



Staff Training Itinerary 2022

Updated 5/5/22

Wednesday - June 1, 2022

Equipment Needed: Two tables, nametags, teambuilding supplies, pens, clipboards, sunscreen, hand sani, stickers/bands, whiteboards x 5, computer for forms, water coolers prepped, speaker/microphone, big clock, check-in paperwork.

Leadership Staff

* Put rough schedule on white boards in a clear and professional manner.

* Have swag & prizes ready to roll- Prize Backpack!

7:30

Leadership staff meet at CHMK

(Ian, EB, Zach, Caylan, Val, Kate, Sara, Sarah B, Roger, Dolores)

- Registration in Pavilion & Large Group Area in Field
- Group Lists with new & returning staff assigned to groups (several copies for table). Missing Forms report & laptop set up
- Nametags laid out on registration table
- White boards with group numbers listed. Placed in Field

8:00

Returning staff meet at Camp

(Ainsley, Kobe, Adam, Kat, Claire, Johnny)

- Appreciation/ Catch Up
- Plan for day / Assign roles for check-in
- Be our eyes and ears; help things along; be a positive influence on new staff
- Be as realistic as possible in role plays. Welcome them as an adult, while you are shuttling them, explain that the morning will be a roleplay of what a camper experiences when they come to CHMK.
- Help us stay on track with time- we have a lot to get in!

8:30

All staff meet at assigned groups for “start of camp”

- Simulated Registration Process
- Greeters in parking lot- *Ainsley & Claire*
- Ensure that greeters are front loading roleplaying expectations. Let new staff know that past a certain point everyone will be roleplaying. There may need to be several additional greeters needed to manage the flow of our large training group.
- Help clarify that the next hour is supposed to simulate a morning at camp.
- Registration table – *Ian, EB, Sara*
- Have plenty of copies of group lists with new and returning staff assigned to a group.
- Check-In done via computer- Master Spreadsheet
- Hand Out Name Tags & Group Assignments
- Field Greeters- *Kat, Sarah B.*
- Greet staff WESTI-style (like campers but don't talk to them like children)

- Group Game- *Adam, Kobe, Zach, Johnny*
- Captains Coming and other physically distanced games

Group Instructors (*SIMULATE ACTUAL MORNING; new staff should be campers). White Boards with Group Numbers on them in field:

Group 1- Zach

Group 2- Adam

Group 3- Sarah

Group 4- Kat

Group instructors are in **ROLE PLAY** mode! Live the morning, do not talk through a morning. No more than 8 staff per group.

9:00

All staff meet in small groups

Prior to starting opening circle at 9:15, tell your group you are in role play mode for the first day of camp and mimicking what an opening circle would look like with campers.

- Use Whiteboards
- Name game: Name Aerobics or Name and Action
- Group expectations “contract”: Respect: yourself, each other, environment equipment. FVC on Hand!
- Consequences: 1. Warning, 2. Shadow, 3. Might miss out on activity & talk to Mom & Dad
- Check campers equipment, water, hand sani, sunscreen applied; point out where it is located
- Create group name & callback to use for remainder of training (adjective and noun)
- Additional icebreaker if time allows. Use this time to build comradery

9:15

Staff Introductions

EB

- Name, Age, Years at Camp

9:45

Welcome to CHMK

Ian

- Leadership Team Introductions
- Where we have been, where we are, where we are going: 2021 Highlights
- What do you/we want to be known for?
- We are different from last year and previous camp seasons. This is your time to create something incredible.

10:00

Camp Tour/ Scavenger Hunt

EB

- Small groups
- Return back to dining hall by 11:30pm
- Script for Group Leaders

11:30

Housekeeping

Leadership

- Meet your needs / respect yourself - *Caylan*
- We are professional educators/role models - *Val*

