

SO YOU ARE COMING TO CAMP AS A VOLUNTEER...

2009 EASTER SEALS CAMPS VOLUNTEER HANDBOOK

Welcome!

This handbook has been designed to help you prepare for camp this summer. We hope that you find it useful whether you are a long time return Volunteer or attending for the first time.

What to Expect

The goal of Easter Seal Camps is to give children abilities. We do this by creating an atmosphere where campers are encouraged to try new things, interact with their peers, and have fun. From innovative equipment like the 4:1 pulley system on the climbing wall to dedicated staff, campers are given opportunities to succeed in areas they may not have previously explored. At times this takes shape in hands-free dessert eating contests, or singing a favourite camp song in the dining hall, but may also be seen in the development of peer interaction or campers paddling a canoe for the first time. Each activity is designed and supported by highly trained staff who unfailingly focus on giving campers the week of their lives. We hope to introduce campers to new found confidence in themselves, allowing them to return to their homes believing they can tackle new challenges.

Camp is full of high energy and long hours. At times it seems unbelievably exhausting but we ask all who are involved in camp to remember that for many campers this is the best week of the year, and as such it is our responsibility to give a 110%.

Objectives of BC Easter Seals Camps

At camp campers and staff will:

Gain confidence, independence, and responsibility and feel better about themselves.

Have opportunities to challenge themselves, take risks and try new things in a safe, warm and supportive environment

Become active members of a community that embraces the beauty and diversity of self, others and the environment.

Cultivate meaningful relationships and experiences they can further develop outside of camp.

HAVE FUN!

Typical Day

- 7:30 am: Wake-up (depending on how much care your camper needs morning.)
- 8:30 am: Breakfast (counsellors serve, programmers introduce the morning activity.)
- 10:00 am: Morning Program (there may be sign ups for a particular program.)
- 12:30 pm: Lunch (counsellors serve, programmers announce programs.)
- 2:00 pm: Afternoon Program
- 4:00 pm: Juice, Nurses come around with sunscreen and medications.
- 4:15 pm: Rest Break (a time for staff and campers to rest.)
- 6:00 pm: Dinner (counsellors serve, programmers get funky!)
- 7:15 pm: Evening Program.
- 9:15 pm: Juice
- 9:30/10 pm: Bedtime (If there is special night care there is a "Night Care Book" to write this in, as well, it is great just to check in with dorm duty.)

As a Volunteer you are expected to provide support as required. This will involve being in the dorm each morning at 7:30 am helping to ready your camper for breakfast. You will work until 9:30 pm. During the day you will get a one hour break; this will not be scheduled during the Camper Rest Break as we will require your support in the Dorms during these times. As a member of a group you are encouraged to promote camper independence within the group. We ask Volunteers to get involved with buddy groups as integral members who can plan and lead activities. At points you may wish to participate with the programming staff who plan specific activity areas such as: swimming, canoeing, arts and crafts, outdoor pursuits and recreation and games. In all interactions with campers it is important to remind you that you are NOT PERMITTED to carry out personal care, lifts and transfers, or be alone with any campers.

Volunteers will sleep in staff quarters. During evenings you will have opportunities to interact with staff in a social environment. We do ask Volunteers to leave camper dorms once campers are ready for sleep, as this allows campers to make a smooth transition from activity to rest.

There is a picnic day mid session, which offers elective activities throughout the day. During the week every group goes on an on-site camping trip - watching the stars and sleeping in tents - You will be asked to sleep out this evening, so please have a sleeping bag. Get ready for marshmallows!

The night before campers leave will find you looking for your fine threads and attending a delicious semi-formal banquet and an evening of dancing. So be ready to put on your dancing shoes and get down!

Volunteers should arrive by 8:00 a.m. on the first day of your camping session. It is possible for arrangements to be made to arrive the evening prior having spoken with Camp Coordinators. Please contact your respective coordinators at:

campshawnigan@gmail.com

campsquamish@gmail.com

campwinfield@gmail.com

VOLUNTEER JOB DESCRIPTION

Volunteers at Easter Seals Summer Camps work in conjunction with the counsellors and programmers to support supervise and assist campers in accordance with the Society's policies, procedures and objectives.

Duties include, but are not limited to the following:

CAMPER CARE

In conjunction with a camper's camp counsellor:

Attend to the camper's emotional well being, ensuring they feel secure, comfortable, and welcome in the camp environment.

As much as possible, encourage each camper's independence and recognise and utilise potentials for personal growth or social development.

