossberg (805) 910-8697 rgrossberg@yahoo.com

General Camp Mailbox SequoiaDayCamp@gmail.com

**Review of Girl Scout Program and Goals**

Girl Scouts of the USA is the world’s preeminent organization dedicated solely to girls—all girls—where, in an accepting and nurturing environment, girls build character and skills for success in the real world. In partnership with committed adult volunteers, girls develop qualities that will serve them all their lives, like leadership, strong values, social conscience, and conviction about their own potential and self-worth.

**Day Camp policies, practices and acceptable behavior of staff**

* All volunteers must be a registered GS and have a background check done by Girl Scouts.
* Volunteers must attend the trainings offered by the Sequoia Day Camp Board
* All camp staff is required to wear a camp T-shirt so the girls can recognize our adults and volunteers. The t-shirt will be provided to you.
* Unfortunately we are unable to accommodate siblings that are not enrolled in camp. Please be sure that you have child care arrangements for other children not attending camp.
* An individual adult should NEVER be alone with an individual girl. There are NO exceptions.
* Girls will need to clean up after themselves. There is no staff to do clean-up.
* No swearing or foul language
* No smoking on the day camp property, off-site activities or anytime you are visible to girls.
* Dress appropriately – closed toe shoes, no revealing tops or exposed midriff, no spaghetti strap tops. Shirts should be free of inappropriate slogans or political statements.
* Treat all adults at camp with respect, remember, you are a mentor to other girls.
* You may not administer medication or even sunscreen unless these items have been authorized on the girl’s medical release form. They will need to go to the First Aid station to have any medication dispensed.

**Camp Philosophy**

Girl Scout Day Camp is an experience that provides a creative and fun educational opportunity for girls out-of-doors. We utilize the Girl Scout program using trained leaders and community resources to contribute to each camper’s growth. At camp, girls learn the value and the fun of sharing experiences in an all-girl environment, with caring adult volunteers to serve as mentors and role

models. Camp has been designed so girls have new experiences, spark interests and build new skills while exploring the world around them.

**Staff Expectations**

* Volunteers are expected to show up and work their full assigned shift.
* Volunteers for the day are encouraged to arrive **½ hour before the start of the camp day.** Please check in at the main camp check-in table.
* Volunteers are expected to abide by all camp rules and be a good role-model to our campers.
* A watch is necessary. Our activities are scheduled on a tight clock and groups rotate in shifts. Please stick to the schedule so our day works out for all.
* Volunteers may not bring sibling tag-alongs that are not registered for day camp. There are no exceptions to this policy due to Girl Scout insurance regulations.
* Volunteers will need to arrive early and possibly stay a little after camp ends. Please note that the assigned time will vary based on your camp assignment.
* Introduce Girl Scout principals in a fun summer environment.
* Keep all girls safe and accounted for.
* Background checks must be completed on our council site www.girlscoutsccc.org
* ***Full Day volunteer PARKING – Cypress Elementary School lot.***

**Volunteer Positions**

Program Aides (PA’s) - Girls entering grades 7 – 12 are eligible to come to camp as a Program Aide (PA). These girls have attended a minimum of 10 hours of training in order to help out at camp. It is important for adult volunteers to understand that Girl Scouts is about leadership and our older girls must take an active role in leading groups. Just remember they are kids and won’t necessarily do things the way a more experienced adult would. This is a chance for them to learn and grow into their leadership roles.

Your (adult) role with our Camp PA’s is as a mentor. These girls will learn by your example. If you are having a problem with your group PA or a station PA, please speak to them personally. Do not embarrass or make an issue in front of others. If you cannot resolve your problem let the PA coordinator know. There will be a volunteer on staff to strictly help us manage our PA program. Sometimes it’s easier to do something yourself, but remember, our PA’s are at camp to gain experience and you can help them learn. If you have a PA with you who is shy, encourage and ask her to do something. If you have a PA who is outgoing with everything and can’t manage everything at once, ask her to focus on specific items and let you handle others. This way a clear line of responsibility is drawn. Encourage station PAs to run the station (after watching you the first time if needed).

Leader-in-Training (LITs) - LIT girls have been involved in the planning stages of camp for several months. They will train other PAs and adults to help in running the station. Please give them the respect you would other adults and let them lead. Part of the requirements to earn their LIT Patch is to lead, train and put into action their planned activities.

Patrol Leader – Responsible for a group of girls (approx 10 girls). These girls will be leading our campers around all week.

Specialty Volunteer – Songstress, Arts and Crafts, Scavenger Hunt, First Aid leaders, etc… These volunteers will help ALL patrols with their respective specialty, as they rotate through your station.