- Cell Phones - *EB*
- Site orientation / Bathrooms / Water – *Ian*

11:40	Expectations of Training	Leadership
	<ul style="list-style-type: none"> ● Train Likes it Real- <i>Zach</i> ● Pay Attention- <i>EB</i> ● Be on Time- <i>Ian</i> ● Accept That There Is A Lot To Learn- <i>Sarah</i> ● Trainer/Trainee Role- <i>Ian</i> 	
12:00	Work For Your Lunch	Dining
1:00	Staff Bingo	Ian
	<ul style="list-style-type: none"> ● Handout 	
1:30	Teambuilding	Leadership
	<ul style="list-style-type: none"> ● Large Group 1:30-2:30- <i>Ian/EB</i> ● Small Group 2:30-3:30- <i>Groups</i> 	
3:30	Break	
4:00	Orientation to Dining Services	Dining
4:00	Large Group Games	All
4:45	Move Into Cabins / Free Time	All
	<ul style="list-style-type: none"> ● Assigned cabins. Personal Cabins Later On 	
5:45	Dining Hall Procedures: Part I	Dolores/Zach
	<ul style="list-style-type: none"> ● Overview of meals with COVID ● Expectations/ Rules of Dining & Kitchen ● Menus ● Announcements ● Kitchen Raids and Cookouts ● Clean Up/Food Waste ● ‘Order of the Oar’ B-day Celebration 	
6:15	Dinner	All
7:00	Prep for Opening Ceremony	All
	<ul style="list-style-type: none"> ● “Get Down” Skit ● Song and Skit 	
7:30	Intro to Opening Ceremony (Songs, Skits, etc)	EB/Val/Zach
	<ul style="list-style-type: none"> ● Flow/Structure ● EB, Zach, & Val 	

- Returning staff take the lead

8:30 **Feedback of the Day; Preview of Tomorrow** **Ian**

8:45 **Free Time / Sleep** **All**

9:00 **Leadership Debrief**

NOTES

Thursday- June 2, 2022

7:30	Rise & Shine	All
8:00	Breakfast	All
8:45	Flag Raising	EB
9:00	Dining Service Training <ul style="list-style-type: none">● Dining Service Team Training	Roger
9:30	Aquatics Training <ul style="list-style-type: none">● Aquatics Team Training	Roger
10:30	Facilities Training <ul style="list-style-type: none">● Facilities Team Training	Roger
9:00	Energizers	Caylan
9:15	DEI, Core Values, Strategic Plan, Culture <ul style="list-style-type: none">● Handout● Welcome Internationals	Ian/EB
9:45	WESTI: Teaching Staff How to Greet Campers <ul style="list-style-type: none">● Role Play	Kat
10:00	Introduction to a transformative Customer Experience <ul style="list-style-type: none">€ Be direct with kids and parents€ Great pictures (windows not doors)€ Talking about the next program/step in the progression€ Daily Debrief/Cabin Chat€ Staff/Parent Letters€ Be sure to know parent and kid names upon arrival and welcome them to the family... reiterate information from the get to know you forms.€ Remember it is about going above and beyond so they are delighted with our program. Why do we do this? Because we want to build kids skills and confidence so they are active, confident, and comfortable with their own journey. <p>How do we deliver exceptional service at camp & further our mission- Ian</p> <ul style="list-style-type: none">€ Personal – something about their kid, checking in on the main thing they want for their child from camp€ Helpful –have sunscreen/water/hand-sani available, assist with luggage€ Opportunities for parent/child relationship building in an outdoor setting through other onsite programming <p>Connect with parents: Two main types of conversations you will have - Ian</p> <ul style="list-style-type: none">€ End of session Conversations to help engage parents with what their child	EB

- learned that week. You will speak with each parent at pickup. Tips!
- € Challenging conversations in which something difficult happened at camp
 - € We are going to role model both and then you will have a chance to practice in small groups by division camps
 - € End of session conversations should be specific and brief, set the parent up to get a good story from the camper. Never just “Gavin had a great week”

Role Model Scenarios

- € Challenging Conversations: LEAF: Listen, Empathize, Ask Questions, Follow Up
- € Role Model one scenario
 - Divide back up into 4 groups, pair up, get the first scenario from your camp director. Two people do it and everyone watches. (2 min role play, 2 min feedback from group).

