

Miami Valley Council
Day Camp
Volunteer Handbook

Welcome:

Volunteers are the glue that holds the camp program together. Whether you are a trained parent volunteer, a Boy Scout or Venturer, you are helping us make this day camp possible. Your guidance will ensure that the Scouts enjoy all of the activities offered by our camp.

Cub Scout Day Camp provides a wonderful opportunity for all Cubs to continue the Scouting program during the summer. Their participation strengthens the Cubs connection to Scouting and increases the likelihood of staying within the Scouting program.

We appreciate your giving your time and effort toward this purpose.

Volunteer Responsibilities/Job Description:

Camp Director

The Day Camp Director shall be an adult 21 years of age or older of well-known good character and ability. In addition to being certified at National Camping School for administration or management, the camp director shall:

- Be responsible to the day camp administrator
- Oversee budget and program material
- Supervise the personnel and operating details of the camp
- Recruit, interview and train staff
- Conduct training in coordination with the program director
- Maintain National Standards for leadership, program activities and health and safety
- Provide back up to activity leaders
- Have a Plan B
- Be a role model of the 12 character traits
- Evaluate and recruit leadership for 2018

Program Director

The program director shall be an adult of 21 years of age or older of well-known character and ability. This volunteer has on site responsibility for the Cub Scout Day Camp program. In addition to being certified at National Camping School the day camp program director shall:

- Coordinate with the camp director
- Promote day camp attendance at roundtables, pack meetings, and events.
- Assist with supervision and training of staff
- Assist staff in planning and conducting successful day to day activities
- Evaluate program and identify potential 2018 leadership

Health Officer

The on-site health officer is a responsible adult holding a current certification required for the position (First Aid). This person must also have a current certification in CPR.

The camp health officer must be available at the day camp first aid station from 8:30 AM until 3:45PM each day. If the health officer is out of camp another adult with first aid training must be available.

Range Safety Officer

The range officer runs the archery, BB and slingshot ranges. This adult must be at least 18 years old of age and have been trained as outlines in Shooting Sports for Cub Scouts, Webelos Scouts and Parents. The range safety officer must provide certification specific to this activity.

Program Lead

The program lead shall be an adult 18 years of age or older with demonstrated ability to work with youth and shall:

- Be responsible to the program director
- Plan and carry out a theme related activities
- Select activities to enhance the theme
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Evaluate the program and identify potential leadership for 2018

Program Aide

The program aide shall be a capable Boy Scout or Ventures at least 14 years of age and able to demonstrate and teach skills to the camp day program

- Be responsible to program director
- Prepare a list of supplies needed to conduct the program
- Teach skills necessary to carry out the activity
- Supervise the use and storage of materials and equipment
- Help the program leaders carry out duties as assigned

Staff Rules:

1. As Scouters, we should model all points of the Scout Law
2. Wear camp uniform (camp T-shirt, name tag, and daily wristband)
3. Arrival time is 7:30 AM Daily
4. Make sure all boys in each pack at your station are accounted for before beginning the activity. Alert the Camp Director immediately if any boy is missing.
5. Enforce the buddy system
6. Keep your designated area clean and properly store materials each day.
7. Take any injured camper to the first aid area for treatment unless moving them may cause further harm; in that case, send for the camp health officer
8. No tobacco products are to be used
9. Make sure the boys and you drink enough water
10. Staff must keep BSA credentials with them at all times while at camp
11. HAVE A GREAT TIME! The quality of fun the boys at camp will depend on our program PLUS you as a leader. Let the boys get dirty and most of all have fun. Have fun with them.