**Volunteers - Sickness**

If you are assigned to work a shift on a particular day and you are sick/or your child is sick and you won’t make it to camp, please contact the day camp director ASAP so alternate arrangements can be made.

**Volunteer Roles**

As a volunteer, you are there to help the girls. Please remember that the girls are doing projects and activities that are challenging and may require an adult to help or at least guide. When you are at a station, be sure to help the girls since many activities are “first time” experiences for campers.

Many of our projects are fun and adults want a chance to do the project too. Unfortunately, camp time is not the time to make a project for yourself since your girls are counting on you for assistance. We operate on a tight budget to purchase additional craft supplies for volunteers.

As a volunteer you are supervising girls. Supervision means…

* Encourage girls to try new things
* Watch, direct and guide
* Safety is a primary concern. Intervene before an injury occurs.
* Be a role model by your actions. If you are not enthusiastic about an activity, the girls will not be either.
* Your positive attitude is contagious
* Know where the girls are at all times.
* Provide praise and positive reinforcement

**Camp Boundaries**

In order to keep all the girls safe, boundaries for the camp are established. At no time should any girls be in the parking lot. The openings in the fences that go down to the creek are strictly off limits. The campers are NOT ALLOWED TO USE THE PLAYGROUND. All other structure boundaries such as fences will be considered camp boundaries for our purposes. Our camp boundaries include certain areas of Cypress School.

**Camper Safety**

If you have a girl missing, REPORT IT IMMEDIATELY to the Unit Director so appropriate action can be taken.

When going on hikes and walks, keep your group together. All girls must have a buddy and understand how important it is to NEVER go anywhere alone. It is required that at least one person be trained in First Aid/CPR and a first aid kit is required.

If you have a camper that comes to camp without close-toed shoes, they will need to go home and get the right shoes. Camp is simply not a safe place for open shoes. Hikes can easily cause broken and split open toes, there are bees on the ground, pins, all sorts of sticky things.

It is best for parents to sunscreen their children before they come to camp. If they don’t, you must check with the First Aid station to see if a parent has given permission for us to apply sunscreen. Do NOT assume you can just apply sunscreen.

A hat is great for preventing sunburn, please encourage all girls to wear them.

The girls must stay hydrated. Make sure the girls are given adequate time to use the bathroom and monitor their drinking. We will have coolers available ALL DAY filled with cold water so the girls can refill their water bottles. It is good practice to refill water bottles during snack time and rotation changes. REMIND all girls to drink.

**Reducing Anxiety Levels**

We want all girls to have a positive experience at camp. Here are some items that may make girls anxious being outdoors:

* Fears of snakes or insects
* Fear of poisonous plants
* Fear of getting lost
* Fear of getting dirty
* Strangers
* Fear of using a public restroom

Be aware of a girl’s fear and help to relieve them by taking time to discuss what’s coming up.

Don’t make fun of or discount a girl’s fear or feelings. Be sure they know where the restroom is. If a bunch of girls are anxious, sing a song. Be sure the girls in the group are socializing with others. Help them find friends.

**Camp Set Up/Break Down**

Without all of you here volunteering for Sequoia Day Camp, we could not operate. Our camp has a set/up breakdown requirement as part of registration. Each family must fulfill 1 shift per attending girl (Daisy, Brownie and Junior age levels). Set up consists of getting supplies out, setting up EZ ups, prepping snack for the day, setting up flags and more. The only volunteers exempt from the set up/breakdown’ requirement are full week (5 day) volunteers. Those volunteers need to come early every day anyway to prep their stations.

We offer a $25 opt out fee. Why the fee? We are giving a discount to families who can do set up and break down the entire week. The families who opt out will help fund the discounts for those who will do their shift.

**Bathrooms**

We will use the bathrooms at Cypress Park. Remember, girls must always go with a buddy to the bathroom, the buddy can wait outside. Remember – adults should not be alone with an individual camper at any time.

Hand sanitizing stations are located outside the restrooms to keep the lines flowing. Please encourage the girls to use these and not the sinks (unless necessary). The girls sometimes spend a lot of time in the bathroom at the sink. This should keep the line moving. There will also be a port-o-pottie at camp to minimize bathroom lines.

**Electronics, mobile phones, iPods, etc…**

Many girls have cell phones. These items should be put away during the day. They can be kept in their patrol leaders bucket and returned to the camper at the end of the day during pick up. Day Camp is an outdoor experience; the girls should not be on the phone, texting or using electronic devices.

Volunteers have phones for safety and necessity. Please be sure that if you need to use the phone, it’s not for personal conversation. This would role-model inappropriate camp behavior to the girls. *Additionally all volunteers are asked to respect Sequoia Day Camp’s policy and not have their daughters use their mobile e-devices to play their favorite games during lunch or snack time.* We will have a cell phone at camp with a public number for the week at camp. Once activated, the number will be posted on the camp website.

