



YOUTH PROGRAMMING & SPECIALIZED RECREATION SERVICES INFORMATION

Important Youth Programming Rules & Regulations, Responsibilities, & Consequences

Rules & Regulations:

- Never hit a child, pick them up, or let them sit on your lap. Do not EVER put your hands on the children (**automatic termination**).
- Always be with your group and where you can see your entire group. Keep them safe and have fun. Volunteers should be spread out among the children. Children go nowhere without a counselor or volunteer. Always have a bathroom monitor.
- Never tell a child to “shut up”; use quiet signs. Make it fun to be quiet.
- Staff and volunteers must never inflict corporal punishment of any kind or use improper language to a child, parent or staff member.
- Treat the children equally and be consistent and fair to each child. Be positive and always think safety.
- Staff and volunteers must never engage in gossip concerning a child, a child’s family, or another staff member. Focus on the positive and teamwork.
- Always arrive on time (or early) with a smile, lots of energy, and a positive attitude each day.
- Be a good role model in terms of behavior, appearance, and treatment of others. (see Dress Code)
- Problems or grievances should be taken up with the director rather than discussing them with other staff or volunteers. The director is there to make your day run as smoothly as possible. Be professional, and work as a team, being supportive of the director.
- No alcohol, drugs, or smoking. Be a good role model for the children and volunteers.
- No fast food permitted during work hours, demonstrate healthy eating habits. At school sites, the teachers’ lounge is off limits to everyone. Staff and volunteers may only eat when children eat during program hours.
- Always leave the facility clean and locked when closing each day. Remember to keep the equipment and storage closets clean and organized.

- Staff or volunteers should never buy or sell anything to or from a camper nor loan money to a camper.
- Visitors & Personal Phone Calls: Please remind friends, staff and volunteers who are not working, “visitors” are not allowed at our programs during operational hours. Visitors will need to be addressed by the director if the staff or volunteer they are visiting does not inform the visitor of this policy. Personal phone calls are not permitted during work hours. No personal phone calls unless it is an emergency. The phone on site is for business use only. **Volunteers are not allowed to have cell phones at Youth Programming Division programs.**
- Please let the director know what hours you are available to volunteer at least a week in advance.

Dress Code

- If you have been provided a Volunteer Shirt, please wear it. At certain events you may be asked to wear khakis as well to be uniform with other staff. Be professional and ready to play!
 - Do not physically alter your shirts. (i.e. with markers, dye, or scissors)
 - Please be aware of your actions and representation of the department if wearing your shirt after work hours in public and/or on social media.
- Please make sure you are coming to your site dressed appropriately. Wear clothes you do not mind getting dirt, paint, etc. on each day.
- Shorts and shirts should not be revealing in any way. Shorts should be fingertip length.
- If wearing yoga pants or leggings, bottoms must be covered by a shirt, etc.
- Undergarments should never be exposed.
- **Low cut shirts exposing cleavage are not allowed.** Please wear crew cut shirts only.
- **Tennis shoes should be worn every day.** Boots, Sanuks, Chacos, sandals, slides, Sperrys, and flip flips are not allowed to be worn while working with children in our programs.
 - Exceptions: flip flops at the pool or wearing boots in wet conditions such as lake and stream activities

Volunteer Responsibilities:

- Help watch children and keep them safe
- Help clean up (wash tables, sweep, take out trash, etc.)
- Be nice to the kids and each other
- No horse playing
- LISTEN to the counselors, bus drivers, and directors
- Make sure you are spread out (not together talking, etc.)

- Do not EVER put your hands on the kids (automatic termination)
- Do not talk back or be rude or disrespectful to anyone. Be a positive role model!
- Help counselors by getting equipment and putting it up when done
- Do not talk about inappropriate topics at camp or about other campers, volunteers, or staff
- Take the children to the bathroom, etc. (follow bathroom policies)
- Respect each other and others around you
- Volunteers are not allowed to put kids in time out or handle discipline
- Must attend staff meetings and participate in training sessions when requested
- Arrive at your site on time and in the event of illness or family emergency, call the site director as much in advance as possible. Let your director AND counselors know your vacation dates.
- Come dressed appropriately each day

Consequences:

- 1st offense – a verbal warning and conference with parents
- 2nd offense – suspension for 1 week
- 3rd offense – termination

Keep the children excited about coming to our youth programs each day. Always be polite, professional, positive, and helpful. Have fun and work as a team to keep the program running smooth and safe!

Youth Programming Division
Important Rules & Regulations, Responsibilities, & Consequences for Volunteers
ACKNOWLEDGEMENT OF RECEIPT

By signing below, I verify that I have received a copy of the IMPORTANT RULES & REGULATIONS, RESPONSIBILITIES, & CONSEQUENCES FOR VOLUNTEERS and reviewed the information.

I understand and agree to the policies and procedures therein and accept the volunteer position.

Volunteer Name

Signature of Volunteer

Date

Signature of Parent/Guardian if Volunteer under 18 yrs.

Date

Signature of Staff Supervisor

Date

**Parent/Guardians of Summer Day Camp, Summer Specialty Camp, & Afterschool Volunteers under 18 years of age will need to also complete the program's Registration Form.*