



Staff Training Itinerary 2024

Updated 5/23/24

Wednesday – May 29, 2024

Equipment Needed: Two tables, nametags, teambuilding supplies, pens, clipboards, sunscreen, hand sanitizer, stickers/bands, whiteboards x 5, computer for forms (Clinic Computer), water coolers prepped, speaker/microphone, big clock, tacklebox, 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!

9:00 Leadership staff meet at CHMK

(Ian, Alex, Sara, Elizabeth)

- 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.
- Name Tags laid out on the registration table.
- White boards with group numbers listed. Placed in the field.

9:30 Returning staff meet at camp

(Zack, Gwen, Ainsely, Olivia, Michael, Kat, Madalyn, Eilidh, Claire, Nina, Dalyn, Grant, Lucy, Lee)

- 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!

10:00 All staff meet at assigned groups for “start of camp”

- Simulated Registration Process
- Greeters in parking lot- Lee, Dalyn, Grant, 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, Alex*
- 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
- Escorts/Handlers-. *Gwen, Ainsley, Olivia, Madalyn, Lucy*
- Float-
- Greet staff WESTI-style (like campers but don't talk to them like children)
- Group Game- Zach, Kat, Michael, Nina
- Captains Coming and other engaging games for all.

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

Group 1- Kat

Group 2- Zack

Group 3- Lucy

Group 4- Dalyn

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

10:30

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.

10:45

Staff Introductions

Alex

- Name, Age, Years at Camp
- Line Up Game

11:00

Welcome to CHMK

Ian

- Leadership Team Introductions
- Where we have been, where we are, where we are going: 2023 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!

11:15

Move Into Cabins

All

12:00

Work For Your Lunch

All

1:00

Camp Tour/ Amazing Race

Groups

- Small groups
- Return back to dining hall by 2:15pm
- Script for Group Leaders

2:30	Housekeeping <ul style="list-style-type: none"> ● Meet your needs / respect yourself - Alex ● We are professional educators/role models - Alex ● Cell Phones - Ian ● Site orientation / Bathrooms / Water/ Snacks – Ian 	Leadership
2:40	Expectations of Training <ul style="list-style-type: none"> ● Train Likes it Real ● Pay Attention ● Be on Time ● Accept That There Is A Lot To Learn ● Involve and Engage ● We Call Each Up, Not Out 	Leadership
3:00	Staff Bingo <ul style="list-style-type: none"> ● Handout 	Ian
3:30	Active Teambuilding- Part I <ul style="list-style-type: none"> ● Large/Small Group Games 	Ian / Alex
5:00	Break	All
5:00	Dining Service Staff Training	Mitch
6:00	Dining Hall Procedures: Part I <ul style="list-style-type: none"> ● Expectations/ Rules of Dining & Kitchen ● Menus ● Announcements ● Kitchen Raids and Cookouts ● Clean Up/Food Waste Procedure ● ‘Order of the Oar’ B-day Celebration 	Ian/Alex
6:15	Dinner	Leadership
7:00	Prep for Opening Ceremony <ul style="list-style-type: none"> ● “Get Down” Skit ● Make list of songs ahead of time 	All
7:30	Intro to Opening Ceremony (Songs, Skits, etc) <ul style="list-style-type: none"> ● Flow/Structure ● Returning staff take the lead 	Zack/Lucy
8:30	Feedback of the Day; Preview of Tomorrow	Ian
8:45	Free Time / Sleep	All
9:00	Leadership Debrief	Leadership

Thursday- May 30, 2024

7:30	Rise & Shine	All
8:00	Breakfast	All
8:45	Flag Raising & Orientation	Claire/Alex
9:00	DEI, Core Values, Culture <ul style="list-style-type: none">● Handout● Welcome Internationals● Welcome Diverse Staff	Ian
9:30	Diabetes 101 <ul style="list-style-type: none">● Diabetes 101● Hypoglycemia● Hyperglycemia● Basic first aid● Incident/First Aid● Carb Counting● Checking Blood● Protocols for Water Activities	Sara S.
11:30	Energizers	Ian
12:00	Lunch	All
12:00	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 Location, how to fill it out, etc	Mitch
12:45	Trading Post Overview	Ian
1:00	Archery / Low Ropes Rotation <ul style="list-style-type: none">● Two Groups Split	Ian/Alex
2:30	Archery / Low Ropes Rotation <ul style="list-style-type: none">● Two Groups Split	Ian/Alex

4:00	Transition	
4:15	Introduction to Arts & Crafts	Alex
	<ul style="list-style-type: none"> ● Tour of A-Frame ● Supplies Available ● Expectations of Cleanliness ● Overview of Approved Projects ● Activity 	
5:00	Break	All
5:15	Logistics Meeting Overview at Fire Pit	Alex/Ian
	<ul style="list-style-type: none"> ● Bring Logistics Slips 	
5:45	Intro To Dining Hall Themes	Claire
6:00	Dinner	All
	<ul style="list-style-type: none"> ● Caveperson Dinner 	
6:45	Break	All
7:00	Flag Lowering	Michael's
7:15	Underwater Basket Weaving (Wear a swimsuit)	All
8:30	Feedback of the Day; Preview of Tomorrow	Michael
8:45	Free Time / Sleep	All
9:00	Leadership Debrief	Leadership