11:00	Pump Me Up & Camp Fairy <ul style="list-style-type: none"> ● Handout 	Caylan
11:20	Facilities Management & Expectations <ul style="list-style-type: none"> ● Golden Dustpan Award, Scoring, How To Win ● Cabin Cleanliness Expectation ● Where to find supplies ● Instructor Responsibilities for Site Stewardship ● You See It, You Own It ● Checking out on the last day of the session ● Maintenance Request Form 	Roger/EB
11:45	Break	All
12:00	Lunch <ul style="list-style-type: none"> ● Guided Choice Overview 	Val
12:45	Trading Post Overview	Ian/Zach
1:00	CHMK Energizers	Val
1:30	Mountain Biking / Low Ropes Rotation	All
3:45	Introduction to Arts & Crafts <ul style="list-style-type: none"> ● Tour of A-Frame ● Supplies Available ● Expectations of Cleanliness ● Overview of Approved Projects ● Activity 	Sara S.
4:30	Break	

5:00	Logistics Meeting Overview at Fire Pit <ul style="list-style-type: none"> • Bring Logistics Slips 	EB
5:45	Intro To Dining Hall Themes	Zach/Val
6:00	Dinner <ul style="list-style-type: none"> • Caveperson Dinner 	All
7:00	Flag Lowering	EB
7:15	Underwater Basket Weaving	All
8:30	Feedback of the Day; Preview of Tomorrow	Ian
8:45	Free Time / Sleep	All
9:00	Leadership Debrief	Leadership

NOTES

Friday- June 3, 2022

7:00	Polar Plunge	All
8:00	Breakfast	All
9:00	Flag Raising	EB
9:15	Parent Perspective / Parent Panel <ul style="list-style-type: none"> ● Why camp is a win for parents ● Importance of training - confidence in staff to take care of prized possessions ● Hesitations/Fears- Camp is needed now more than ever 	Parents
10:00	Parent Communication <ul style="list-style-type: none"> ● Parent letter samples ● Deadlines ● This differentiates camp ● Use of Template and Jump Drive ● Make it personal, DO NOT just change names ● Practice 	Ian
11:00	What is a Counselor/ Camper Needs <ul style="list-style-type: none"> ● Handout 	Caylan
11:15	9-Square Tournament	Adam
12:00	Lunch - Laundry Talk	EB
1:00	4 Cabins of Terror <ul style="list-style-type: none"> ● Returning Staff 	EB
2:30	Camp Photos <ul style="list-style-type: none"> ● This is the parent lifeline! ● Pics at every single activity- Individual and group ● Individual Kids, Groups, Upon arrival with parents ● No borders, no kid pics, no selfies. Windows not Doors <ul style="list-style-type: none"> ○ Make sure PFDs are on, helmets buckled, etc ● Swapping cards at logistics and uploading online for parents ● Group Photos taken on Sunday/Monday. We will develop a schedule for each group ● Digital Scavenger Hunt! Split into 10 teams. 	Ian/Val

3:15	Net Promote Score & Parent Evaluation	Ian
3:30	Introduction to Archery & Axe Throwing <ul style="list-style-type: none"> ● Curriculum Review & Cleaning Procedures ● Skill Training/ Progression/Safety ● Split into Groups and rotate 	EB/Zach
	Introduction to Outdoor Education <ul style="list-style-type: none"> ● Overview of OE Program/ Nature Center ● Survival / Games- Camouflage ● Nature and Night Hikes ● LNT and Hand Signals 	Ian/Caylan
5:00	Break	All
5:45	Dining Hall Procedures: Part II <ul style="list-style-type: none"> ● Counselor Expectations During Meals ● Cleanliness of Tables/Cabins ● Snacks, Cook Outs, and Rules of the Kitchen (we're watching!) 	Kyle/Dolores
6:00	Dinner	All
7:15	Flag Lowering	EB
7:30	All Camp Activity #1	Val/Zach
8:30	Feedback of the Day; Preview of Tomorrow	Kobe
8:45	Free Time / Sleep	All
9:00	Leadership Debrief	Leadership

