



Internship Program Policies & Procedure Handbook 2025

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(make sure to text/say your name if you leave a text or phone message)

Director's Welcome

Welcome! Camp Yakety Yak (CYY) is a 501(c)(3) nonprofit organization that began in 2010 and has grown significantly each year. CYY depends on a small administrative staff, professionals from the community and many volunteers to provide a therapeutic learning experience for children with special needs each summer. Thank you for your service! This document explains all of our policies and procedures to ensure a safe and therapeutic learning environment.

Thank you for your interest in serving as a Camp Yakety Yak Intern! As an intern, you will be supported from initial planning sessions through the 4 weeks of camp (with children) as you learn new instructional, therapeutic, and leadership skills that build on the ones you may already have!

How is an Internship Different from a Volunteer Experience?

Internship Experience: Interns are college students (or mature high school students) who are admitted into a rigorous training and hands-on learning program for 4 consecutive weeks, in addition to extensive pre-camp training and staff days/meetings. Preparation, research, guided discussions, and reflections are required. The perks of being an intern are found later in this handbook.

Camp Counselor/Volunteer Experience: Camp Counselors are **volunteers** that volunteer for one week or more at the camp. This is a less demanding experience than an internship, and the following are some expectations and differences:

- **Background & Reference Check-** For those age 18 and over, applicants must receive favorable results from a nationwide criminal background check before working with children. References are required, as well.
- **Volunteer Training & Job Shadow Day-** Volunteers are required to view online training modules before volunteering at Camp Yakety Yak. We try to schedule volunteers to do a JOB SHADOW with a team of campers on one day of the week BEFORE he/she is scheduled to volunteer.
- **Attend Daily Staff Meetings:** Each morning and afternoon, staff meet to discuss best practice strategies to support campers and daily announcements. Volunteers attend the meetings but no preparation for the meeting is required.
- **Certificate of Service Hours:** Volunteers will get a certificate of total volunteer hours at the end of their service to camp signed by the Camp Director. Letters of recommendation are given at the discretion of the Camp Director based on the volunteers service time and performance.
- No daily/weekly written reflections or meetings with supervising Professional Faculty members on your individual learning goals, no mid or final reviews, etc.

Perks of Internship

- a. Hands-on learning experience in your area(s) of academic or career interest under the guidance of master's level professionals
- b. Opportunity for a letter of recommendation written by supervisor or camp directors for graduate school applications, or serve as a professional reference job applications, etc.
- c. "Hands-on" learning to complement academic learning
- d. Professional supervision and networking
- e. Midterm and final feedback and reviews
- f. Receive a monetary stipend on or before the last day of internship service.

Applicant Qualifications for CYY Internship Program

Required:

- Pass a criminal background check (18+)
- Likes working with others in a team environment, collaborative
- Fun, encouraging, flexible and patient personality
- Easily directed/accepts feedback from supervisors
- Transportation to and from camp location
 - Carpool options may be available
 - Public Transportation
- If possible, bring personal laptop/tablet to camp on a daily basis
- Bring personal cell phone for texting/emergencies
- Familiar with use of Google Drive and Google Apps
- Able to visually & physically monitor child safety
- Will speak up in a group/share ideas/asks questions
- Physically active- running, climbing stairs, etc.

- Excellent written and verbal communication skills
 - Clear speech and excellent listening skills
- Lift/carry 25 pounds or more unassisted
- Strong attention to detail and organizational skills

Preferred:

- Have experience working with children
- 18+ years old, college student (some exceptions have been made for exemplary highschool seniors)

Internship Process

1. **Apply:** Our application is available online and accessible through our website www.campyaketyyak.org.
2. The staff application is found on our website by a link on the “GET INVOLVED” page and is for all levels of staff, including interns.
3. **Attend an “Intern & Clinical Practicum” Interview:** After the staff reviews your application, you will be called for a Zoom or Google Meet interview with the Camp Director.
4. **Train:** Beginning in late May, interns will complete online training modules.
5. **Commitment:** Four weeks of camp plus move in day, 3-4 prep days, and move out day.
6. **Daily meetings:** Meet with supervisors and peers to develop plans, create goals for children, and make sure that you are achieving your personal goals.
7. **Reflect in writing:** Weekly reflections will be submitted to your supervisor to review and will demonstrate your personal growth as you continue your internship.

