

give a staff package before arrival

Give a staff name tag or T-shirt

stay in staff cabin

Meet with camp Director

eat at staff table.

Attend staff meetings and briefings

Schedule time-off with other staff

Invite to staff reunions

celebrate friendships

Recognize accomplishments

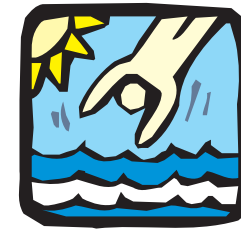
arrive at camp when staff arrive at camp  
when you arrive at camp

Help lead a song at campfire

Abridged from FABULOUS WAYS TO INCLUDE CO-WORKERS AS STAFF (S.J.  
G. Neid CSW/BA '99; J.O. Reid BA '84)



# Project Rainbow



## Co-Worker handbook



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## Work Roles

All campers eventually grow up, but the memories of camp last a lifetime. Many “grown up campers” will choose to return to camp each year as a staff member to reunite with old friends and enjoy the activities and communal living that camp offers. Returning to camp in a work role provides ongoing opportunities for skill development, social interactions and personal growth.

Campers with disabilities, like most campers, want to return to camp as part of the staff team. With 1:1 support, an individual with a disability can return to camp in a work role and make the natural transition from camper to camp staff.

There are many benefits to hosting an adult with support:

- ★ Individuals grow and develop in a valued setting.
- ★ learn new skills in a supportive environment.
- ★ provides meaningful experiences with peers.
- ★ promotes awareness, diversity and acceptance at camp
- ★ provides healthy respite for families and caregivers.
- ★ extends the interpersonal socialization experience beyond the camper years.
- ★ everyone benefits
- ★ enriches the camp leadership experience as staff experience new programs/vocational aspects with older youth and adults



## Choosing the right job

It is important to assign a volunteer, tasks that match their skills and interests. Volunteers are at camp to make a valuable contribution to camp life and increase their own self-confidence by utilizing and building their skills. Choosing a job that matches their skills will ensure that they are capable and can develop a sense of pride from their work. A volunteer's profile will provide many work roles that will be appropriate for them to take on. Read it carefully and follow the suggestions.

New jobs should be low stress. When trying a work role for the first time, the volunteer should be given adequate instruction and support to successfully complete it. Allow plenty of time to complete the task. If the task is one that will cause stress if not completed on time, then you may want to choose another job. Avoid putting too much pressure on the volunteer.

A volunteer may be take on a leadership role at camp. It's important if they're helping campers or leading activities that they are well prepared for their role. Assign leadership positions that are appropriate and will be a success. If the volunteer enjoys and is good at a particular camp activity i.e. drama, canoeing, then these would be great activities for them to lead. Plan lot's of preparation time to go over their role with them and make sure they are comfortable and ready for it.



Be sure to read the Counsellor Handbook as well. It contains valuable information to help you do a great job.



Volunteers are at camp to complement the staff team and enhance the camp atmosphere by helping out. A volunteer should not be under pressure to perform and should not be a replacement for a trained staff member.

# Volunteer Jobs at Camp

## Arts & Crafts

- ★ Setting up supplies
- ★ Cleaning up craft area
- ★ Preparing paints, clay, dyes, wax etc.
- ★ Organizing and maintaining supply shelves
- ★ Assisting with props for special events and theme days
- ★ Helping children complete their crafts
- ★ Refilling glue and paint containers



## HANDS in the Garden

- ★ Planting and maintaining gardens plots at camp
- ★ Making window boxes, hanging baskets, flower pots
- ★ Creating vegetable and herb gardens
- ★ Maintain herbs and vegetables, consult with kitchen staff and provide fresh ingredients
- ★ Collecting rocks for rock gardens and pathways



Gardening is a great activity! It provides an opportunity to enjoy nature and get some exercise. For more great gardening tips check out "The Able Gardener" by Kathleen Yeomans, R.N. Ask a Reach for the Rainbow Coordinator for a copy if your camp doesn't have one.