Saturday- June 4, 2022

**Combined Medical Training*

7:00	Rise & Shine	All
7:45	Breakfast	All
8:15am	All field staff meet at assigned groups for “start of camp” <ul style="list-style-type: none">• Field Staff greeters in parking lot, at gate of camp and playing field.• Ensure that greeters are front loading roleplaying expectations. Let new staff know that past a certain point everyone will be roleplaying. There may need to be several additional greeters needed to manage the flow of our large training group.• Registration table – <i>Ian, Kate, EB</i>• Check-In staff and verify that all paperwork is complete and turned in.• Check-In done via computer- Master Spreadsheet• Hand Out Name Tags	
8:30	Medical staff arrive at camp <ul style="list-style-type: none">• Stay in your car upon arrival, staff will come to you and check your temperature before heading into the pavilion to check-in.• All paperwork must be fully completed prior to arrival at camp.• Large group games in field until 9am.	
9:00	Staff Introductions <ul style="list-style-type: none">• Who you are, where you are from, what brings you to CHMK?	EB
9:15	Welcome to CHMK <ul style="list-style-type: none">• Leadership Team Introductions• Where we have been, where we are, where we are going: 2021 Highlights• What do you want to be known for?	Ian
9:30	Overview of Training <ul style="list-style-type: none">• Training Goals and Objectives• Training Schedule Review• Expectations of Training<ul style="list-style-type: none">○ Train Likes its Real○ Pay Attention	Kate

- Get Your Needs Met
- Be On Time
- Accept That There Is A Lot To Learn

9:45	Housekeeping	Leadership
	<ul style="list-style-type: none"> ● Respect Yourself and Others ● We are Professional Educators/Role Models ● Cell Phones ● Site Orientation / Bathrooms / Water 	
9:50	Community Building	Field
	<ul style="list-style-type: none"> ● Large and Small Group Games and Activities 	
10:45	Break	All
11:00	General Healthcare Overview	Medical
	<ul style="list-style-type: none"> ● What is my job? ● Whose Job Is It Anyway? ● Kahoot Game ● Emergencies at Camp ● Universal Precautions/PPE ● Needlestick Injuries 	
12:00pm	Lunch	
	<ul style="list-style-type: none"> ● Dining Hall Procedures/Flow ● Carb Counting Board ● Themed Meal Overview 	
12:45	Group Photo and Headshots	Ian
	<ul style="list-style-type: none"> ● Have t-shirts ready to go 	
1:00	Medical / Field Split	
1:00	Protocol Stations (about 20 min at each station) -MEDICAL	
	<ul style="list-style-type: none"> ● Station 1: How/when to check glucose and bedtime protocols Station 2: Hypoglycemia protocols and glucagon administration Station 3: Hyperglycemia protocols and checking for ketones Station 4: Types of insulin, insulin calculations, and how to administer insulin 	

(pen/syringe)

1:00 **Posterboard Contracts- FIELD**

2:30 **Break**

2:30 **Medical Overview for *Field Staff***

- Diabetes 101
- Hypoglycemia
- Hyperglycemia
- Basic first aid
- Incident/First Aid Reporting
- Carb Counting
- Checking Blood
- Protocols for Water Activities

3:00 **Day In The Life- Combined**

Leadership

- Overview of a typical day/night of camp
- Hour by hour review

3:45 **COVID- 19 Update**

Medical

- CDC/ACA/OH Regulations and Restrictions
- Program Modifications
 - Standards for Cleanliness/Disinfection
 - Dining Hall & Meals
 - Check-In/ Check Out
 - Visitors, Tours, Testing, Masks, Vaccination
- Groups
 - Family Cohorts
 - Cabin Changes
- Daily Symptom Checking and Tracking
- PPE & COVID Protocols
- What happens if someone is sick & FAQ

4:00 **CHMK Policy Overview**

Leadership

- Overnight Programming and Logistics program (hammocking, pie irons, hikes, kitchen raids)
- Hierarchy/Flow Chart of Supervisors and How To Report Issues
- Substance Use Policy
- Time Off Schedules
- Emergencies and Radio Use
- Staff Handbook and Portal

