



## **STAFF RESPONSIBILITIES**

**Atlantic Burn Camp (ABC) will uphold the highest standard of conduct and behavior for its staff of the Summer Camp for Burn Injured Youth. It is the philosophy of the Atlantic Burn Camp that all persons be respected regardless of age, gender, race or religious beliefs. In addition all staff and campers will be guaranteed a physically and mentally safe environment in which to work; play and learn. Please carefully read the following policies and documents**

### **YOU, AS ROLE MODEL**

**While a staff member of the Atlantic Burn Camp, staff will adjust their personal habits and actions to exemplify the goals, objectives and the philosophy of the camp. All staff members are expected to maintain a constant high level of job performance throughout the week. Further all staff is expected at all times to function in a professional manner in relation to the campers providing opportunities for campers to explore critically and express freely their own views and opinions. Each staff member will present an appearance that is respectful of and respectable to the campers, visitors and the community.**

**Staff members must and should appreciate the importance of the example they set for campers through their own dress, cleanliness, living habits and behavior. To do this, we feel that staff should get sufficient rest and stay healthy. You must be fully aware that your actions set an example for the campers to follow. All staff should take it upon themselves:**

- 1. To ensure the campers' safety by following all necessary safety precaution.**
- 2. To remain dignified by avoiding profane language.**
- 3. To not engage in excessive horseplay.**

**At all times there must be cognizance on the part of the staff member of the responsibility for the health, welfare and the total living experience of all the campers as well as those campers in his/her charge.**

## **CABIN LEADER'S RESPONSIBILITIES**

**All Cabin Leaders will be assigned two to three children for whom they are responsible. Cabin Leaders will then be paired with a "buddy" group (made up of another Cabin Leader and his/her children). These Cabin Leaders will help assist and supervise each other's campers as necessary. At no time should a Cabin Leader find him or her alone with a camper. Cabin Leaders will be responsible for the following involving their children:**

- 1. Ensuring that the children's' daily hygiene needs are being met.**
- 2. Ensuring that the proper precautions are being met regarding burn specific needs for the campers in their care.**
- 3. Directing the children to and supervising them during meals.**
- 4. Ensuring that the children are reporting to all activities and meals in a timely and safe manner.**
- 5. Ensuring their children have the appropriate equipment for the activity for which they are assigned (ex: swimming suit and towel for swimming)**
- 6. Participating and assisting their children in a manner, that is appropriate for their age and the activity.**
- 7. Incorporating child health care needs into the daily schedule as necessary (Ex: dressing changes; medications; etc.)**
- 8. Ensuring that the children are receiving adequate rest and "lights out" is being enforced.**
- 9. Ensuring that living quarters and children belongings are kept neat, clean and orderly.**

## **ACTIVITIES STAFF RESPONSIBILITIES**

**All activities staff will work closely with the Programming Staff. The activities staff is responsible for the planning, set-up, directing and clean up of all daily activities. Activities staff will meet every night after the final activity of the day to discuss the day's programming problems (if any), and report to the activity center after breakfast each morning to coordinate the day's schedule. Activity staff is responsible for the following involving the smooth running of the week's activities:**

- 1. Ensuring that the activity center is kept clean and neat.**
- 2. Ensuring that all supplies for each activity are set-up and ready before the planned activity.**

- 3. Ensuring that all activity areas are left clean and neat after each activity.**
- 4. Ensuring that all supplies be returned to the activity center.**
- 5. Ensuring that the activity begins and ends promptly, allowing for travel time between activities.**
- 6. Providing the staff with needed supplies for quiet time activities; And craft supplies for making cabin poster's, award's etc.**
- 7. Ensuring all machines, carts, motorbikes etc. have the keys remove when not in use.**
- 8. Ensuring that all arts and craft items are claimed and given to the Camper or given to the camper's cabin leader to pass on to the proper camper.**

## **PROGRAM STAFF RESPONSIBILITIES**

**Program staff is responsible for the daily operation and implementation of their program line. Two program lines are identified at camp: Youth Camp (ages 7-12) and Teen Challenge (ages13-17). Program staff is responsible for the following during camp:**

- 1. First line of resource to cabin leader.**
- 2. Ensuring that all campers are accounted for during scheduled activity.**
- 3. Arranging for camper activity schedule changes.**
- 4. Assigning staff participation during activities.**
- 5. Assigning staff coverage for Quiet Time and/or Night Watch.**
- 6. Arranging staff "Time Off".**
- 7. Working closely with the activities team to coordinate daily events.**

## **HEALTH CENTER STAFF RESPONSIBILITIES**

**The Health center staff is available to campers and camp staff. The center is staffed with nurses and medical personnel experienced in the needs of children who have been burned as well as basic and advanced first aid. Complete responsibilities are located in the Health Center policy manual.**

## **SUPPORT STAFF RESPONSIBILITIES**

**Support staff will be completing all of the “behind the scenes” activities. Any requests regarding support services should be given to the staff in sufficient time to provide the service. The support staff will also be responsible for security, and any emergency response that may be needed. This will include, but is not limited to bed checks, help with mealtime cleanup and “prowler” control. They are also responsible for cookouts, setup for activities, audiovisual needs, camp store and much more. A very important part of the support staff duties is to give the cabin leaders time off. The support staff works very hard, so please be patient, and cooperate with them fully.**

**I, the undersigned have read this Staff Responsibilities and fully understand and agree with its terms.**

**Date:** \_\_\_\_\_

**Participant:** \_\_\_\_\_  
**(Please Print)**

**Participant:** \_\_\_\_\_  
**(Signature)**