Conduct one's self as an effective role model at all times.
Assist assigned campers in selecting activities as required.
Encourage maximum camper participation in all activities, while respecting a camper's personal choice to not participate in an activity.
Immediately report any concerns regarding the camper's emotional/physical well being or behaviour to the Camp Coordinators.

SAFETY

Ensure that effective standards of safety are maintained at all times.
Report all accidents, seizures or illnesses to the Health Care Team immediately.
Follow the directions of the Health Care Team and the Camp Coordinators at all times.
In the event of an emergency, follow the appropriate procedures reviewed during training.

PROGRAM

Coordinate activities outside of scheduled program periods.
Assist programmers with planning, implementation, and clean up of selected regular and all-camp programs.
Participate in all camp activities.
Offer feedback and input into planning programs.

GENERAL

Attend and participate in all staff meetings.
Assist in developing awards of recognition for each camper.
Complete an evaluation form on your experience at camp.
Complete all necessary paperwork in time required.
Perform various duties surrounding the camp program and camper care as required throughout week.
Other duties as directed by the Camp Coordinators.

****Volunteers are NOT permitted to perform the following duties without permission of a Coordinator and proper training from the Health Care Team****

Dorm-duty (you may support at Rest Break)
Personal care
Lifts & transfers
Assisted Eating
Serve food to any campers

Under no circumstances may a volunteer be alone with a camper.

VOLUNTEER ADMINISTRATION POLICIES

ACCIDENT OR ILLNESS

Any health concern (including illness, accident, etc.), no matter how trivial it may appear, must be reported immediately to the Health Care Team. The Camp Nurse's instructions and the Illness Policy and Procedure with respect to any illness or accident must be strictly followed. The Health Care Team will inform Camp Coordinators and keep a record of all health-related incidents.

CARE OF THE SITE/EQUIPMENT

The camps own a great deal of expensive equipment. Please treat it with respect. All equipment should be returned to its proper place immediately after use. Please report all broken equipment.

CAMPER BEHAVIOUR SUPPORT

Volunteers are expected to uphold the Easter Seals Camping Program philosophy and gentle approach to behaviour support. Behaviour support through physical punishment, verbally abusive comments or denial of the necessities of care in dealing with a camper is strictly forbidden and provides grounds for immediate dismissal. If a Volunteer suspects a camper is, or has been a victim of abuse, they must immediately report their concerns to the Camp Coordinators. The Camp Coordinators will then begin the appropriate procedure in order to ensure the protection and well being of the child.

CAMPER BELONGINGS

Many campers arrive at camp with expensive equipment that is designed specifically for their needs. Camp staff are responsible for ensuring that it is well cared for and returned in good condition at the end of the session. Camp staff are responsible for verifying that all camper belongings are labelled upon their arrival at camp. Staff are required to go through the Clothing Lists while packing, ensuring that all the camper's clothes are present and accounted for. The clothing list must be returned with the camper's belongings, with all the items checked off the list. If there are missing items, staff must inform one of the Camp Coordinators so they can contact the parents/guardians. While parents/guardians are made aware of the nature of camp with respect to certain personal equipment and clothing, staff are still responsible for managing camper's gear while at camp. Volunteers shall support with this process.

CONFIDENTIALITY

Camper/staff confidentiality is to be maintained both on and offsite.

DISMISSAL OR RESIGNATION

Volunteers must abide by the standards and norms of the BC Lions Society. In the event that Camp Coordinators deem it necessary, Volunteers may be asked to leave camp. The BC Lions Society reserves the sole right to make such judgments.

The Camp Administrator must approve the dismissal of a Volunteer by Camp Coordinators. The Volunteer concerned may appeal the decision to the Administrator. As it is difficult to acquire suitable Volunteers, a minimum of five days notice must be given in the event a Volunteer wishes to resign.

DORM DUTY

Volunteers are asked not to socialise with the people on dorm duty as this keeps campers awake. Volunteers will be expected to support during Rest Break as required.

DRINKING

The consumption or possession of alcohol on site or during a camp session is strictly forbidden, and provides grounds for immediate dismissal.

DRUGS

The use or possession of illegal drugs is a criminal act and is strictly forbidden. Such an act provides grounds for immediate dismissal. All other medicines, vitamins, tobacco, etc... shall be kept with the Health Care Team under lock and key during the week. This ensures campers are not put at risk by accidentally ingesting something dangerous.

EMERGENCY PROCEDURES

Easter Seals Camps have various procedures in place to handle emergency situations. During an emergency situation (e.g. fire alarm), Volunteers shall report to the Designated Meeting Area and follow instructions as deemed necessary. Ask staff or coordinators if you have any questions.