4:30	Open Topics and Questions	Leadership
5:00	EMR: Part 1	Medical
6:00	Dinner- Carb Counting Practice	All
7:15	Flag Lowering	Zach
7:30	Opening Campfire	Val/Zach
8:30	Feedback of the Day; Preview of Tomorrow	Kate
9:30	Night Swim	Optional
9:30	Free Time / Sleep	All
9:00	Leadership Debrief	Leadership

Sunday- June 5, 2022

Break

Monday- June 6, 2022

7:00	Sunrise Yoga (Optional)	
8:00	Breakfast	All
8:45	Flag Raising	Zach
9:00	Emergency Action Plan	Ian
9:20	Radio Procedures	Roger
9:45	Screech Games	Screech
11:30	Break	All
12:00	Lunch	
1:30	Pool Orientation <ul style="list-style-type: none">• Overview / Swim Tests• General Fun /Games	Sarah
2:45	Lake Orientation <ul style="list-style-type: none">• Overview and Policies• General Fun / Water Games	Sarah
4:00	Break	All
5:45	Carb Counts	All
6:00	Dinner	All
7:15	Flag Lowering	Zach
7:30	All Camp Activity #3	Val
8:30	Feedback of the Day; Preview of Tomorrow	Ainsley
9:30	Kitchen Raid	Leadership
10:30	Leadership Debrief	Leadership

Tuesday- June 7, 2022

7:30	Rise & Shine	All
8:00	Breakfast	All
8:45	Flag Raising	Zach
9:30	Challenge Course & Aquatic Rotation <ul style="list-style-type: none">• CC: Johnny, Eric• Aquatic: Ian, Caylan	Leadership
12:00	Lunch <ul style="list-style-type: none">• Come with a bathing suit on	All
1:30	Challenge Course & Aquatic Rotation <ul style="list-style-type: none">• CC: Johnny, Eric• Aquatic: Ian, Caylan	Leadership
4:30	Break	All
4:30	Leadership Chats	Leadership
5:45	Carb Counts	All
6:00	Dinner	All
7:15	Flag Lowering	EB
7:30	All Camp Activity #4	Val
8:30	Feedback of the Day; Preview of Tomorrow	Adam
8:45	Free Time / Sleep	All
9:30	Night Hike	Zach/Val
10:00	Leadership Debrief	Leadership

Wednesday- June 8, 2022

8:30	Rise & Shine	All
9:00	Breakfast	All
9:45	Flag Raising	EB
10:15	<p>Introduction to Outdoor Education</p> <ul style="list-style-type: none"> ● Overview of OE Program/ Nature Center ● Survival / Games- Camouflage ● Nature and Night Hikes ● LNT and Hand Signals 	Ian
	<p>Introduction to Archery & Axe Throwing</p> <ul style="list-style-type: none"> ● Curriculum Review & Cleaning Procedures ● Skill Training/ Progression/Safety ● Split into Groups and rotate 	EB/Zach
12:00	Lunch	
1:00	<p>Pedagogy</p> <ul style="list-style-type: none"> € Homesickness recognition/prevention/strategies (Handout) € Supervision (group vs individual) 	EB
	<p>Sensitive Issues</p> <ul style="list-style-type: none"> € Transgender € Bully Recognition/Prevention/Reporting € Sexual/Drug Discussions € Camper/Staff Relations € Other sensitive topics 	Ian/EB
	<p>Management Role Play</p> <ul style="list-style-type: none"> ● Split staff into 4 groups to rotate through 5 role play scenarios ● 2.5 minutes acting, 2.5 minute debrief - rotate every 5 minutes ● Group Leaders from each of the four groups lead ● Scenarios ● Small/Medium/Large Circles 	EB
2:00	Break	All

2:15	Child Abuse Recognition & Prevention <ul style="list-style-type: none"> ∕ Quiz Questions ∕ Topics: Prevention, Recognizing abuse, Mandated reporting ∕ Common Scenarios: Neglect and Family Scenarios ∕ Role Plays of All Sensitive Issues ∕ Alumni Staff as actors- Groups rotate through 	Ian/Sarah
2:45	Camper/Counselor Connection	EB
3:30	Break	All
4:45	Overnight Logistics <ul style="list-style-type: none"> ● Cookout ● Hammocks / Sleeping Pads ● Night Hike 	Zach
6:00	Cookout Dinner - Pie Irons	Ian
7:15	Flag Lowering	EB
7:30	All Camp Activity #5	Val
8:30	Feedback of the Day; Preview of Tomorrow	Claire
10:00	Hammock Camping	Optional
10:15	Leadership Debrief	Leadership

