

# VOLUNTEER COUNSELOR TRAINING CHECKLIST

*As the Dean for your camp, you are responsible for providing training for your volunteer staff. In order to protect both the liability of your staff and the welfare of the campers, it is crucial that the following items be reviewed with each of your staff prior to the beginning of camp. If a staff member arrives late following your review with your staff, be sure that each late arrival receives training for any items he/she may have missed. After reviewing the items with your staff, place a check at the appropriate item. Please return this completed Check List to the Site Director prior to registration.*

## **POLICIES AND PROCEDURES**

- \_\_\_ On Site Crisis Management Plan
- \_\_\_ Substance Abuse Policy and Procedures
- \_\_\_ Severe Weather Plan
- \_\_\_ Policy and Procedure for Reporting Suspected Child Abuse
- \_\_\_ Missing Person Procedures
- \_\_\_ Procedures for Early Release of a Camper
- \_\_\_ Counselor Practices That Help Maintain Social Safety
- \_\_\_ Discipline and Behavior Control at Camp
- \_\_\_ Camp Closing Procedure

## **STAFF ONLY TOPICS**

- \_\_\_ Expectations of staff (both responsibilities and behavior)
- \_\_\_ Facts about homesickness/strategies for handling homesickness
- \_\_\_ Review guidelines for staff taking breaks (No camper is to be unsupervised at any time)
- \_\_\_ Guidelines for staff socializing "after hours"
- \_\_\_ Staff curfew
- \_\_\_ Male-Female relationships of counselor to counselor, and counselor to camper
- \_\_\_ Policy for staff making phone calls (Campers are not to be using the phones)
- \_\_\_ Texting and communication by a cell phone is to be delayed until the crisis is resolved. Formal communication will be made through the Crisis Manager at the Site.
- \_\_\_ Need for counselors to monitor that each camper is taking showers each day
- \_\_\_ Need for counselors of elementary age campers to check daily for possible bed wetting
- \_\_\_ Procedure for handling difficult campers
- \_\_\_ Who the Designated Drivers are for your camp
- \_\_\_ Guidelines for staff leaving campus (Any staff leaving campus for any reason at any time of the day should notify the Dean in advance of his/her leaving.)
- \_\_\_ Comments from the nurse about health care - All injuries and illnesses are to be reported to the nurse; campers with unusual health problems needs to be communicated not only to the assigned counselor, but also to the entire staff

## **GUIDELINES FOR COMMUNITY LIVING**

- \_\_\_ Maintaining the cleanliness of cabins, bathhouses and the campus
- \_\_\_ Appropriate dress for staff and campers
- \_\_\_ No food in any cabins or lodges
- \_\_\_ Expected general behavior of staff and campers
- \_\_\_ Procedure for securing money brought to camp
- \_\_\_ Respecting boundaries of male and female cabins (Unless there is an emergency, no one of the opposite sex should at any time enter someone else's cabin, including counselors)
- \_\_\_ Review expected dining room manners for staff and campers

**PROGRAM DETAILS**

- \_\_\_ Review procedures for registration
- \_\_\_ Review cabin assignments, and assignments of Family Units
- \_\_\_ Review your Daily Schedule
- \_\_\_ Review theme and Bible study details
- \_\_\_ Plans for rainy day programs
- \_\_\_ Plans for evening recreation

**MISCELLANEOUS TOPICS**

- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_
- \_\_\_

I acknowledge that prior to the beginning of camp, I have reviewed each of the items checked above with each of my volunteer staff, either collectively or individually.

\_\_\_\_\_  
Signature of Dean

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Date