**First Aid**

A first aid station with staff will be on-site throughout the camp. There will be a cot and first aid supplies. Please do not administer first aid on your own, see the first aid station. The First Aid Station will also have parent consent forms as to what drugs can be administered to a girl.

**Emergency Procedures**

Albertson’s will be our point of emergency contact. In the event of heavy rain, flood, earthquake, fire or other emergency we will relocate to Albertson’s. Parents should expect to pick girls up from the parking lot in the event of an emergency.

**Daytime Procedures Snack/Lunch**

During snack and lunch breaks, feel free to sit with your daughter’s patrol.

**Operational Procedures**

Each unit will be broken down into patrols of approx 10 girls. Groups rotate as a patrol throughout the day and are given a daily schedule of activities to follow.

**Check-In and Check-Out Procedures**

*Only a day camp trained ADULT volunteer can authorize sign in/sign out*.

Morning

All campers will enter through the main walkway of Cypress Park. There will be an easy up and tables set up to tell the Campers what patrol they are in. Parents will be given their daughter’s patrol number. Once they have their daughter’s patrol they will sign their daughter in. After signing in, the parent will receive a chip with their daughter’s patrol number. They will find the group and turn in the chip to the patrol leader. This way the leader knows the camper has been signed in.

Afternoon

In the afternoon, parents will sign their daughter out at the registration table. They will be given a chip with their daughter’s patrol on it. Their chip is their ticket to get their daughter from the patrol leader.

**Ceremonies**

Each day will begin with an opening and closing ceremony and song. We will have the LITs lead the girls in the opening ceremony. Please be respectful if a girl chooses not to participate in a flag ceremony or other ceremony due to religious beliefs. We do expect respect for the flag and proper flag etiquette from our adults and campers at all times. Remove hats, not talking, etc…

**“Be Wild Be Free” Council Patch Program**

Junior, Brownie and Daisy girls will complete many requirements for GSCCC’s “Be Wild Be Free” Patch Program. They will earn a patch, plus several cute charms that attach. Volunteers will be given information to show the girls the activities they will be completing at each station. If you are running a station where patch work will be covered (and most do cover several items) be sure to let the girls know what they are completing. This helps all the girls become familiar with the program. Perhaps this will spark their interest to earn more charms on their own in the summer or attend another GS camp.

**Please Bring to Camp– ALL ITEMS MUST BE LABELED. We will have sharpies available**

Volunteers will need to bring to camp:

* Lunch daily
* Water bottle
* They should come sun-screened and wear insect repellent if necessary.
* A hat is a good idea
* Closed toe shoes are required
* A sweatshirt or light jacket if desired-tends to be cool at the park in the morning.

**How to Teach**

Practice makes perfect. Review situations and go over how you would handle them.

Get the attention of your group.

Smile and act like you are excited about what you are going to teach. Even if this is your 5th time of the day doing the exact same thing, it’s the first time for the girl that’s at your station now so don’t let your enthusiasm wane.

Don’t read instructions, you won’t seem confident. Prepare in advance.

Demonstrate your steps clearly.

**Camp Spirit Bead and Outstanding PA Nominations**

We have two programs at camp that recognize girls who exemplify the Girl Scout Law in action.

The **Spirit Bead** program is for girls in Daisy, Brownie or Junior patrols at camp. There is a nomination card that you can fill out to tell us about a girl who really does something special during camp. The nominations are all reviewed by a PA Committee who selects 1 girl from each unit to recognize during our opening ceremony each camp morning. All girls who are nominated are recognized during Friday morning’s ceremony regardless of getting chosen with a nomination award.

The **Outstanding PA** nomination card is to recognize girls who go above and beyond in their role as a PA. Friday afternoon during our closing ceremony, we recognize all PAs with the awards they have earned. Girls who receive nominations for Outstanding PA are recognized with additional camp spirit awards. This also helps in our selection process of future LITs.

Conflict Management - **Day Camp Discipline Procedures**

##### What’s it All About? - Positive Discipline

In today’s climate of litigation and awareness of child abuse it is extremely important that we understand the concepts of punishment and discipline and that we are thoroughly prepared to deal with the misbehavior of children.

Because we are an education institution we must look upon every opportunity with children as a chance for that child to learn. Often the terms **punishment** and **discipline** are used inter-changeably. For our purpose, however, punishment is the act of getting even with the child for their misbehavior. It is often that immediate reaction to what the child has done. Punishment is usually not designed to be a learning experience. **Discipline, on the other hand, implies that we have a plan for the child, that the ultimate goal is one for the child to learn**. Discipline gives a child structure and helps them take responsibility for their actions. It helps them learn to master their lives. We want very much to use discipline as opposed to punishment. Remember the goal is to help girls grow.

