



**Mid-Sun**

**Summer Day Camps**

**2020 Volunteer**

**Expectations &**

**Guidelines**

## *CAMP OVERVIEW*

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Welcome to the 2020 Mid-Sun Summer Day Camp team! We are very excited to have you join us this year. Mid-Sun's summer camps continue to grow every year, and with your energy, enthusiasm and leadership, 2020 is sure to be another great success. This brief document has the information you will need for understanding what is expected of you as a volunteer at Mid-Sun Summer Day Camps, as well as the basic operations of our camp.

Mid-Sun Summer Day Camps offer two styles of camps for school-aged children. Sunsatons camps are our largest, having up to 95 children enrolled, and Specialty Camps, which offer the opportunity for children to learn a new skill. Mid-Sun is known for its quality, innovation, and exciting camp experiences and with your help 2020 will allow us to continue to grow.

Volunteers are a very important aspect to our staff. Your main responsibility is to assist the Day Camp Leaders in your group's daily activities, so your role may vary from day to day. One day you may be playing soccer, and the next helping the kids make ice cream. You will be a "jack of all trades" at camp. Some days you may be asked to help clean up a huge glitter mess, and we want you to know ahead of time, we appreciate it! Our Day Camp Leaders and Day Camp Directors are here to help you in whatever way possible to ensure you enjoy your time at Mid-Sun Summer Day Camps.

## *SUMMER DAY CAMP HOURS*

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### Sunsatons / Specialty Camps

Pre Care     7AM – 9AM

Camp         9AM – 4PM

Post Care    4PM – 6PM

## *CAMP DESCRIPTIONS*

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- ✚ All our camps operate on pre-registration basis; whereby all participants must be registered and paid before they are permitted into camp. We do NOT offer drop in camps.
- ✚ Sunsations camps are offered for children aged 5-12 years old. They are run on a weekly basis, Monday to Friday and are our largest camp with up to 95 children. Each week, campers are divided by age into 4 groups. Monday to Wednesday, campers will spend time at Mid-Sun working on different activity kits such as science, art, sport, and more. It is up to the Leaders to create an engaging environment for the campers in these activities; it is a volunteer's job to be encouraging of these environments.

- ✚ Below is a brief example of what a day with Sunsations look like:

7:00am – 9:00am: campers are being dropped off at Mid-Sun (pre-care)

9:00am – 9:30am: camp-wide game in gym with all Sunsations campers

9:30am – 10:15am: participating in one of our many activity kits

10:15am – 10:30am: snack

10:30am – 11:30am: group games

11:30am – 12:30pm: lunch at the park

12:30pm – 1:30pm: participating in one of our many activity kits

1:30pm – 2:30pm: group games

2:30pm – 3:30pm: participating in one of our many activity kits

3:30pm – 4:00pm: camp-wide game in gym with all Sunsations campers

4:00pm – 6:00pm: campers are being picked up from Mid-Sun (post-care)

\*Note, activity planning may change based on the Director's discretion.

Every Thursday, we visit Midnapore Lake (weather dependent) and spend the day swimming (lifeguard present) and playing at the park. Along with all of this, Sunsations also goes on a field trip every Friday. \*Volunteers will usually be asked to remain at the facility on Fridays with the exception of certain field trips. The directors or VIF will inform you at the start of the week if you will be attending the field trip.

- ✚ Speciality Camps are a week's worth of camp focused on a specific skill. Some of our speciality camps include: martial arts camp, swim camp (summer splash), art

camp, etc. A full list of these camps is on our website and if you think you would be a valuable member for one of these camps, please indicate this on your registration form. These camps also participate in the activity kits and the lake day, the same as Sunsatations camps. Specialty camps **do not** go on field trips.

