



## **Summer 2019 Volunteer Handbook**

Welcome to Discovery Lab Summer Camp. We are happy to welcome you as part of our volunteer group. The main goal of our camp is to create a safe, nurturing and fun environment for each camper. We want our campers to feel good about learning and most of all to have FUN. You, as a volunteer, can add to this positive atmosphere through your actions and examples.

For those of you coming back we want to thank you and express our sincere gratitude for an excellent job you did last summer, we could not have done it without you. Welcome Back and we are looking forward to successful, productive and fun summer.

### **Introduction:**

The policy handbook was created to help our volunteer members get acquainted with procedures at Discovery Lab Summer Camp. Volunteers are expected to follow their schedule at all time. These procedures have been established to create an effective and organized camp.

### **Hours:**

Camp hours are 9:00 am to 3:00 pm. Volunteers **Must** be picked up on time. Volunteers are expected to complete the entire week session as our activities are ongoing and cannot be split. Once you start at the beginning of week you are expected to finish the activity as planned.

### **Mandatory Training Day:**

Volunteers are expected to attend the mandatory training date. Date will be provided once you are notified that you are selected as a volunteer.



**Lunch:**

Volunteers must bring a snack/light lunch and a water bottle each day to camp.

**\*Discovery Lab is a Peanut free camp\***

**Volunteer opportunity:**

Discovery Lab Summer Camp believes in equal opportunity. We do not discriminate on the basis of race, color, sex, age, or ethnic origin. Volunteering position is based on personal qualification and experience.

**Community Hours:**

Please let one of the directors know if we need to complete a community hour log for your school/university. We will provide an individual hour log form that must be sign in every day.

**Camp Directors:**

**Marilu Burgos**

**Monica Thomas**

**Smoking in the workplace:**

In order to provide a healthy, comfortable and safe work environment smoking is not permitted in and throughout the campgrounds.

**Telephone/Cell phones:**

Our phone is for business purposes only, although personal calls are permitted during volunteer lunchtime and breaks.

Please refrain from using your cell phone in front of campers.

**Activities:**

Volunteers are expected to interact and help campers in all the activities offered in camp.



**We encourage our volunteers to feel free to use their natural talent and creativity in the different activities we offer at camp.**

**Materials:**

Volunteers will help the teacher/counselor prepare the activities/experiments of the day either day before or the morning of the activity so that all counselors will have the materials available. The volunteers are also responsible for collecting materials from the campers at the end of the day. Please make sure to keep your area clean.

**Dress Code:**

The camp has an assigned uniform:  
Discovery Lab Camp T-shirt (mandatory)  
Walking length shorts (khaki or jean) or pants.  
Sneakers or closed shoes (no sandals)

All volunteers shall maintain a well-groomed appearance at all times. Parents, visitors and most importantly our Jr. scientists, observe staff members. You are representing our camp by your appearance and behavior.  
\* Discovery Lab T-shirts are not allowed to be worn outside the campgrounds. Camp uniform must be removed if planning to go out right after work.

**Language:**

All personnel and volunteers are expected to use appropriate language. Screaming to campers during activities is not acceptable and is a violation of the philosophy of our camp. Negative comments about campers will not be tolerated. If any incident might occur during the camp day; you must notify the camp director right away.

**Cleaning:**

All personnel are expected to clean after themselves with the help of the campers after every activity.



## **7 Volunteer Tips**

1. We encourage volunteers to get down on the floor with the campers and get involved with the activities.
2. When talking with the campers get down at their eye level.
3. Always praise and encourage the campers to complete the activities and have fun.
4. Never leave the campers alone.
5. If a camper misbehaves, ask the teacher what to do until you are familiar with how situations are handled.
6. Don't discuss the campers behavior or appearance in front of other people or other campers.
7. At the end of the day, meet briefly with the teacher to discuss how your day went.

Thank you for joining our volunteer group, we look forward to a very successful summer!

**Discovery Lab Directors**



## Volunteer Handbook Acceptance

**\*\*Please read volunteer handbook and return this page\*\***

**Volunteer Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Emergency Contact:**

**Who do we contact in case of emergency** \_\_\_\_\_

**Relation to volunteer** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Volunteer Signature:** \_\_\_\_\_

**Parent Signature if under 18:** \_\_\_\_\_

**How did you hear about our camp:** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

**Medical Concerns** \_\_\_\_\_

---

**Office use only:**

**Volunteer Training Date Completion** \_\_\_\_\_

**Verified By:** \_\_\_\_\_