

Junior Leader Manual

SYLVAN



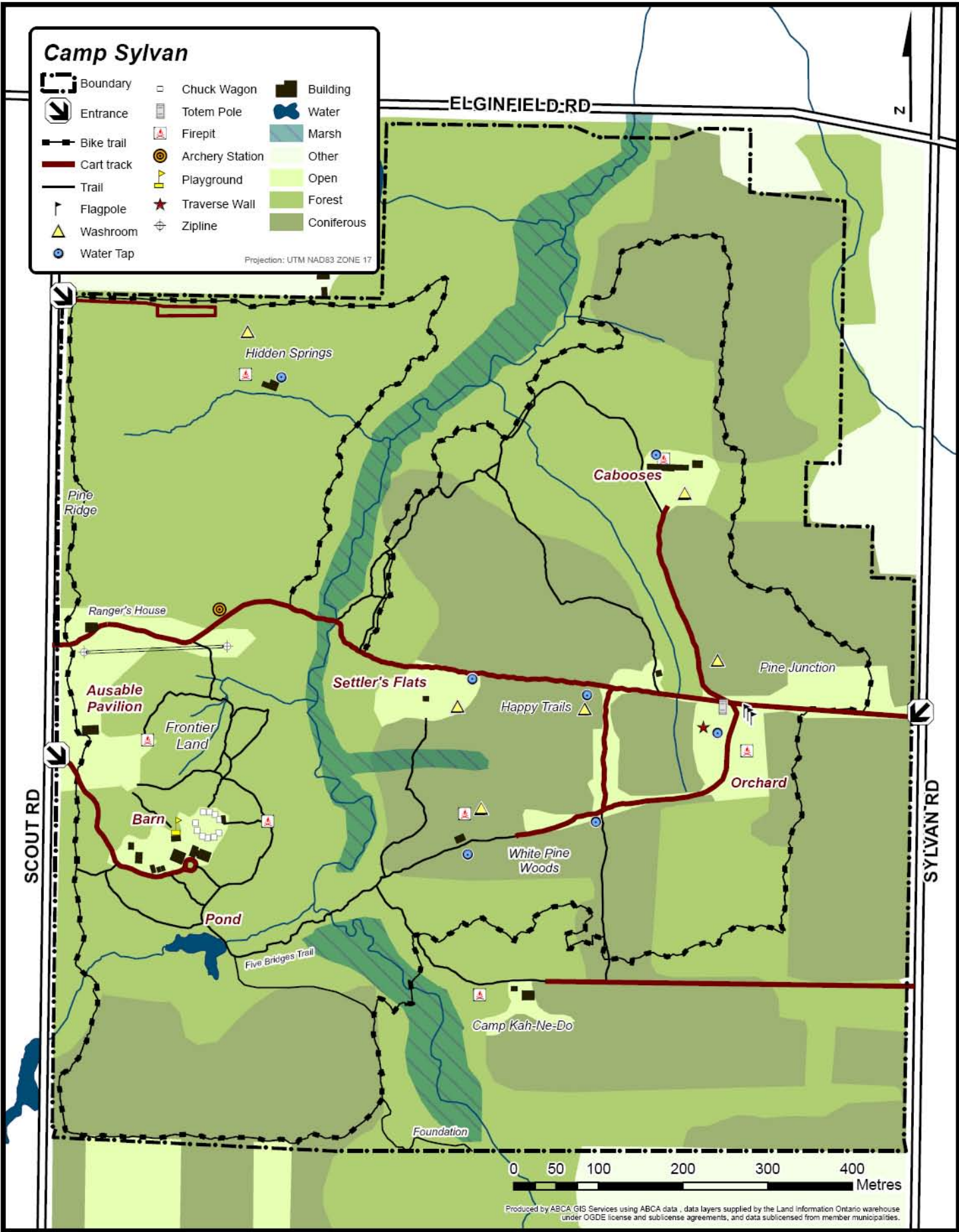
CONSERVATION
PROGRAM

Dates attending Camp Sylvan

Group Leader and Contact Information



A Program of the Ausable Bayfield Conservation Authority



Welcome to the Junior Leader Program

The Camp Sylvan Conservation Program is run by Education Staff of the Ausable Bayfield Conservation Authority. They are responsible for facilitating a unique learning experience for students. Your job is to help the program run smoothly.

What's in it for me?

We understand that your time is valuable! Being a Junior Leader is more than just spending 1½ or 2 ½ days away from school with youth in a rustic setting. Through this experience you will:

- have fun
- get outdoors
- learn and practice skills that will help make you a good leader
- learn about the natural environment
- learn how to reduce your impact on the environment
- share your skills/experiences
- explore a career
- build your resume
- receive up to 20 volunteer hours
- receive a letter of reference toward job or educational opportunities (*when earned*)



DUTIES

OVERALL SUMMARY OF RESPONSIBILITIES

- Help set up and clean up programs.
- Help set up and clean up meals.
- Help with student management.