College Credit Information

If you are currently attending a College or University, there is a high likelihood that your institution will give credit based on your supervised work for CYY. Each College and University is different, so please explore what your school requires prior to working at the camp!

Developing Your Skills

Interns at Camp Yakety Yak develop skills in working in a **Multidisciplinary Team**. Though we may not have licensed supervisors on staff in all interest areas, interns will be encouraged to bring their own interests and knowledge to camp and practice developing greater skills in these areas including:

- | | |
|--------------------------------|-------------------------|
| ● Speech-Language Pathology* | ● Physical Therapy |
| ● Teaching & Special Education | ● Counseling/Psychology |
| ● Occupational Therapy* | ● Social Work |

- Educational Technology
- Behavioral Analysis
- Performing Arts
- Sports Coaching
- Science Education
- Nonprofit Administration
- Culinary Arts
- Nutrition

*Camp Yakety Yak's Professional Faculty includes speech-language pathologists and Occupational Therapists with a Certificate of Clinical Competency who provide clinical supervision for college students enrolled in a clinical practicum/Fieldwork. For other fields, please contact the Camp Director to discuss professional supervision requirements.

How to be a Successful CYY Intern:

- Attend all dates detailed in the CYY Intern Calendar
- Do your best
- Be a Role Model
- Complete your weekly reflections on time
- Be flexible with change, with campers, and fellow staff
- Encourage others
- Give and take feedback well
- Have fun with children- Be an active participant in the fun, as well as the "learning" of camp
- Ask questions, lots of questions!

In addition to developing skills working in a Multidisciplinary Team, Interns develop the following skills in our program:

- a. **Leadership:** In all positions, interns will learn to lead a group of children or a single child effectively and efficiently throughout camp, highlighting and using their strengths to complete a given task.
- b. **Collaboration:** There will be multiple interns and volunteers that you must communicate with to make every experience work for the children under your care. All positions should effectively collaborate with other staff and volunteers to come up with potential solutions and strategies to aid in a child's learning.
- c. **Problem-Solving:** Many situations will arise at camp that are unexpected and are commonly the product of negative behaviors in our campers. In order to continue moving through the day, interns will have to learn to quickly problem solve and utilize strategies learned in training.
- d. **Resilience:** Each moment at camp represents challenges of some kind. Working through challenges with a positive, can-do spirit is essential for all future careers.
- e. **Flexibility:** There will be many instances where interns will have to shift quickly from what they originally thought when working with campers with social behavioral challenges, or schedules that change, etc.

- f. **Confidence Under Pressure:** Many volunteers leave their camp experience feeling they can face any challenge, such as thinking on their feet when stressed, using a “tool box” of strategies they have learned
- g. **Professional Speaking & Writing Skills:** Interns improve their ability to communicate complex information concisely and clearly, synthesizing “book knowledge” into easily accessible information for communication partners
- h. **Time Management & Organization**
- i. **Using Educational Technology to engage learners**

CYY Mission & History

Camp Yakety Yak is a summer day camp that provides **intensive, therapeutic skills instruction** in social, emotional, behavioral and communication needs for children with disabilities, ages 5-15. The camp serves children with Autism Spectrum Disorder, Communication Disorder, Emotional/Behavioral Disorder, Mild Cognitive Delays, Learning Disabilities.

Camp Yakety Yak (CYY) was created in 2010 by Angela Arterberry Sullivan, speech pathologist, to help children with special needs (e.g., Autism, ADHD, Intellectual Disability) grow socially and emotionally by improving their communication, social, emotional and behavioral skills. **The camp's educational mission is twofold:**

- 1) Provide instruction in social & emotional skills to children with special needs & their siblings to support friendship development in a day camp setting and
- 2) Provide an opportunity for future professionals in educational and therapeutic fields to gain knowledge and hands-on experience in working with children with special needs.

