

SUPERVISION OF VOLUNTEERS POLICY

- ✓ All volunteers must complete a volunteer application.
- ✓ If unknown to camp staff, volunteers must provide 3 written reference forms, and be interviewed by either the Director or Assistant Director.
- ✓ If known to camp staff, a written reference will be added to volunteer file by staff member.
- ✓ All volunteers will complete a Central Registry and a Sex Offender Registry Clearance.
- ✓ All volunteers will complete an agreement form and a health form to keep on file.
- ✓ Volunteers will receive a packet containing:
 - ~ CLEC mission, vision, core values.
 - ~ Protocols: Covid, Behavior Management, Emergency, Lost Student
 - ~ Map of Camp
 - ~ Activity Descriptions
 - ~ Calendar of Events
 - ~ Schedules for dates of volunteerism
- ✓ Volunteers will be supervised by the Director, the Assistant Director, and any staff working with the volunteer.
- ✓ Supervision will include:
 - ~ Review of volunteer packet
 - ~ Training for any specific tasks to be performed, including safety
 - ~ Direct contact with program staff with whom they are assisting
 - ~ Reporting to Director and/or Asst Director on a weekly basis, sooner if issues arise
 - ~ Completion of incident report form for any issues which do arise, form to be submitted to Director for review
- ✓ Volunteers will report/track hours contributed
- ✓ Volunteer recognition:
 - ~ Thank you note and gift
 - ~ Gathering to honor volunteers