DETAILED RESPONSIBILITIES

Before Group Arrives:

- Help with set up of camp, including set up of Frontier House with the right number of chairs and tables and Teaching Barn with program and administrative supplies.

When Group Arrives:

- Help unload the bus.
- Help any students who may have over-packed.
- Stay at the back of the line to make sure everyone and everything gets to Frontierland.
- Students will be instructed to unpack toiletries into laundry baskets for the washrooms. Give them large ziplock bags and markers to help them keep their items together.
- If students bring banned items (junk food, video games, etc.), collect these items for storage in Frontier House for the duration of their stay.

During Programs:

- Help with the distribution of materials to students.
- Help with the collection of materials after a program.

Adventure Orienteering:

- Put up symbols for Scatter Game around Frontierland.
- Help with handing out compasses, clipboards, maps and other materials.
- Head out to the cabooses with the radio, clipboard, pencil and sign in sheet. Sign in students as they come to you. Help them with any questions or problems they are having. Stay at the cabooses until all the students have gone by – then follow the last group back.

Go Wild Survival:

- Help with handing out pinnies, goggles, and life tags to the students.
- Play a role in the game as either Rabies or Natural Disaster.

Campfire:

- Make and light fire 15-20 minutes before the scheduled campfire.
- Make sure there is enough wood for the duration of the campfire.
- Bring a bucket of water with you to campfire.
- Participate in the skits, songs, and stories.

Swamp Tromp:

- Help size and distribute rubber boots to students prior to the program.
- At the water, help the kids to identify aquatic life (sheets and books are provided).
- Keep an eye on inappropriate behaviour and students themselves when around the water.

Log Books/Journals:

- Help students who have questions.

During Free Time:

- Feel free to play a game of tetherball, basketball or something else with the students.

Meals:

- Help students set tables 15 minutes before meals
- During the meal, help the cook distribute food to the students.
- Instruct students on how to clean up after meals and supervise to ensure that the job is done properly. This task includes washing dishes and sweeping/mopping floors.

Evening Snack:

- After dinner, ask the cook what is planned for snack. Set up for it as directed by the cook.
- Serve snack.
- Help students with clean up.

While Groups Depart:

- Help students move their supplies from Frontierland to the bus.

After Groups Depart:

- Collect any program materials still left out.
- Move program materials and other equipment to storage cabin.
- Ensure that buildings are clean and everything is put away.

Other duties as assigned by the Group Leader

STUDENT MANAGEMENT

There are basic principles that must be remembered when disciplining. How you handle each situation will depend on the student, but the principles remain the same.

1. Proper discipline **prevents** serious problems.
2. The students must know the limits.
3. Your voice and manner are important.
 - a. Be consistent! Think before you speak and stick to what you say.
4. Please refer the situation to the ABCA Educator or the teacher for appropriate measures.

The following are some of the problems you might encounter at Camp Sylvan:

Attention Seekers

- Give student attention in a positive way (give them a job to do)
- Ignore the negative behaviour

Unmotivated

- Help them to see the value in the activity
- Provide alternative plans

Shy or Timid

- Encourage them
- Help build their confidence

Hyper

- Give them low key responsibilities
- Encourage participation in high energy activities

Cliques

- Divide students for activities
- Challenge students to meet new friends

JUNIOR LEADER CHALLENGE

This year we are asking Junior Leaders to consider bringing an activity that you can run for the students over the course of the camp.

Guidelines:

1. You may work with another Junior Leader on the activity.
2. The activity can be a game, but could also involve art, music, literature or some other medium.
3. The activity should be 20 to 30 minutes in length.
4. It can be environmentally themed, group dynamics based, or cover an outdoor recreational concept.
5. You will be expected to provide any items that we do not have at Camp Sylvan (i.e. musical instruments). Call well in advance to see if we will be able to supply the items you require.
6. Talk to your group leader to find out if your activity is appropriate or if you have any questions.

RULES / REMINDERS

- You are responsible for your own transportation to and from Camp Sylvan. With enough notice, we may be able to give you a ride.
 - Please arrive at Camp Sylvan 1.5 hours before the school group is scheduled to arrive. (Generally, this will be between 8 and 9 AM). You will be provided with the schedule that pertains to your group.
 - The phone number at ABCA is 519-235-2610. You will be provided with the cell phone number of the ABCA Education Staff who will be leading the group you are assigned to.
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- ❖ **Alcohol, drugs, and cigarettes are NOT permitted at Camp Sylvan.**
 - ❖ Bringing **Electronic Devices** to Camp Sylvan is okay but keep in mind this is an outdoor camp which encourages students to interact and learn about the environment and a time to get away from electronic devices. Please do not use your electronic devices in the presence of children and **set cell phones to silent** during your volunteer time at Camp Sylvan.
 - ❖ You are responsible for bringing your own lunch for the first day you are at Camp Sylvan. After that, all meals, snacks, and drinks will be provided for you. Utensils, plates, bowls, refrigerator, microwave, and toaster are available for you to use in the dining hall. **Please remember peanuts and peanut products are NOT allowed.**
 - ❖ You should pack a backpack with items that you might need during your session. **Be prepared for any type of weather.** Sandals or open-toed shoes are not appropriate footwear for the outdoors, but you may want to bring a pair for the shower. A list of things to pack for overnight sessions is found on Page 5.
 - ❖ **Be prompt and present at all activities.**
 - ❖ **Be enthusiastic and a positive example for the students.** You are an ambassador of your high school and the Ausable Bayfield Conservation Authority while you are at Camp Sylvan. Also you are a member of a team that makes Sylvan such a great education program
 - ❖ **Bring your school's volunteer hour sheet with you and the ABCA Education Staff can sign it before you leave.**