CYY's Philosophy: Camp Yakety Yak is based on a **Reverse-Inclusion Model** which means that we have created an environment centered on children with special needs and invite neurotypical siblings/peers to join in the camp activities (about 20% of our campers are neurotypical siblings or peers of the special needs campers).

At camp, we believe in...

- *Intensive instruction*
- *Explicit Social Skills Instruction*
- *Generalize Skills Throughout Day and Across Settings*
- *Staff as a Social Coach*
- *Using Visuals to support understanding*
- *Behavior is Communication*
- *If You're Not Having Fun, You're Not Learning*
- *Thoughtful Inclusion*

- *Kids do better when they feel better (Emotional Regulation & Sensory Needs)*

CYY's Service Delivery Model: Children with special needs participate in camp for **5 hours a day, Monday-Friday for up to four weeks**. Each day, children receive **direct instruction** in social-emotional-behavioral-communication skills at their developmental level and then practice **generalizing** these skills throughout less structured environments and activities throughout the day. Neurotypical siblings/peers can attend one or more weeks of camp at any time to create our Reverse Inclusion Service Delivery Model.

CYY's Therapeutic Focus: We adopt an intensive, therapeutic approach. We have a **team of therapeutic and educational professionals** who design the curriculum, train college-level interns and camp counselors and then supervise their work with campers. This Professional Faculty, includes **speech-language pathologists, occupational therapists, physical therapists, special education teachers, and other professional fields**. CYY teams with local universities to create a clinical and educational learning site for future professionals.

At the beginning of the camp session, an essential **skill (goal) is selected for each child with disabilities**, **data** is collected and **progress** is reported at the end of the camp session. Goals are identified based on a **record review** of the child's educational and medical documents parents have shared, parent **rating scales**, and our **clinical observations**.

CYY's Camper Teams: Campers are placed on teams with children of a similar age and attend four 30-minute classes, lunch, and a Facilitated Recess. We target recreational activities, communication, and Activities of Daily Living (ADLs) such as school skills, hygiene, feeding, toileting, etc., for campers who are still developing these skills. We offer a high level of **staff-to-camper ratio** to ensure a safe, therapeutic learning environment. If a camper needs additional support away from the group, there are trained staff to provide it with the assistance of professional supervision and support. We also have 1:1 support from high school and college students for campers that need the extra support.

CYY- A Circle of Support: Camp Yakety Yak serves the whole family with a parent/caregiver support group that meet on every Monday called "Care & Compassion" facilitated by our Board President, Cynthia Stinson. Parents also shape our program and help it grow on the Camp Yakety Yak Board of Directors.

Camp Staff Organization- Where Do Interns Fit?

Who Leads the Camp? The Camp Director is an experienced speech-language pathologist and is joined by the Professional Faculty, a group of local, masters-level experts in therapeutic and education fields. The Camp Director runs the camp and supervises the interns and volunteers.

Staff Levels of Responsibility & Communication- Because of the complex needs of the campers we serve, it is important that all staff members adhere to the rules and

responsibilities of their assigned role. The staff is organized by shirt colors. All Camp Administration and Professional Faculty staff wear **RED t-shirts** because they have the training, experience and responsibility to communicate with parents about specific questions or concerns relating to their child. Interns and Camp Counselors/Volunteers wear **BLUE t-shirts** because they are still “in training” professionally and/or educationally. “**BLUE SHIRT**” staff will be trained and supervised in parent communication that is appropriate to their educational & experience level (such as general positive comments about what the camper enjoyed that day, or friendships that are developing, etc).

It is required that BLUE SHIRT staff refer all issues, questions, complaints, suggestions and other such topics expressed by parents to RED SHIRT staff.

Intern Roles vs Volunteer Roles

BLUE SHIRT Teams & Role Descriptions: There are two volunteer staff positions at Camp Yakety Yak. Both are considered “**BLUE SHIRT STAFF**” because they are still in training professionally or educationally.