## Health Centre

- ★ Restocking supplies
- ★ Making and stripping beds
- ★ Delivering supplies
- ★ Pouring juice/ water
- ★ Collecting and washing cups



## Kitchen

- ★ Condiment refilling
- ★ Re-stocking shelves
- ★ Dishwashing
- ★ Dish and cutlery sorting
- ★ Table setting
- ★ Unloading and stocking deliveries
- ★ Simple food preparation
- ★ Special staff snack and party organization
- ★ Compost creation and maintenance



Working as a team in the kitchen can be lots of fun, but remember that the kitchen can also be dangerous. Be a good role model and follow all kitchen safety rules when supporting a volunteer. Ask kitchen staff for help and instruction when you need it. Constant supervision of volunteers in the kitchen is a must to ensure they use kitchen equipment safely and properly.

## Maintenance

- ★ Cleaning washrooms
- ★ Digging holes
- ★ Laundry
- ★ Garbage collection
- ★ Painting
- ★ Window washing
- ★ Cleaning & tidying common areas i.e. Sweeping staff lounge, dinning hall



Remember to provide ongoing instruction and supervision to the volunteer doing maintenance work. Ensure proper and safe use of tools and chemicals. Remember also to dress the part. Maintenance work can be a rigorous and dirty job, so be sure that all involved in the project are wearing old clothes, aprons or coveralls and don't ruin any good clothing. Wear gloves and safety goggles as needed i.e. to protect skin from cleaning chemicals, if building, hammering, sawing or removing nails.

## Outtripping Centre

- ★ Washing dishes
- ★ Packing supplies for outgoing trips
- ★ Unpacking incoming trips
- ★ Airing out tents and bags
- ★ Checking equipment
- ★ Group checks



## Waterfront

- ★ Organizing and washing lifejacket
- ★ Lost and found collection
- ★ Cleaning paddle boats/ boards, kayaks canoes etc.
- ★ Putting away canoes and equipment
- ★ Associate lifeguarding



## Special Projects

- ★ DJ for dances and Radio station
- ★ Making Dog Biscuit/ Treats
- ★ Helping to plan special events and campfires
- ★ Special craft projects i.e. quilting, birdhouse making, flower pressing etc.
- ★ Creating achievement/ award certificates
- ★ Card making
- ★ Decorative painting
- ★ Making concrete stepping stones and pathways



## And More!

- ★ Helping with laundry
- ★ Stocking tuck shop shelves
- ★ Sorting tuck orders
- ★ Sorting and delivering mail
- ★ Cabin inspection
- ★ Newsletter production and delivery
- ★ Sport equipment maintenance



## Be Prepared

Planning is very important. When a volunteer with support arrives at camp, have a schedule ready for them. Spend some time going over the schedule with the volunteer and let them have some input on their schedule. Allow them to make some choices or changes where it is appropriate. Remember to include applicable staff in the planning process. For example, if you will be working in the kitchen, collaborate with kitchen staff to find helpful and productive roles for the individual. Begin following the schedule right away to set a tone. Not following it will send a message that it's not important, and neither is the work that's on it



## Setting Goals

Once you have spent some time choosing the right job and creating a schedule, it's time to get to work. Before diving into things, set some clear goals. Refer to the participant's profile for information around the individual's attention span and how long they can be expected to work. Keep the individual informed about how much they are expected to complete. Here are some example expectations:



- ★ Mopping the Dinning Hall "First we are going to mop this ½ of the dinning hall, then we'll get a drink and mop the other half".

Repeat goals and expectations as many times as needed so that the individual catches on. Some big projects will need to be broken down into daily tasks leading to the finished goal at the end of the camp session.

- ★ Painting the New Cabin "We will do 1 wall each day, then 1 day we will do the trim and the last day we will do the stairs".

# Sample Schedule

Please review the following schedule to help you and each volunteer you will be supporting plan for a productive and fun session. Remember to consider individual interests, skills and abilities for appropriate job roles and activity breaks as outlined in the profile.