SUGGESTED OVERNIGHT CLOTHING & EQUIPMENT CHECKLIST

CLOTHING

- 2-3 pairs of jeans or long pants
- 1-2 long sleeved shirt
- 2-3 t-shirts
- 3-4 pairs of socks
- 1-2 sweaters (fleece pullover, heavy sweatshirt)
- 1 pair of warm pyjamas
- 1 pair of comfortable shoes/hiking boots
- 1 pair running shoes
- 1 pair rubber boots
- 1 windbreaker or lightweight jacket
- Rain gear
- Mittens, gloves, hat or cap
- Shorts



PERSONAL ITEMS

- Toothbrush
- Toothpaste
- Washcloth
- Towel
- Soap
- Brush/comb
- Sleeping bag
- Flashlight
- Kleenex
- Sun screen
- Pillow



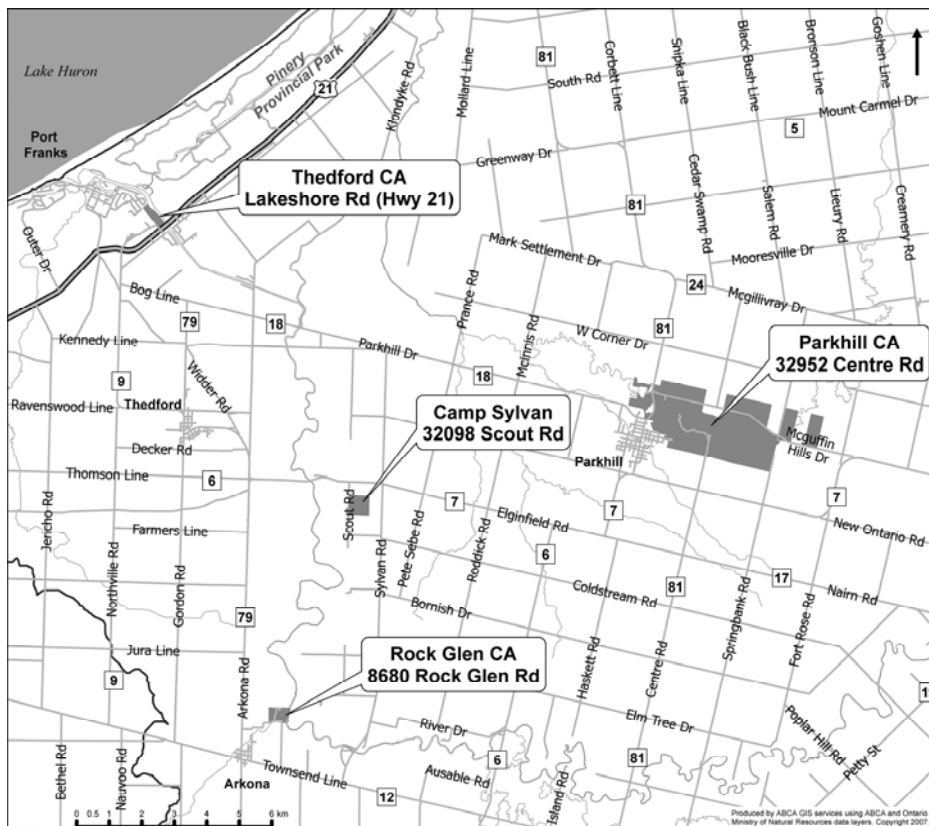
OPTIONAL / RECOMMENDED

- Camera, binoculars, etc.
- Alarm clock
- Wrist watch
- Water bottle
- Food (if providing your own)
- Homework
- Books
- Games



Things to do before heading to Camp Sylvan

1. Please ensure you have written permission from your teachers or your principal prior to attending camp. Feel free to bring along any homework or reading, which can be done in your free time.
2. Make any necessary arrangements with work, sports, and family responsibilities.
3. Arrange for your ride to and from Camp Sylvan. It is your responsibility but with enough notice we may be able to provide transportation.
4. Read, sign, and return the VOLUNTEER WORKER AGREEMENT/RELEASE and WAIVER.
5. Read this manual and be ready to help where needed.



Ausable Bayfield Conservation Authority

519-235-2610

mprout@abca.on.ca

THANK YOU for volunteering your time as a
Junior Leader at Camp Sylvan!