INTERN TEAM- Most interns will fall into one of the three positions below. College students or graduate students who are working at the camp to further their educational and career goals. Interns receive a stipend. Roles that Interns can choose include:

- ***Team Leader*** - Serve as the primary caregivers for a team of campers; responsible for guiding campers throughout their daily camp schedule, as well as teaching and monitoring development of communication-social-emotional-behavioral skills and daily living skills with professional staff support
- ***One-to-One Assistant*** - primary caregivers for individual campers who demonstrate the need for additional support; provide for safety and participation of the assigned camper by assisting in the planning, teaching, coordinating, and carrying out of activities, as well as guiding campers in communication-social-emotional-behavioral skills and daily living skills with professional staff support
- ***Other possible assistant positions*** - Work with the nurse, SLP, OT, Behavior Team, Explorers Red Program (ages 12-15), Technology, Photography, Blog, etc.

Work Schedule and Time Commitment of Internship

Please see dates on the website

- Pre-Camp Training
- Move in Date/Intern Lunch
- 3-4 Prep & Training Days
- 4-Week Camp Sessions
- Move out Date/Intern Lunch
- Total Hours of Internship: approximately 200+

Example Daily Camp Schedule

(THIS IS SUBJECT TO CHANGE! We may need to change our schedule to better accommodate our camp numbers).

8:30 - 9:30 - Staff meeting/training, collaboration & general preparation

9:50 - 10:10 - Camper Arrival/Check In

10:10 - 10:20 - Team Time- Campers meet with their small team and team staff in gym

10:20 - 10:30 - Morning Meeting- Camp-wide meeting for all campers & staff in gym

10:35 - 11:05 - Class 1- Campers go to their first class of the day

11:10 - 11:40 - Class 2- Camper rotate to their second class of the day

11:45 - 12:15 - Lunch/Recess

12:15 - 12:40 - Recess/Lunch

12:40 - 12:50 - Focus - Camp-wide relaxation activity in center of the gym

12:50 - 1:20 - Class 3- Campers go to their third class of the day

1:25 - 1:55 - Class 4- Campers go to the fourth class of the day

2:00 - 2:20 - Snack Time with your team

2:25 - 2:50 - Assembly- Camp-wide activity

2:50 - Team Time

3:00 - Camper Dismissal

3:15-4:00 - Staff meeting/ training, collaboration & refreshments and prep for tomorrow

Role Training & Preparation

Prior to camp, you will be expected to complete the online training slideshows. You will also be expected to attend a zoom meeting, and pre-camp prep & orientation days unless previous arrangements have been made with Heather Eason at heather@campyaketyak.org.

Learning Goals & Evaluation

At the beginning of your internship, you will meet with your supervisor and choose learning goals that you would like to get out of this experience. You will be expected to complete weekly written reflections entries to track your progress and to note any questions or concerns that come up throughout the week. Halfway through and at the end of camp you will meet with your supervisor where you will receive a written evaluation.

General Staff Policies to Review

A Good Fit

A CYY Internship needs to be a “good fit” for both the intern and camp administration. If

at any time either party feels that the internship is not a good fit, the intern or camp administrator can terminate participation, with or without cause, at any time. A prorated amount of the stipend can be provided to the intern at the discretion of camp administration.

Code of Conduct

Staff Code of Conduct: The Camp Yakety Yak Board of Directors enforce a work environment where all staff members are expected to act according to this code of conduct which sets forth a guideline for ethical behavior and decision-making while working and/or volunteering at Camp Yakety Yak. Staff members are expected to be familiar with and adhere to this Code. ***Camp Yakety Yak expects all volunteers, staff, and faculty to respect all fellow staff, volunteers, and faculty, as well as the children at camp and their families; to report all misconduct and unethical behavior to the Camp Director; to follow all guidelines in this Staff Handbook & Policy Manual.***