## Jane's Daily Work Schedule

7:00am	Wake Up, Wash and Dress
7:30am	Assist with Breakfast Preparation
8:00am	Eat breakfast at Staff table
9:30am	Assist at Arts and Crafts area
11:30am	Clean up Arts and Crafts area
12:00pm	Eat lunch at Staff table
1:00pm	Free Time
2:30pm	Shower and freshen up
3:30pm	Assist with dinner preparation
5:30pm	Eat dinner at Staff Table
Evening	Assist with evening program
8:00pm	Rest/ Read in Cabin
9:00pm	Attend nightly staff meeting
10:00pm	Staff social or lights out if tired



## Don't Forget!

- ★ Post the daily work schedule e.g. A colourful poster at your bunks.
- ★ Always report all concerns or questions to your Camp Director or Designate throughout the session.
- ★ Have fun!



Encourage other staff to work with and involve your co-worker. This will give each of you a change of pace and new friends. But don't forget, you're responsible for their safety and supervision.

# Breaks and Free Time!

Remember to balance work and play. Camp provides opportunities to build skills and enjoy the great outdoors. Plan to have some breaks for resting and some where the volunteer is allowed to participate in some fun camp activities i.e. swimming, canoeing, archery. Build these into your daily schedule. They can sometimes be an incentive to finish a job and something to look forward to throughout the day.

Also make time for personal projects. During down time log accomplishments in a journal, make a souvenir necklace or craft, take photos and write a letter home. It is important to the participant and their parents to have something to remind them of camp.



Camp isn't all about work! Let's face it, we love going back to camp and reuniting with old friends each summer. Youth and adults with disabilities feel the same way. Remember to always include the work participant in all staff social opportunities. Always encourage the participant to take part in:

- ★ Evening off and day off outings
- ★ Staff socials
- ★ Staff appreciation snacks and parties
- ★ Free Swim
- ★ Camp wide games



If you are going to stay up late and socialise, consult the individual's profile to see if this is a good idea. Some people can have late nights and be fine, while others may find the next day a challenge if tired. Take a nap the next day during a break if needed.

# Have Fun and Stay Healthy!



If you're bored, chances are your co-worker is bored as well. Whistle while you work, sing songs or listen to music to keep everyone happy. Take a short refresher break, go for a quick walk or schedule something fun after work to look forward to. Be sure to do the following to stay motivated, healthy and beat the heat in the summer while working:

- ★ Wear a hat, sunglasses and sunscreen.
- ★ Rest in the shade as needed.
- ★ Drink lots of water and stay hydrated.
- ★ Do outdoor work in the morning and evening. Try to stay out of direct sun from 11am-2pm. This is the hottest time of the day.
- ★ Always ask for help when you need it

# What is Project Rainbow anyways?

You'll be seeing Project Rainbow staff regularly during Resource Visits throughout the summer. We'll be there to discuss progress, concerns and help out if needed. See you soon! Remember to ask your director to contact us immediately if you have:

- ★ Health or Medical concerns about the participant
- ★ Behavioural concerns that are not noted in the profile



# Supervision, Safety

Adults with 1:1 support need to be accounted for at all times. Adequate supervision means you are paying attention to, and at all times able to react to participants' actions. Safety around water, cars, machinery and fires is important.



- ★ Work closely with the individual you are supporting so you are accountable for their whereabouts at all times.
- ★ Stay in proximity of other staff when you are working or resting so assistance is always in reach.
- ★ Participate in the same activity as the volunteer to make supervision natural.
- ★ An adult may appear independent, but ongoing monitoring is a must.

# Personal Care

Looking clean and fresh is essential for campers with disabilities. A grungy shirt may look cool on you, but on someone with a disability it adds up the wrong way.

Always monitor all aspects of personal care:

meal portions	water consumption	medication
tooth brushing	hair brushing	clean face & hair
clean clothes	deodorant	toileting

Pull out your parenting skills because you need to start judging how much food and sleep is enough, how clean teeth are, and how regular toileting is. It's a health issue when the body is not cared for.

