

4.6 Recreation Coordinators Orientation

PURCHASING: For field trips this summer you will most likely be using 3 different methods of payment, depending on the facility.

- Purchase Order..... Except for the bus, most purchase orders will be used in conjunction with your p-card. Use your p-card for payment, but when reconciling it, you will enter the P.O. number.
- If a vendor does not accept Credit Cards (for example, the bus company) you will fill out a *Vendor Verification form* and have it signed by the vendor or bus driver and you will sign it as well. Make sure the correct amount of purchase is on the verification.
- P-Card: This is the preferred payment method for everything we do. If you have a p-card you will use that to make all purchases for supplies, pizza and for field trips. Remember that we are tax exempt and remember to keep your receipts. Receipts should be itemized. **DO NOT** give your p-card to a day camp leader or anyone else to use. It is your responsibility to have your p-card at work every day. Many people keep their cards in the safe at work if they don't want to carry it with them. Don't leave your card at home, just because you don't think you'll need it.
- Petty cash: You will rarely use petty cash. Usually the only purchases made with p.c are at vendors who won't accept p-cards. All purchases must be under \$100. We **DO** pay tax when using petty cash. Again, make sure you keep your receipt and that it is itemized. You are encouraged to utilize vendors who accept p-cards.

SUPERVISION ON TRIPS: While on field trips **YOU** will be in charge. You are in charge of 50 children and 4 counselors, so you must be on your toes.

- You and the counselors count the children before you get on the bus.
- Make a copy of the sign in sheet and carry it with you.
- You and a counselor count the children again, when you get on the bus.
- When you arrive at your destination make sure all the kids get off the bus, you would be surprised the number of kids that fall asleep on busses.
- Kids should always be with a counselor or in site of a counselor.
- Make sure that counselors are doing their job, by supervising kids. They should not be talking on cell phones, etc.
- Make sure kids are behaving appropriately while at the facility. You have the authority to cancel field trips, swimming, etc. if their behavior falls below what is expected as a group.
- When you get ready to leave the facility, make sure you have the same number of kids you started with (no more, no less). You do **NOT** want that phone call from a facility that says you left one of your kids.
- Count the kids as they get on the bus.
- Count the kids as they get off the bus.

- Double check the bus for sleepers, kids that are hiding and for forgotten items.

SUPERVISION AT YOUR SITE: Counselors should have kids actively supervised at all times.

- Enforce the Buddy System.....Make sure all kids coming in from outside to use the restroom, come in with a buddy. Kids younger than 8 years need to come in with someone who is older. If you see kids wandering around by themselves, physically take them to their counselor and remind them of their responsibilities to the kids. Even if your group is right outside, kids need to come in with a buddy.
- Make sure safety precautions are being followed. If you see something that the kids or counselors are doing that you think is unsafe, call them on it. You can always discuss it with your Park Manager.

SUPERVISION AT THE POOL

- You do not have to go to the pool and stay with the kids if you have a pool on site, unless asked to by the Park Manager. If you are not comfortable leaving the day camp leaders by themselves at the pool, then there is a problem.
- You should go down and check on the kids periodically to make sure that the counselors are actively supervising the children. They should be in suits, either sitting on the side of the pool or in the pool.
- Make sure that all children are counted before they go down to the pool and that they are again counted before they come back.
- Get to know the lifeguards. Ask them how the supervision of the kids is.
- Make sure that day camp leaders have put sunscreen on all the kids BEFORE going down to the pool.

ACTIVE INVOLVEMENT WITH KIDS

- Kids love it when staff gets involved in their games and activities. So get involved!
- When playing with the kids, use common sense. Remember they are kids, not adults that you are playing with. If game involves throwing balls at one another, use your non-dominate arm to throw with.
- Show good sportsmanship at all times. Kids will emulate what you do. If you act like a “fool”...they won't see anything wrong if they do too.
- Show enthusiasm for all sorts of activities. Even if crafts are not your favorite, go in and make something with the kids...stay involved.

MONEY & SNACKS:

- Find out how your manager handles kids spending money.
- If your camp provide snacks, make sure that you are providing fairly healthy options most days. Avoid sugar laden drinks.
- Find out your managers policies on using the vending machines
- Remember to check out allergies of campers and offer “safe” snacks to those campers with food allergies.
- There should be snack ideas in each theme box, so don’t be afraid to try these ideas.

THEMES & THEME BOXES

- You have each worked on a country’s theme box for summer camp and you have surely discovered that some countries have a lot more useable information and materials that could be put in each box.
- During camp or orientation....do NOT limit yourself to what is in each box. If you or your leaders have ideas that have not been included..go with it! Do others a favor and include information in the box when you have it so it can be passed on to others.
- Make sure during planning that the leaders are on the right track by including themed activities. Certainly not everything will relate to the theme, but there should be at least 1 activity per day that does...whether it be a guest artist/speaker, a craft, a game or even their snack.
- Decorate your day camp rooms with maps, posters, vocabulary sheets...whatever you have and can get, to get the kids involved. You might have a harder time with some of the old timers, that is when it is your job to get them to “buy into it”.

DAY CAMP LEADER ORIENTATION

- We will be having 2 days of group orientation this year. You will be asked to facilitate a segment of the day on Day #1.
- Day #2 will give camp leaders access to the various theme boxes and materials so that their planning can reflect this years themes. You may be asked to attend a portion of this day.
- Camp Orientation will begin Tuesday, May 29 and 30th at Reed.
- First Aid and CPR will be held on Friday, June 1 at WaterWorks.