Challenges & Barriers You May Face

- ***Staff can feel stressed out given the amount of work we have to do in a limited amount of time.*** Particularly in the month of July, all staff will be working hard to prepare for and run the camp each day. Staying on top of duties, communicating with the rest of the team, asking for help if you are confused, etc., are all ways staff can work optimally in a limited amount of time. ***Red Shirt supervisors and administrative staff have much on their plate as well, so all parties having patience, being direct about concerns in a polite manner, and remaining flexible are essential to a positive work and learning environment for staff and campers.***
- ***You will not know everything since you are probably starting from scratch, and this can be uncomfortable for students used to high achievement.*** This may be uncomfortable for star performers or for those of you competitive academic performances types. Effort and willingness to learn more is what counts. If accepted into the intern program, you are already impressive to the Camp Director. Focus on having positive energy and a “can do” spirit, not perfection, achievement or competing with yourself or others.
- ***Our campers have “disabled” brains.*** No matter how hard you work or how perfect your instruction, campers may not be able to learn what you are teaching initially. Often it takes years of instruction for children to learn basic skills, such as waiting their turn. Disabled brains may have some areas that work well, so they may be “smart” in some areas, and disabled in others. Or learn something one day, and forget it the next. Or... Celebrate a child’s success, but don’t take their challenges personally and punish yourself. Instead use these moments as a time to reflect on what you try next.
- ***Campers may not want to do what you want them to do.*** Camp is work hidden in play. Campers, however, might think they get to pick what they get to do all day, perhaps thinking that “going to camp” is like “free play.” Having highly

engaging activities, having short classes to accommodate short attention spans, telling campers what to expect ahead of time, rewarding/praising all efforts toward the goal, and building personal connections/relationships with campers are ways to motivate campers to engage in activities that are challenging. Our approach of focused goals & instruction that is “hidden in play” is essential to the camp’s success. We believe, if you are engaged and having fun, your attention is focused on the task, or person, and your emotions are positive. This allows your brain to be fully available to learn. When you are distracted, bored, or upset, not much new learning can take place. Fun is essential at camp. We wish schools could focus more on the “fun” of learning, as well. Often, positive attention from a caring, positive, and fun adult is all it takes for kids to engage. The power of a smile, compliment, and high five can mean so much to children who are used to being reprimanded or ignored. We encourage kids to do this for each other, as well, since building peer relationships is our mission. See Managing Difficult Behaviors below for additional strategies.

Managing Difficult Behaviors

Positive Behavior Supports: All abusive or punitive practices are prohibited by Camp Yakety Yak.

Camp Yakety Yak uses positive behavior supports to create a safe and therapeutic learning environment. All staff are trained in the following:

- Communication, social, emotional, sensory and executive function skills and challenges of children with special needs and how each relate to behavior
- Providing communication supports for children with minimal verbal skills
- Providing predictable routines and visuals to support understanding of the schedule and behavioral expectations
- Providing individualized specific verbal praise, high-fives, etc., when camper has met expectations on a task
- Providing individualized sensory supports (prescribed by an occupational therapist) to help campers maintain a sense of wellbeing such as fidgets, breathing exercises
- Camp-wide behavior/incentive programs
- Individual behavior/incentive programs for children who need additional support
- Use of calming strategies such as taking a sensory break

Managing Difficult Behaviors: Due to the nature of the campers we serve, emotional escalations, noncompliance, verbal or physical aggression, running from staff, hiding under tables, may occur. The speech pathologist, occupational therapist, behavioral therapist, and special education teacher on the Professional Faculty may design specific communication, sensory activities, or behavioral incentive programs to help the camper be more successful. You will be trained on strategies to promote successful communication, emotional regulation, and sensory processing. Children do not get “in trouble” at Camp Yakety Yak. We assume if you are having difficulty it is because the demands of the task outweigh the child’s skills. For example, if a child is getting argumentative, their sensory system may be overloaded, so it is the staff’s job to assist children in selecting a “self-soothing” strategy, such as taking a break, getting a drink of water, or doing a sensory activity. When campers are feeling better, we help them join

back into the activity.

You will receive training and ongoing supervision to assist you in performing your role. If any staff member is faced with challenging behavior and **campers are not responding to 1-2 attempts at redirection**, interns are expected to seek the assistance of a supervisor. **If at any time you feel uncomfortable with the duties you have been assigned, contact the Camp Director as soon as possible for support.**

Staff are trained in strategies to support campers in the classrooms, but if these are not working we recommend staff follow this order:

- Calming Break activities in a quiet space in the classroom
- Calming break outside the classroom in the form of yoga postures
- Calming break during a walk around the church campus

Verbal Aggression by Camper- When children have difficulty communicating their frustration or regulating their feelings, they may use aggressive language toward staff or fellow campers. Interns are advised to contact camp administrators immediately to determine the function of the behavior.