**\*Placement of volunteers is at Day Camp Directors and VIF Discretion**

## *MIDSUN STAFF STRUCTURE*

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## ***VOLUNTEERING INFORMATION:***

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### ***HOURS***

- ✦ As a volunteer, your shift is 8:45am-4:00pm, Monday-Friday.
- ✦ You must remain on site for your entire shift – be sure to bring a non-microwaveable lunch, snacks, and a water bottle.
- ✦ Volunteer meetings will take place every Friday, immediately after returning back to camp from the field trip. These meetings are done to allow volunteers the opportunity to discuss their week and suggest any improvements for camp.
- ✦ If you will not be able to attend a day, or miss a portion of the day for any reason, please notify the Directors immediately.

### ***PURPOSE OF VOLUNTEERS***

- ✦ Volunteers are an integral part of our camps. They assist Leaders in ensuring quality childcare is delivered to the campers in our care.
- ✦ Volunteers are to be involved with games and activities alongside the campers whenever possible. They should take initiative to join in and have fun with the children as much as they can.
- ✦ Volunteers are there to help assist Leaders with activities, for example: setting up tables and cleaning up after activities.
- ✦ Volunteers are also needed to assist campers and become an extra set of eyes and ears.

### ***WHAT MAKES AN EXCEPTIONAL VOLUNTEER***

- ✦ The best way to become an exceptional volunteer is to engage yourself with the kids through games and activities. When the campers see you participate they will be more inclined to do so themselves.
- ✦ Give praise to the campers that participate in activities.
- ✦ Ask your Leaders if they need any help. If you notice that your Leader is setting up for an activity, ask them if you can do anything to help them out.
- ✦ If you feel inclined, talk to your Leader about running a small game of your own.
- ✦ Set a good example. Campers look up to the volunteers as role models. We must ensure that we present a positive, clean image for staff, parents and campers.

### ***FACILITY CARE***

- ✦ The Leader of a group is responsible for making sure that the area they used is clean and left in the same condition as it was found and may ask the Volunteers for assistance in cleaning.
- ✦ Volunteers will assist Leaders with cleaning up after games and activities.
- ✦ Messy activities should be done outside when possible to maintain messes. This includes activity kits and eating lunch.
- ✦ Please alert the Day Camp Directors of any vandalism or damage to the building, or surrounding areas as soon as it is noticed.

- ✚ Do not take things that are for the summer day camps activity kits or for the Leaders without permission. This includes any kitchen items (e.g. food) or leftover items from activity kits.

### ***VOLUNTEER AND INCLUSION FACILITATOR***

The VIF (Volunteer and Inclusion Facilitator) position will be present for a second year this summer. This person is in charge of all of the Volunteer activities, including group assignment on Monday morning, all Volunteer meetings, and other Volunteer related situations. If you are having problems with your group, a camper, or a Leader, please go to the VIF **first** to see if the situation can be resolved before going to the Directors.

We want to stress that the VIF is there to support the campers **and the Volunteers**. If you are having any issues or problems, or would like to discuss something personal e.g. if you are struggling with your mental health, please go to the VIF. She is a great resource that we have and we would like the Volunteers to utilize her knowledge and experience when necessary. She will be here all 9 weeks of summer from 8:30am to 5:30pm. She will also complete volunteer feedback weekly and at the end of the summer.

### ***VOLUNTEER EXPECTATIONS AND GUIDELINES***

Below is a quick list compiling all of the main expectations and guidelines.

- ✚ Be actively engaged with the campers throughout the day (joining games, interacting with them during free time, etc.). You are not supposed to do the kits yourself, but instead are there as **a resource to the campers to help them complete the kits.**
- ✚ Be willing to help Leaders and directors with tasks such as activity set-up, take down and clean-up.
- ✚ Stay on site and with your group from 8:45am-4:00pm, unless given permission from the Camp Directors to leave. Directors should be told in advance about any absences.
- ✚ Volunteers must remain with the children and engage with them during pre- and post-care if Volunteers choose to come to camp before 8:45am or after 4:00pm.
- ✚ Not use offensive or inappropriate language or innuendo, or play with children in a way that is physically rough or dangerous.
- ✚ We have a strict **HANDS-OFF POLICY** at Mid-Sun Summer Day Camps. This means you are not to touch the campers in any way at any time during the summer.

