RESOURCE 31: Training Checklist for 4-H Camp Volunteer Staff

Training Checklist for 4-H Camp Volunteer Staff

The following checklist provides the minimum training guidelines for all 4-H camp volunteer staff. All topics must be covered prior to the 4-H camping event. Each volunteer must have 24 hours of training prior to service. You may choose to add additional topics based upon the needs of your volunteer staff, the nature of the 4-H youth who will be served by your camp, and the types of programs/activities that will be provided during your camp.

☐ **Purpose and value of 4-H camping**
  - Goals for the Virginia 4-H camping program
  - How 4-H camping develops life skills in youth
  - How 4-H camping provides positive youth development

☐ **Purpose and value of training**
  - Importance of training to prepare volunteer staff to serve at 4-H camp
  - Expectations for training (24+ hours of training prior to camp)
  - Opportunities for training at the unit level, 4-H center level, etc.

☐ **Job descriptions for 4-H camp volunteer staff**
  - Provide written job description to all volunteers (CITs, teen counselors, adult volunteers)
  - Review job descriptions and give volunteer opportunity to ask questions and seek clarity
  - Have each volunteer to sign his/her job description

☐ **Roles and expectations of 4-H camp volunteer staff**
  - Define the different volunteer roles that are used in camp
  - Identify the performance expectations for each role
  - Review the Virginia 4-H Standardized Code of Conduct and other camp-related behavioral expectations

☐ **Other roles and related expectations**
  - Define other roles related to 4-H camp (i.e., unit staff assisting with 4-H camp, 4-H Center Director, 4-H Center Program Director, 4-H center summer 4-H camp staff, 4-H center volunteers, etc.)

☐ **General personnel policies explained to each volunteer staff member**
  - Time off, leaving camp, use of 4-H center property, sexual harassment, personal conduct

☐ **Accountability and “chain of command” at 4-H camp**

☐ **Expectations for youth supervision**
  - Identify and discuss when, where, and how campers should be supervised during daytime and nighttime hours
  - Specific expectations for lodge/cabin supervision during nighttime and daytime hours
  - Discuss specifics of supervision during classes, special events, evening programs, etc.
  - Identify and discuss times of day when supervision is most critical (i.e., during rest periods, between classes, after lights out, etc.)
- Limits of authority with and consequences of going beyond these limits
- Understanding and working with campers
  - Basic needs of youth/Developmental characteristics of youth
  - Managing youth behavior at camp
  - Managing homesickness at camp
  - Importance of POSITIVE Role Modeling
- Child maltreatment (Abuse)
  - Define “child maltreatment” and identify types of maltreatment
  - Identify the indicators of child abuse
  - Discuss how volunteers should respond to allegations and/or suspicions of child abuse
  - Role of the volunteer in the reporting process
- Health and safety orientation
  - Risk management (Negligence/liability/duty of care)
  - Above Suspicion Policy and one-on-one situations
  - Basic first aid/Safety orientation
  - 4-H camp medical policies and procedures and who responds to different medical situations
  - 4-H camp emergency policies and procedures (What do you do in an emergency?)
  - Blood-borne pathogens/universal precautions*
  - Procedures for the collection and administration of medication
  - Identification of special needs youth/procedures for addressing special needs
- Sexual harassment towards staff, volunteers, and campers
  - Define sexual harassment and identify types of sexual harassment
  - Identify what is appropriate and what is inappropriate in a 4-H camp setting
  - Discuss how volunteer staff should respond if they experience sexual harassment
- Sensitive issues policy
  - Define “sensitive issues” (e.g., dating, sex, tattoos, ghosts/occult, religion, etc.)
  - How sensitive issues arise in a 4-H camp setting and how to respond appropriately
- Diversity and inclusion
  - Camp is available to all youth
  - How to accept, respect, and respond to multi-cultural diversity in camp
  - Expectations for volunteer staff to provide an inclusive environment
- **Performance evaluation for 4-H camp volunteer staff**
  - Expectations for performance and how performance will be evaluated
  - Consequences of poor performance

- **4-H center policies and procedures**
  - Refer to your 4-H center-specific appendix

- **Role-play common 4-H camp situations**

  *NOTE: In the event that the 4-H camp is conducted at a place other than a 4-H educational center (e.g., unit-based 4-H camp), common sense is the best practice. The basic guidelines established by your respective 4-H center serve as a common sense approach to follow and it is recommended that units follow their respective 4-H center guidelines for non-4-H center camps.*