EVALUATION of CAMPERS

Volunteers may support with camper evaluations as requested by staff. Volunteers shall complete an evaluation of their camping experience which shall be submitted to Camp Coordinators prior to departure. Volunteers will receive feedback from Coordinators about their performance at the end of their session.

GRIEVANCE PROCEDURE

In any case where a Volunteer disagrees with the ruling of the Camp Coordinator, direct application may be made to the Camp Administrator. If sufficient grounds for disagreement are presented, the Administrator will meet with them to investigate the complaint.

HARASSMENT

If a Volunteer feels (s)he is being harassed (including but not limited to Sexual Harassment), (s)he should make it clear to the harasser that it is an unacceptable manner of conduct. The Volunteer should then immediately report the incident to the Camp Coordinators. The Canadian Human Rights Commission states that sexual harassment is defined (but not limited to) the following:

Verbal abuse or threats.

Unwelcome remarks, jokes, innuendoes or taunting about a person's body, attire, age, marital status, etc.

Displaying of pornographic, offensive or derogatory pictures.

Practical jokes which cause awkwardness or embarrassment.

Unwelcome invitations or requests, whether indirect or explicit.

Intimidation.

Leering or other gestures.

Unnecessary physical contact, such as touching, patting, pinching or punching.

Physical assault.

Volunteers should report any perceived harassment/abuse immediately. The Camp Coordinators and Camp Administrator will investigate all allegations before making any rulings. Harassment is unacceptable and the BC Lions Society enforces a policy of zero tolerance.

HAZARDS

Volunteers shall immediately report any hazards or safety concerns to the Camp Coordinators.

HOURS OF WORK

During the camp session Volunteers shall abide by the same work schedule as counselling staff. Volunteers will begin at 7:30 am and finish around 9:30 pm. A one-hour rest break will be provided daily.

KITCHEN/DINING HALL

The kitchen is strictly out of bounds. Any request or concern with kitchen staff or food/diet should be made directly to the Camp Coordinators.

LAUNDRY

Camper laundry is only to be done when absolutely necessary (i.e. wet sleeping bags). Volunteer laundry should be done on breaks or after hours.

LEAVING CAMP

Volunteers must sign out in the sign-out binder located outside the Camp Coordinators' office if they wish to leave site during the camping session. Volunteers shall inform a coordinator know if they are going to leave site. Only 4 staff/volunteers may leave the site at any one time.

MAINTENANCE

Any requests for the services of the Camp Manager or his/her staff should be directed to the Camp Coordinators.

MEDICATION

All medication (including over the counter), shall be given into the nurse on the first day of camp. The volunteers can either have their medication brought to them at meal times or arrange a time to come and get it at the nurses nest.

PERSONAL CONDUCT

Easter Seals Camps are operated on funds donated by the public. This support could be jeopardised if cause for criticism was given that would indicate lack of orderliness, responsibility and/or moral behaviour.

Volunteers are expected to conduct themselves as effective camper role models at all times. Volunteers shall act toward campers in a manner that the Society would expect of a caring, concerned adult who is sensitive to the need to protect children from any type of harm.

All Easter Seals Camp Volunteers are expected to conduct themselves in a manner that ensures the Easter Seals camping Program and the BC Lions Society are perceived in a positive manner. As a result, volunteers are expected to be clean and appropriately dressed when interacting with campers or while in public on site. Shoes and shirts are always worn in the kitchen, dining areas and other areas where risk of injury is high or hygiene need be maintained. Volunteers will be provided with Camp shirts to be worn on the first and last day of each camping session, Open House, and other times as directed by the Camp Coordinators. Volunteers are responsible for maintaining their health through adequate rest so that they can properly care for their campers). Volunteers shall follow the same norms for conduct as asked of camp staff.

PERSONAL PROTECTION

Volunteers should be familiar with the body fluid and back care guidelines set out by the Health Care Team, however Volunteers are NOT PERMITTED to do personal care or lifts and transfers. Volunteers may NEVER be alone with a camper. If a Volunteer is alone with a camper, the incident must be documented on the appropriate form and given to the Camp Coordinator. The Camp Coordinator will monitor these incidents to ensure they are kept to a minimum.

PHOTO POLICY

All photos which are taken on camp are property of the BC Lions Society. Pictures of campers can only be taken if the camper has an approved full photo release. Campers without a photo release will be identified to staff at the night 1 meeting. Absolutely no photos of campers (even with the full release) shall be posted on websites such as facebook.

