

**Connecticut Audubon Society
Coastal Center at Milford Point**

**Summer Camp Volunteer
Guidelines and Procedures**

Thanks for joining us to help with our Summer Camp.

The goal of the guidelines and procedures is to provide a healthy and safe environment for everyone during our summer camp programs.

SUMMER PROGRAM VOLUNTEERS:

Counselors in Training (15-22 years of age)

Must provide their own daily transportation to and from their volunteer location:

Coastal Center at Milford Point, 1 Milford Point Road, Milford, CT

Will agree to volunteer on a set schedule

Camp day runs: Monday through Friday: 9 a.m. – 3:30 p.m.

with the exception of the weeks of June 19th and July 4th. Check the camp brochure for these week's schedule.

If you cannot come to camp:

If you cannot be at camp for any day you are scheduled for, you must notify your teacher or the Summer Registrar (Louise Crocco) (203-878-7440 Ext. 502) in advance. The Center's voice mail system works 24 hours a day. Late night or early morning calls will not disturb anyone!

Will arrive on time— Camp day runs: Monday through Friday: 9 a.m. – 3:30 p.m.

Will depart after you have notified your teacher you are leaving.

Summer camp staff is not responsible for supervising volunteers before the camp day starts at 9 a.m. OR after the camp day ends at 3:30 p.m. All volunteers should depart promptly at the end of their volunteer shift.

Must come to work appropriately dressed—Sneakers, or hiking boots for activities around the building; water shoes, closed-toed water sandals, rubber boots for beach and marsh explorations. Shorts or long pants, tee shirts, hat, and sun shirt for the beach. Shirts should not have inappropriate logos or images.

Please NO: flip-flops or open-toed shoes of any kind, short-shorts, mini-skirts, spaghetti straps, strapless tops, tube tops, crop tops or any exposed undergarments.

Shirts must be worn at all times.

Sunblock/insect repellent: Volunteers should bring their own and should be applied as needed. These should be kept in your bag/backpack and may not be shared with campers. Volunteers are not permitted to apply either of these items to campers.

Will NOT come to work under the influence of or in possession of alcohol, tobacco products, any illegal substances, or anything that may be construed as a weapon or a drug.

WILL notify the Summer Camp Registrar in writing of any prescription or over-the-counter medications that must be taken during the time you are here. Medications may not be kept in the classroom unless they are needed for life threatening conditions. Your teacher must also be notified of any medications in the classroom. All medications coming to camp must be accompanied by a completed Authorization to Administer Medication Form. Forms must say Youth Camp Personnel at the top and can be found on our website.

Will provide a current (within the last 3 years) Health Assessment Record.

Will not use any offensive or inappropriate language or physical behaviors with any summer camp staff, campers, other CAS staff and volunteers or the public.

Will NOT use their cell phone during camp time!

Cell phones should remain in your backpack or may be secured in the office.

Will not use cell phones (or any cameras) to take photographs or videos of campers or camp activities. Will not post photos or comments about camp on social media.

Will not discipline children. Discipline is the responsibility of the teachers and education staff.

Please do not discuss the behavior of any child with anyone (parents, other parents, CAS staff/volunteers, your friends, family, or the public. Information will only be given out by the teacher or the Summer Camp Director. You will not post any comments about camper behavior on social media.

Will follow the instructions given by staff and teachers

You are here to help the teachers. You are their assistant!

Follow directions completely and agreeably. If you do not understand the directions, please ask for clarification. If you do not know where something is, please ask!

You are expected to follow the directions of your teacher. The types of assistance may include but is not limited to the following:

Help campers complete their crafts and hands-on science activities.

Prepare the materials for crafts

Participate in nature walks and outdoor activities

Read stories, do puzzles, play games, etc. with the children during free time/choice time.

Wash any brushes, art supplies and return them to your room

Wash and clean any materials and/or equipment used during science experiments—and return to your room.

Assist with room set up as needed

General clean up

Sweep the room every day

Return any books, games, etc. to their proper places!

Wash (outside) and return to their proper places any buckets, nets, bowls, etc.

ANIMALS

You will not handle any of the Center's education animals.

Campers are not permitted to handle/hold any education animals.

You will not accept any animals from the public. We do not hold a Wildlife Rehabilitators license and cannot accept injured or orphaned animals from the public. Please refer any questions to the receptionist on duty or to Louise Crocco, our office manager.

SNACKS, LUNCH, WATER BOTTLE

Bring a refillable water bottle to camp daily.

Bring your own snack & lunch to camp. There is no food available at the Center.

Do NOT bring any snacks or lunches containing peanut/tree nut products

Never share food with campers.

FIRST AID

You will help the teacher remember to take the first aid backpack whenever your group leaves the building.