- This includes hugging campers, lifting them up, or putting sunscreen on them. For more information about this policy please feel free to ask the Directors.
- ✚ Volunteers are not allowed to take pictures of children.
  - ✚ **Under no circumstances are you allowed to contact campers in any form e.g. online** (including email, Facebook, Xbox Live). If you do contact a camper, this is terms for immediate termination.
  - ✚ Volunteers cannot be alone with campers and must be visible to the Leaders at all times.
  - ✚ Volunteers are not permitted to be alone in the kitchen at any time unless it is for a specific reason, and the volunteer is accompanied by a Leader. Volunteers are not permitted in the kitchen for any other circumstances unless specified to do so by the Directors.
  - ✚ Volunteers are not allowed to use camp supplies or eat food that does not belong to them without permission from a Director.
  - ✚ **Volunteers MUST adhere to dress code.** If a volunteer arrives at camp with short-shorts, they will be asked to go home and change. Shorts need to be mid-thigh length. If Volunteers cannot adhere to dress code, they will not be asked back to camp.
  - ✚ During camp hours, Volunteers are not allowed to use any electronic devices including cellphones unless approved by the Directors.
  - ✚ No Volunteers are permitted to vape, smoke, or loiter on the premises.
  - ✚ Mid-Sun Community Association is SCENT FREE. Please do not come to camp with any perfume on. Additionally, if Volunteers come to camp smelling like smoke (e.g. cigarette smoke) you will be asked to leave.
  - ✚ Mid-Sun Community Association is NUT FREE. Please do not come to camp with any nuts or food with nuts.
  - ✚ We encourage signing up as a Volunteer with friends as it makes the experience even more enjoyable, however we cannot guarantee you will be put in groups with friends. If Leaders or Directors do put friends into the same group and find you are not working well together or are getting distracted instead of doing your job, they reserve the right to separate you.
  - ✚ Due to rising costs and updated policies of various field trip businesses, volunteers are NOT GUARANTEED a spot to attend the Friday field trips. In the event there are extra chaperone tickets available, volunteers MAY be selected by random lottery or invited to attend if they already possess personal passes to the business, at the discretion of the Day Camp Directors or VIF. Otherwise, volunteers are welcome to join a specialty camp at the facility for that specified week.

- ✚ If a camper discloses information to you regarding a threat to health and safety, such as harm occurring to themselves or others or abuse, you **must** disclose this to the Directors **immediately**.
  
- ✚ If you see bodily fluids and take the initiative to clean it up, you must follow this protocol:

**Spills of Body Fluids-** This includes blood, feces, nasal and eye discharges, saliva, urine and vomit and should be cleaned up immediately.

- Gloves will be worn at all times when dealing with any bodily fluids, even if it can be easily contained by the material (e.g., paper tissue or cloth) being used to clean it up.
- Be careful not to get any of the fluid you are cleaning up in your eyes, nose, mouth or any open sores you may have.
- Clean and disinfect any surfaces, such as countertops and floors, on which body fluids have been spilled.
- Discard fluid-contaminated material in a plastic bag that has been securely sealed.
- Mops used to clean up body fluids should be:
  1. Cleaned
  2. Rinsed with a disinfecting solution
  3. Wrung as dry as possible
  4. Hung to dry completely
- Be sure to wash your hands after cleaning up any spill even if you wore gloves.

**Tardiness:** If you are late for your shift in the morning or if you leave before your shift ends and do not contact the directors about why you are late/leaving, this is considered a strike against you. Repetitive tardiness will result in immediate termination.

**Remember: You are here to work during camp hours, and you are not permitted to engage with any outside individuals. This includes friends you may see at the park, the skate park, or inside the building.**

Failing to adhere to one or more of these expectations may be **grounds for dismissal** as a volunteer.

If at any time a volunteer has questions, concerns, or is unsure about their role, they should talk to the Camp Directors or VIF.