After the camper has calmed down, staff will engage in a short problem solving session with the child(ren) to talk about what happened before, during, and after the incident and to come up with alternatives. If verbal threats are a pattern, the Professional Faculty will meet with the staff to brainstorm strategies to teach replacement behaviors for when a child is frustrated.

- Functions of behavior: escape, attention....

Protective Physical Intervention: In the rare event that a child poses serious threat to their own safety, staff will **restrict the camper's access to other individuals** (e.g., clear room of other campers) until the child has returned to a calm state. If a camper is prone to meltdowns, this behavior is expected to lessen through the duration of the camp session. Parents of camper's experiencing meltdowns will be contacted and consulted with to develop and refine a behavior plan. In rare instances, a camper may be asked to leave camp due to concerns about their safety and the safety of others.

- If restricting the camper's access to other individuals does not improve safety of camper or others, physical restraint may be used **ONLY by those specifically trained** by a state approved program with written permission by parents.


Incident Reports

Camp Yakety Yak will prepare a written incident report for **any injury requiring first aid, physical aggression involving contact with another person or destroying of property, or other unusual incidents** that may include:

- Conditions prior to or leading to the injury or unusual incident;
- A description of the injury unusual incident;
- Staff response at the time; and
- Review by the CYY administration and follow-up to be taken to prevent recurrence of injury, unusual incident.

An example incident report form is included here:

(see next page)



**CAMP
YAKETY YAK**

INCIDENT REPORT

DATE: _____ TIME: _____ COMPLETED BY: _____

NAME OF INDIVIDUALS INVOLVED: _____

TEAM: _____ ACTIVITY/CLASS: _____ LOCATION: _____

WITNESS(ES): _____

WAS ILLNESS OR INJURY INVOLVED? ___ NO ___ YES ___ CAMPER ___ STAFF

NAME OF INDIVIDUAL(S) INJURED? _____

WHAT OCCURRED TO CAUSE ILLNESS/INJURY?

HOW WAS CAMPER TREATED FOR ILL/INJURED?

| | |
|--|---|
| <input type="checkbox"/> Ice Pack | <input type="checkbox"/> Call to 911 |
| <input type="checkbox"/> Lay Down/Rest | <input type="checkbox"/> Call to parent |
| <input type="checkbox"/> Over the Counter or Prescription Medication, pre-approved by parent | <input type="checkbox"/> Other: _____ |

OTHER SEVERE BEHAVIORAL INCIDENT:

RUNNING FROM STAFF/AWAY FROM CAMP

AGGRESSION, VERBAL THREATS/PROFANITY OR PHYSICAL BULLYING

DAMAGE TO PROPERTY

OTHER: _____

DESCRIPTION:

STAFF FOLLOW UP:

Staff meeting/debrief of incident with supervisor: _____

Parent received notice of incident by phone call or in writing. STAFF: _____

Plan of action created.

Camper referred to ___ Behavior Support Team ___ OT ___ Counselor ___ CNA at camp.

Change to camper's program recommended:

Dress Code

All staff members, including Interns, will be given a color-coded Camp Yakety Yak staff shirt that they are to wear for the entire camp session. Staff should wear comfortable pants, capris or shorts that are as long as needed to be discrete when bending over or sitting with legs “criss-crossed” on the ground. Staff are also issued a name tag which they are expected to wear at all times at camp. It is also recommended that long hair be worn up and out of the face, no perfume/cologne, close-toed shoes, and no dangling earrings be worn.

Cell Phone Use for Camp Purposes

It is required for all paid staff and Interns to have a personal cell phone they are able to use for camp purposes. Interns and staff are asked to keep their personal cell phone on their person at all times during camp to be used for camp purposes including:

- Send/receive emergency texts with camp administrators during camp for safety/communication purposes

Internet Usage Policy

Staff and campers will have access to the internet while participating in Camp Yakety Yak.