You will know where the Reception Desk telephone is located.

The emergency number is 911. Emergency numbers and our address are located by the office telephones.

Do NOT do any first aid treatments—get a teacher or staff member.

Do NOT clean up after any first aid emergencies.

Do NOT touch any blood, vomit or other bodily fluids or items containing these fluids.

You will help to keep children away from these items and help keep them calm.

EMERGENCIES

Follow directions of your summer camp teachers.

Know where the Reception Desk telephone and Louise's desk are located in the office.

Emergency phone numbers and our address are located by the office telephones and posted in each camp classroom.

VOLUNTEERS ARE EXPECTED TO:

Avoid verbal or physical abuse of children and adults

Be fair and accepting of all others

Work to the best of your ability

Do all activities safely

Be kind, considerate, helpful and respectful towards everyone

Respect property/work of others—children, teachers, Connecticut Audubon, etc.

Respect the plants and animals of The Coastal Center

Cooperate with your teacher

Be truthful at all times

YOU HAVE THE RIGHT TO:

Consideration

Politeness from everyone--adults and children alike
 Support from staff and teachers
 Clear directions—ask for clarification if you have questions
 Freedom to make mistakes without teasing, putdowns, or ridicule
 Ask questions and seek help from staff and teachers
 Be treated with dignity and respect from everyone

If you have concerns please do not hesitate to contact the Summer Camp Director or Louise Crocco, office manager.

UNDERSTAND THAT THE FOLLOWING ARE GROUNDS FOR DISMISSAL:

Failure to follow the policies and procedures as stated above.
 Inability to work well with others (volunteers, children, teachers and staff, etc.)
 Habitual tardiness or absenteeism.
 Being under the influence of or in possession of alcohol, tobacco products, illegal substances or anything that may be construed as a weapon or a drug.
 Any behavior or situation, which endangers or is detrimental to the children, staff, teachers, public or animals.
 Verbal or physical abuse of any person or animal.
 Inappropriate attitudes, comments, language, or attire.
 Persistent and/or inappropriate cell phone use during camp time or posting of comments and photos of summer camp staff and campers on social media.

How to sign up:

- Read the information in this Volunteer Guidelines and Procedures Packet and complete the **Parental Consent and Volunteer Acknowledgement** form at the end. Parent/Guardian must sign the form if volunteer is under age 18.
- Complete **the Registration Form & Waiver**—Waivers need to be signed by parent/guardian for volunteers under age 18.
- Select the week or weeks and time you would like to volunteer
- **Submit a Health Assessment Record**—the date of your last assessment must be within three years of the date you are volunteering. You may use one submitted to school. Blank copies available on the Coastal Center’s website:
 - www.ctaudubon.org/coastal-center-summer-camp/
- All medications coming to camp must be accompanied by the Authorization to Administer Medication Form—which is available on the Coastal Center’s website:
 - www.ctaudubon.org/coastal-center-summer-camp/
- We must have all forms before you can volunteer:
 - Volunteer Guidelines and Procedures Form
 - Summer Camp Volunteer Registration Form
 - Health Assessment Record
- Return completed forms to The Connecticut Audubon Society Coastal Center

**A limited number of volunteer spots are available each week.
 Volunteers are accepted on an as received and as needed basis.**

We cannot guarantee we will be able to accommodate all requests for weeks & times.

Coastal Center Staff

Summer Camp Director, 203-878-7440

Louise Crocco, Summer Camp Registrar, 203-878-7440 Ext. 502

Matthew Joyce, Coastal Center Manager, 203-878-7440 Ext. 101

PARENT CONSENT AND VOUNTEER ACKNOWLDEGEMENT FORM IS ON THE NEXT PAGE.



Connecticut Audubon Society
Coastal Center at Milford Point

Summer Camp Volunteer
Parental Consent and Volunteer Acknowledgement

Please read and complete before signing

I, _____ as legal guardian of _____,
do permit this youth’s participation in the Connecticut Audubon Society Coastal Center’s Summer
Camp. I attest and verify that I have been sufficiently informed of the risks involved with the
youth’s participation in the program and hereby release Connecticut Audubon Society, its officers,
agents, sponsors, representatives, assigns and volunteers from any and all liability for loss,
damage, or injury to any person or property which I may have or may be incurred through
participation in the Summer Camp Volunteer program. I have read and understand the
information included in the Summer Camp Volunteer information packet.

I, _____, have read, understand and
Child’s name
agree to follow the policies and procedures in the Summer Camp Volunteer packet.

Participant Signature Date

Parent/Legal Guardian Signature Date

Return to:
Connecticut Audubon Coastal Center
1 Milford Point Road
Milford, CT 06460
203-878-7440