Thursday- June 9, 2022

7:30	Rise & Shine	All
8:00	Breakfast <ul style="list-style-type: none">• Sign up for dinner	All
8:45	Flag Raising	Zach
9:15	Stand Up Paddle Board/Fishing Rotations <ul style="list-style-type: none">• SUP: Ian, EB• Fishing:	Returns
10:30	Stand Up Paddle Board/Fishing Rotations <ul style="list-style-type: none">• SUP: Ian, EB• Fishing:	Returns
12:00	Lunch	All
1:00	Delivering Feedback & Hard Conversations	EB
1:45	Support/Observations/Evaluations	Caylan
2:30	Time Fillers: Knot Magic	Ian
3:30	Evening Off	All

Friday- June 10, 2022

9:00	LAZY Breakfast	All
9:45	Check-In/Checkout Best Practice OVERVIEW <ul style="list-style-type: none">€ Turn to page in staff manual€ “What sets up apart...”€ Need for absolute structure and clear communication€ Actual visual of how staff interacts/cares for their child€ Representation of what CHMK is all about€ Reputation of program at stake€ Building foundation for future enrollment/word of mouth to others€ What will your first Sunday at camp look like?	EB
10:00	Mock Check-In Day <ul style="list-style-type: none">● Customer Service Review● Greeting a Child and Greeting a Parent● Instructors act as camper family and mock:<ul style="list-style-type: none">○ Parking, luggage○ Check-in at registration table & medical○ Do a health screening with staff● Support staff switch to be camper families and mock:<ul style="list-style-type: none">○ Staff greeting families at camp○ Take family photos○ Run cabin meetings○ Do fire drill	Ian
11:00	Week 1 Logistics <ul style="list-style-type: none">● Weekly/Daily Schedule● Camper Lists / Groups● Cabin / Counselor Assignments● Registration Assignments	Leaderships
11:30	Traditions & Awards <ul style="list-style-type: none">● KODIAN, Wallace, Founders, BeJo Award	Ian
11:45	How to Spend Time Off	EB
12:00	Lunch	All
1:00	Staff Training Wrap Up <ul style="list-style-type: none">● Staff Feedback and Evaluation - Have computers prepared● Clean Bunks - Check off by Facilities● Staff headshots & full group photo● Must be dismissed/signed off before break begins	Ian

1:45	Anything We Missed / Move Into Cabins	Leadership
6:00	Dinner	All
7:30	Final Night Campfire & Closing Ceremony (Skits, Reflection) <ul style="list-style-type: none"> ● First Year Story- Zach ● Final story- EB ● Show staff training slideshow ● Ceremony for staff to get their staff t-shirt ● Speakeasy - staff share what training has meant to them 	
9:00	Off Until Sunday	

Saturday, June 11, 2022
Medical Training
Field Staff -OFF

8:45am	Arrive at camp
9:00	Welcome & Activity
9:30	Pump Overview and Practice Medtronic 530 670 770 780 Tandem Basal IQ; Control IQ Omnipod Dash Horizon OP5
12:00pm	Lunch
1:00	Quizzes Delegation Quiz Carb Counting Quiz Protocol Quiz
2:00	CGMs Libre original 14 day, 2, 3 Guardian Dexcom G5, G6, G7
5:00	EMR: Part 2
6:00	Clean Up and Registration Day Setup

Sunday- June 12, 2022

- 10:00** **Registration Day Setup**
- 11:00** **Leadership Team Meeting**
- 11:15** **ALL STAFF- Sunday meeting**
- 12:00** **Final Preparation for Check-In**
- DH prepped and cleaned
 - Camp Prep
- 12:45** **Positioned and Ready to Go**
- Shirts, nametags, maps, etc
- 1:00** **First camper arrives and summer officially kicks off!!!!**

NOTES