**If corrective measures must be taken with children there are only two choices. Time-out and re-direction, never, never physically discipline a child.**

If you are having a problem with one child or several children.............

**Ask Yourself First**

* Am I over reacting? Am I tired and cranky? Am I the problem?
* Define the poor behavior specifically to yourself.
* Did your poor organization contribute to the problem? ...bouncing balls, standing in line.
* Did you allow the child to have a choice of activities? A child should not be forced to do

something they do not want to do.........example - latrine.

* Are you trying to meet individual needs? Is there anything wrong with a child wanting to

read? Are you trying to pass along values?

* Are you asking the campers to do something they can not do? Short attention span - be quiet at 9:00?
* Does the camper know what they are doing is wrong? Are you sure they know?
* Do you have too many rules? Are your rules useful? Kids can’t remember a lot of rules.

**Then.......**

Going through the above questions doesn’t help the situation; you must deal with the child. Remember........

* Don’t yell.
* Separate misbehaving children and deal separately with them.
* Do not publicly humiliate or discipline in front of a group.
* Don’t punish a whole group for the misbehavior of a few.
* Recover your sense of humor.
* Tell the child you are upset with their behavior, not them.
* Do not get into power struggles. Both of you should win.

**Then........**

* Meet with the child individually and get them to agree that there is a problem.
* Discuss the alternative solutions for the problem.
* Agree on one action to be taken..
* Be sure the child understands consequences - make them repeat what you have decided together.
* If in doubt or in need of help, talk with your supervisor!

**Tips............**

* Never threaten a child with anything with which you do not intend to follow through.
* Pay attention to kids that are doing what they are supposed to be doing.
* You need to deal with bad behavior soon after it occurs -- acknowledge it and then cool off before you act.
* Admit when you are wrong.
* Be persistent and consistent in your work toward changing a child’s behavior.
* Be fair and consistent.
* Use eye contact and non-verbal communication.
* Give children an opportunity to sincerely redeem themselves.

**Behavior Modification**

Speak quietly. Use the quiet sign. If the group gets noisy and boisterous, learn to be still and look at the girls until they stop. Do not yell. Move closer to disruptive girls. Moving among your girls will enable you to catch disruptiveness early on.

Give attention to girls who are providing a positive model for the group. Usually others perk up and see what the girl who was just praised is doing.

Be honest with the girls. Tell them that some of your expectations are non-negotiable. These include ones involving health and safety. For example: It is never ok under any circumstance to go to the parking lot because you saw a bunny.

Work towards helping girls develop of self-control and accept delayed gratification. They must focus on a project at hand to have it come out right, not rush through. Must take the time to learn the steps of flag folding so they know what to do when they are at a skill challenge. Be sure they see the payoff by complimenting a job well done.

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| **Problems** | **Causes** | **What to Do?** |
| Always has to go to the bathroom\* | Boredom, nervousness, physical difficulty, wants to get out of the activity. \*This assumes there is no medical condition.  | Keep girls busy, engage other ways.  |
| Snatching | Envy, lack of material means, personality conflict | Explain respect for other’s property. This is also part of the Girl Scout Law. |
| Ring Leader | Need for attention, inferiority complex | Assign a helpful leadership role, rotate tasks. |
| Hypochondriac | Medical problems, need for attention | Keep busy. This is assuming there is no true medical problem but rather a need for attention or wanting to get out of the task at hand. |
| Temper | Need for attention, frustration | Talk quietly to the girl away from the group. Do not yell, explain how her behavior affects the group, ignore the outburst. |
| Shyness | Fear of failure, experiencing constant criticism, lack of self esteem, quiet nature. | Smile, praise, encourage, give a special job with a buddy to help, make girl feel wanted, needed and important. It is important to not let these girls fade into the background just because they are quiet. |
| Know-it-all | Need for attention, wants to gain respect, fear of failure. | Stress importance of taking turns. |
| Laziness | No responsibility at home, unaccustomed to groups, low energy, day dreamer. | Encourage to do tasks. |
| Boredom | Too much free time, lack of interest, parents/guardians made them go to camp, limited skills | Give a specific job, ask what she would prefer to do? Sometimes just being heard helps. |
| Fibbing | Need for attention, insecurity, fear of punishment. | Promise and Law deal positively with mistakes.  |
| Bossy | Need for attention, insecurity, family difficulties | Rotate leadership roles.  |

Remember if you need help to go to the Unit Director.