Use of the Internet by staff is permitted and encouraged where such use supports the goals and objectives of Camp Yakety Yak. However, all paid staff and Interns must adhere to the policies concerning computer, email and internet usage. Camp staff are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is discouraged. Job-related activities include research and educational tasks that may be found via the Internet that would help in a staff's role at camp. Violation of these policies could result in termination of internship experience.

All Internet data that is composed, transmitted and/or received by Camp Yakety Yak's computer systems is considered to belong to Camp Yakety Yak and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties. The equipment, services and technology used to access the Internet are the property of Camp Yakety Yak and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections. Emails sent via the company email system should not contain content that is deemed to be offensive.

Staff are expected to monitor the internet usage of children at Camp Yakety Yak. Child-friendly websites, search engines, and restrictive browsing are to be used.

Confidentiality

As a camp staff member, you may have access to confidential information about children, such as medical and educational records. Information about campers (i.e., name, age, educational/disability-related information, medical conditions, etc.) will be shared only with select Camp Yakety Yak staff in an effort to provide appropriate support and learning opportunities during camp. Camp Staff will receive training in adhering to strict confidentiality guidelines and procedures that safeguard individual information. No personal information is to be shared with anyone outside of the immediate Camp Staff without written parental permission.

Camp Yakety Yak contracts with Active Network to create a camper and staff database and handle payment processing. Access to the database is password protected and only select Camp Yakety Yak Administrative Staff are able to access the database. Pertinent information about campers and staff are printed from the database so select Camp Yakety Yak staff can easily use the information for emailing, assigning children to specific activities, etc. Staff who work directly with an individual with special needs are able to review the file to prepare for the child's attendance at camp and determine appropriate goals and supports for camp participation. These files are safely stored and locked at the end of every day.

Use of Social Media Policy

Very Important!!!

Staff are NOT allowed to speak about or post names, photos, videos or any other **identifying information of campers** on **personal** social networking sites without express written permission by the Camp Director and/or parent.

Volunteers are not to take photos or videos of campers with their personal cell phones. Interns may take photos to share with the camp photographer/designated person but then must delete them from their phone.

We do want all Interns to join us on Facebook and Instagram by liking/following our sites. You are welcome to and encouraged to “share” our posts and talk about your experience without breaking confidentiality. Anything we post has been approved for sharing.

Facility Use Policies

All staff, including Interns, are to abide by facility use policies that have been established with our rental facility.

Attendance Policy

Regular staff attendance during our short camp season is vital for Camp Yakety Yak’s success. Camp staff are notified of all required days of attendance when they apply and continue to be notified of the camp calendar leading up to and during the camp session to which they have applied.

- All staff who are not employees will sign in and out of camp each day as a log of their volunteer hours. This includes Interns.
- Staff can arrange to be gone from camp for a short period with prior approval from Camp Directors who can arrange for the position to be covered. This includes Interns.
- For emergency absences or late arrivals to camp, please call/text the camp cellphone at 971-303-3901 OR call/text Heather at 503-449-7771 as soon as possible so the position can be covered.

Meal and Breaks

During camp, all staff (including Interns) have a 30-minute “duty free” lunch where they are not responsible for campers or camp duties. Throughout the day, all staff are able to take short breaks to go to the restroom, get a drink, etc. by asking other staff members to briefly cover for them. It is important that all staff take their duty free lunch and breaks so they can maintain the health, stamina, and positive spirit to work with campers.

Position Descriptions

Team Leader

Position Purpose:

Team Leaders are the primary caregivers for a team of campers. The Team Leader is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. Successful Team Leaders possess initiative, enthusiasm, and creativity as well as the ability to follow instructions given by supervisors

Essential Job Functions:

1. Attend all dates on Camp Yakety Yak Calendar. Typically, staff hours are from 8:30am-4:00pm Start getting ready from 8:30-9:00. Be in your seats for the 9am Morning Meeting. We are often finished before 4!
2. Take charge in the direction, supervision, and organization of campers in their camper team within activities and throughout the camp in order to meet the intended camper outcomes.
 - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - Ensure campers are properly supervised at all times.
 - Encourage teamwork and other cooperative skills are developed between camper team members through assigned activities.
 - Escort assigned team of campers around campus following a set schedule.
 - Encourage campers to fully participate in all camp activities by providing individual or small group support as needed/directed
3. Maintain high standards of health and safety in all activities for campers and staff.
 - Assist in providing the daily care of each camper within your supervision including recognition of individual learning, behavior and personal health needs.
 - Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with Camp Nurse and/or Camp Director when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Operations.