PROGRAM ACTIVITIES

All program activities offered by the Easter Seals Camping Program shall be designed to meet with Easter Seals Camping Objectives. Activities will uphold the objectives at all times. Volunteers are expected to encourage camper participation in all activities as well as participate themselves.

VOLUNTEER ROOMS

Sleeping areas will be designated by the Camp Coordinators and must take into account the following: fire safety, camper and public perception. Open flames and incense are strictly forbidden in staff rooms. Staff rooms are out of bounds for practical jokes.

VOLUNTEER SWIMMING

If you wish to swim outside of regular swim hours, Volunteers must swim with a buddy or have a buddy on deck. No swimming after dark, except where proper illumination exists and permission has been given by the Camp Coordinators. Rules outlined in the Aquatics Program must be followed at all times. AT NO TIME IS SWIMMING WITHOUT PROPER BATHING ATTIRE PERMITTED.

VOLUNTEER VEHICLES

Volunteers are asked to park their vehicles where instructed. Vehicles must be locked at all times.

SMOKING

Smoking on camp property is strictly forbidden. Smoking is permitted off-site during designated breaks only. It is inappropriate to smoke on the road or directly adjacent to the camp property. These behaviours increase risk of injury to staff and may create a negative image for the Society. All tobacco will be kept under lock and key in the Health Care Centre.

TELEPHONES

Telephone calls can be made during off times, from a designated location. Operator assistance or calling cards are required for long distance calls. The camp office telephone may be used only with permission of the Camp Coordinators. All long distance calls (except for approved society numbers indicated on an official summer phone list) must be recorded in the telephone logbook.

TRANSPORTATION

Under no circumstances may Volunteers operate camp vehicles.

VISITORS

The Camp Coordinators must approve all visitors prior to their arrival at camp. A staff member or volunteer should immediately escort any visitors to the Camp Coordinator. An Easter Seals staff member must accompany any visitor at all times, unless instructed otherwise by the Camp Coordinators. The arrival of official visitors and campers' parents should not interrupt the camp program, but they should be treated courteously. All visitors must sign the Visitor logbook. All visitors must provide picture identification and be on the camper's authorized pick up list before they can visit with a camper or take them off-site.

Rather than visiting during a session while their child is in attendance, parents are encouraged to visit the camp on the day of Open House, or when they provide transportation for the child.

Easter Seals Camp Staff and volunteers are asked to meet and entertain personal visitors (i.e. family, friends, partners etc.) off-site. Permission may be received from the Camp Coordinators to take personal visitors on a brief camp tour, at a specified time.

The Camp Coordinators have the authority to ask a visitor to leave camp if the visitor is acting in a manner that is detrimental to the staff, campers, or camping program. The Summer Camp Administrator must be informed of the situation before the visitor is asked to leave

What to Bring

The last thing that you want to do is get to camp and realize that you haven't brought your alien costume. So here is a list of things that might come in handy

- Sleeping bag/ blanket and sheets
- Pillow
- Swim Suit
- Toiletries
- Summer Clothes (things that can get dirty/painted)
- Warm Clothes for evenings and rainy days
- Towel x2
- Sun hat
- Sandals and Athletic Shoes
- Banquette Outfit (semi-formal)
- Watch and alarm clock
- Sunscreen and Bug Repellent

What Not To Bring:

- Electronics that might get lost or broken
- Knives or other dangerous objects
- Expensive clothing that might get stained at camp

A WORD ABOUT COMMUNICATION

The counsellors that each Volunteer will be partnered with will be happy to answer any of the questions that you may have and will work closely with you throughout the week to ensure that you have the resources you need to support camp and campers. If, at any point, you feel that you need further support, or that the counsellors you are partnered with are not able to assist you please do not hesitate to speak with the coordinators.

If you have any questions before camp starts please contact the Coordinators at your respective camp.

- a) Shawnigan - HYPERLINK "<mailto:campshawnigan@gmail.com>" campshawnigan@gmail.com
- b) Squamish - HYPERLINK "<mailto:campsquamish@gmail.com>" campsquamish@gmail.com
- c) Winfield - HYPERLINK "<mailto:campwinfield@gmail.com>" campwinfield@gmail.com

More information about camp is available on the following websites:

HYPERLINK "<http://www.eastersealscamps.ca/cool-communicators-camp>" <http://www.eastersealscamps.ca/>

We are SO EXCITED to have you at camp!!

Looking for directions to camp? Click here: <http://www.eastersealscamps.ca/site-description-and-directions> to be redirected to our website for directions to each camp!

CAMP IS LOVE,

And so

WE ♥ CAMP!!