CAMP POLICIES AND REGULATIONS:

1. No running or horseplay in camp except during supervised game time and in game areas.
2. Buddy system: No Scouts go ANYWHERE without a buddy (including the bathroom)
3. Always remain with your den. If you must leave your group, such as to use the bathroom, tell one of your leaders where you are going.
4. We will be using an Air Horn with one blast to finish each session to move on to the next.
5. Close-toed shoes and socks MUST be worn
6. The use of profane language will not be tolerated and will be cause for immediate discipline
7. All discipline problems will be handled by the camp director
8. Remember to leave no trace; keep the camp clean
9. The health officer will treat all injuries
10. All medications (prescribed or over the counter) will be administered by the health officer
11. The points of the Scout Law are to be followed
12. No personal weapons of any type are allowed in camp.
13. Special rules for BB, Archery and SlingShot activity areas:
 - a. Do not cross over or under pennants marking the perimeters of the ranges. Use entrances and exits to these areas as marked

- b. Always ask for and receive permission to enter ranges from camp staff member at that activity area before entering
- c. Camp staff at the ranges will explain other safety rules specific to their activities. Failure to follow these rules will result in a camper being excluded from that activity

INCLEMENT WEATHER PLAN:

Most camp activities can be carried out in the light rain, especially if the Scouts and adults are dressed appropriately. In some cases, rainy-day activities may be substituted. In the case of heavy rain or thunder storm, direct packs into the shelters until it passes. Encourage the boys to stay with their buddy and make sure each scout is accounted for. The camp director and program director will decide when to resume normal activities.

- TORNADO

If a tornado watch comes into effect or if a tornado is spotted, proceed with your group to a shelter and wait for further instructions. Encourage the boys to stay with their buddy and make sure each scout is accounted for. The camp director and program director will decide when to resume normal activities

FIRE PLAN:

If a fire has been spotted, the camp director should be notified immediately. Program leaders are to gather their group together and head to a shelter. If the fire is the shelter, lead your group to the water rockets area. Boys should be lined up in the buddy system so that all can be accounted for. Should fire trucks come, continue to keep the boys together in packs in this designated area. The camp director and program director will let everyone know when programs can be resumed.

LOST BOYS PLAN:

Once it is determined that a boy is not with his group and is not accounted for, the program leader IMMEDIATELY NOTIFIES THE CAMP DIRECTOR. If the director is not available, notify the program director. When the lost boy plan goes into effect, Pack Leaders are to bring their groups to the flag-pole and remain there until notified.

Camp Director will:

- Will talk with the Program leader and Pack leader to acquire information about the scout

- Check areas of interest to the boys. Do buddy checks in all areas to determine if there is an extra boy there
- Check all bathrooms. Check parking areas, inside and around and under all vehicles.
- Check all structures
- If you still have not located the boy it is time to go to the next level
- Gather all pack leaders at headquarters. Give them something to do so they will stay in one area.
- Have a leader who knows the boy check each den
- Notify the Scout Executive and the District Executive
- Divide the staff and assign areas to search. Start with the areas nearest where the boy was last seen
- Follow instructions given by the Scout Executive if scout is still not found.

SCOUT AND DISTRICT EXECUTIVE:

- Notify the parents
- Talk to them and try to get an insight in the situation
- Notify the local law enforcement agency

INTRUDER PLAN:

All Staff and campers will wear colored wrist bands each day. All visitors to camp should be directed to headquarters to sign in. At any time should a person be spotted with your group who does not have the proper wristband, that person should be escorted to headquarters. If the person fails to comply with these procedures, the camp director and the program director should be notified immediately.

DAILY PROCEDURES:

Daily check-in 7:30 AM

All staff should sign in every morning at headquarters. Activity leaders are responsible for making sure their area is set up and prepared for the day. All staff should attend the opening ceremony and return to their program area at the conclusion of the opening ceremony.

Daily check-out 4:00 PM

Activity Leaders should make sure their areas are clean and supplies are stored properly before leaving. All staff should sign out before leaving and activity leaders should notify the camp director or program director if supplies are needed or missing.

UPON ARRIVING AT CAMP ON FIRST DAY

On the first day of camp, please arrive by 7:15 AM. Park in the designated area on the enclosed map and then proceed to headquarters for check in. Once you are checked in head to the trailer to help unload program stations and set up camp.

WHAT TO BRING TO CAMP

You should arrive to camp with the following items each day:

- Water Bottle with your name on it
- Rain gear
- Sunscreen
- Money for the trading post
- Backpack to carry your items
- Packed lunch with your name on it

MAKE SURE YOUR NAME IS ON EVERYTHING THAT YOU BRING TO CAMP WITH YOU!!

TRADING POST

The trading post will offer snack items and drinks for \$1 or less.