- Communicate with Camp Administration, Educational Faculty and Class Instructors any areas of concern relating to camper learning, communication, social-emotional skills and behavior.
 - Follow and uphold all safety and security rules and procedures as outlined in the Camp Yakety Yak Staff Policies & Procedures Manual.
4. Be a role model to campers and staff in your attitude and behavior.
 - Set a good example to campers and others in regard to respectful and positive attitude, participation, flexibility, empathy and good sportsmanship.
 5. Represent the camp when interacting with parents or community members.
 - Always greet and leave parents politely with a smile.
 - Limit parent communication to generalities, such as relating an activity that campers enjoyed, and direct all questions or concerns to Camp Administrators.
 - During Camper Drop Off & Pick Up, write any information or special directions for campers and share with Camp Administrators promptly.
 - Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Relationships:

Team Leaders have regular relationships with One-to-One Assistants, an assigned team of campers, Camp Administrators, Class Instructors, the Camp Nurse, and parents.

One-to-One Assistant

Position Purpose:

One-to-One Assistants are the primary caregivers for campers who demonstrate the need for additional individualized support. One-to-one assistants provide for the safety and full participation of their assigned camper by assisting in the planning, teaching, coordinating, and carrying out of activities, as well as guiding campers in their personal growth and daily living skills. Successful one-to-one assistants possess initiative, enthusiasm, and creativity as well as the ability to follow instructions given by supervisors.

Essential Job Functions:

1. Attend all dates on Camp Yakety Yak Calendar (including training dates). Typically, staff hours are from 8:30am-4:00pm.
2. Assist in the direction, supervision, and instruction of assigned camper within activities and throughout the camp in order to meet the intended camper outcomes.

- Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - Ensure campers are properly supervised at all times.
 - Escort camper(s) around the campus when needed
 - Be aware of and implement safety guidelines.
3. Participate in the development and implementation of program activities for assigned camper within the mission and outcomes.
 - Responsible for supporting individual camper through the use of visuals, concrete verbal directions, behavioral plans, sensory breaks, etc. with the guidance of professional staff.
 - Actively participate in all program areas as assigned.
 - Collect data on camper's performance as assigned.
 - Contribute to verbal and written evaluations and communication as requested.
 4. Maintain high standards of health and safety in all activities for campers and staff.
 - Provide for the daily personal health needs of assigned camper such as regular toileting, hand washing, snacks, etc.
 - Ensure that campers receive their medications as directed by the Camp Nurse.
 - Be alert to campers and staff needs and assist them with personal and/or health problems; discuss with Camp Nurse and/or Camp Director when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Camp Director.
 - Observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
 - Can take initiative to address the needs of assigned camper with supervision from professional staff.
 - Collaborate with a multi-disciplinary team of professionals and fellow staff to provide an optimum support and learning structure for assigned camper.
 - Communicate with Camp Administration, Educational Faculty and Class Instructors with any areas of concern relating to camper learning, communication, social-emotional skills and behavioral needs.
 - Follow and uphold all safety and security rules and procedures.
 5. Be a role model to campers and staff in your attitude and behavior.

- Set a good example to campers and others in regard to respectful and positive attitude, participation, flexibility, empathy and good sportsmanship.
6. Represent the camp when interacting with parents or community members.
 - Always greet and leave parents politely with a smile.
 - Limit parent communication to generalities, such as relating an activity that campers enjoyed, and direct all questions or concerns to Camp Administrators.
 - During Camper Drop Off & Pick Up, write any information or special directions for campers and share with Camp Administrators promptly.
 - Follow safety and security protocols when campers are in public while presenting a positive image of the camp.
 7. Participate in one activity (fundraising or clean-up) in support of Camp Yakety Yak of your choice.