Notes

Friday- May 31, 2024

7:00	Polar Plunge (Mandatory-Ish)	All
8:00	Breakfast	All
8:45	Flag Raising	HJ
9:15	Net Promoter Score & Parent Evaluation	Ian
9:30	Parent Perspective /Parent Communication <ul style="list-style-type: none">● Why camp is a win for parents.● Importance of training - confidence in staff to take care of prized possession.● Hesitations/Fears- Camp is needed now more than ever.● Parent letter samples● Deadlines● <i>This differentiates camp.</i>● Use of Template, Jump Drive, Google Drive● Make it personal, DO NOT just change names.● Parent Day 2024 Overview● Practice Parent Letters	Ian
10:15	What is a Counselor/ Camper Needs <ul style="list-style-type: none">● Handout	Alex
10:30	9-Square Tournament	Alex
12:00	Lunch <ul style="list-style-type: none">● Laundry Talk	Lucy
12:45	4 Cabins of Terror <ul style="list-style-type: none">● Returning Staff● BJ, M, BF, K	Ian/Alex
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	Ian

- Group Photos taken on Sunday/Monday. We will develop a schedule for each group
- Digital Scavenger Hunt! Split into 10 teams.

3:15	Introduction to Mountain Biking (Split) <ul style="list-style-type: none"> ● Curriculum Review & Cleaning Procedures ● Skill Training/ Progression/Safety ● Split into Groups and rotate 	Alex
	Introduction to Outdoor Education (Split) <ul style="list-style-type: none"> ● Overview of OE Program/ Nature Center ● Survival / Games- Camouflage ● Nature and Night Hikes ● LNT and Hand Signals 	Ian
5:00	Break	Alex
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!) 	Olivia
6:00	Dinner <ul style="list-style-type: none"> ● Musical Dinner 	All
7:15	Flag Lowering	RC
7:30	All Camp Activity #1	Lucy
8:30	Feedback of the Day; Preview of Tomorrow	AB
8:45	Free Time / Sleep	All
9:00	Leadership Debrief	Leadership

NOTES

Saturday- June 1, 2024

Field Staff Day Off

Medical Training

Sunday- June 2, 2024

7:15	Rise & Shine	All
8:00	Breakfast	Field Staff
8:45	Flag Raising	Claire
8:30	Timeline Activity (Pavilion)	Alex
9:15	Day in the Life <ul style="list-style-type: none">● Overview of a typical day/night of camp● Hour by hour review	Ian
9:30	Slingshot Overview	Ian
10:15	Introduction Mountain Biking (Split) <ul style="list-style-type: none">● Curriculum Review & Cleaning Procedures● Skill Training/ Progression/Safety● Split into Groups and rotate	Alex
	Introduction to Outdoor Education (Split) <ul style="list-style-type: none">● Overview of OE Program/ Nature Center● Survival / Games- Camouflage● Nature and Night Hikes● LNT and Hand Signals	Ian
12:00pm	Lunch <ul style="list-style-type: none">● Carb Counting Practice	All
12:45	CHMK Policies and Procedures	Ian
1:15	Break	All
2:45	Lake Orientation <ul style="list-style-type: none">● Overview and Policies● General Fun / Water Games	Lifeguards

4:00	Break	Field
6:00	Dinner <ul style="list-style-type: none"> ● Carb Counting Practice ● DH Theme 	All
7:15	Flag Lowering	CR
7:45	Feedback of the Day; Preview of Tomorrow	Maya
8:30	Free Time / Sleep	All
8:30	Leadership Debrief	Leadership

Notes:

Removed Pool Orientation, removed open topics & Questions

Monday- June 3, 2024

7:00	Sunrise Yoga (Optional)	
8:00	Breakfast	All
8:45	Flag Raising	BJ
9:00	Emergency Action Plan	Ian
9:45	WESTI: Teaching Staff How to Greet Campers <ul style="list-style-type: none">● Role Play	Alex
10:00	Introduction to a Transformative Customer Experience <ul style="list-style-type: none">● Be direct with kids and parents. Be open and honest.● Great pictures (windows not doors)● Talking about the next program/step in the progression<ul style="list-style-type: none">○ Teen Weekend, Family Camp, Fall Fest, etc.● Daily Debrief/Cabin Chat● Staff/Parent Letters along with cabin photo● 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 and Parent Day. <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 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”	Ian

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).

11:15	Break	All
12:00	Lunch	All
1:45	Laundry Procedures <ul style="list-style-type: none">● Sign-up sheet (?)● Best practices● Detergent use	
2:00	Post-it note Activity <ul style="list-style-type: none">● Post its● Pens	Alex
3:00	Community Building <ul style="list-style-type: none">● A3 Paper (poster sized)● Pens	Alex
4:00	Break	All
5:45	Carb Counts	All
6:00	Dinner <ul style="list-style-type: none">● DH Theme	All
7:15	Flag Lowering	BJ
7:30	All Camp Activity #2	
8:30	Feedback of the Day; Preview of Tomorrow	
9:30	Kitchen Raid	Leadership
10:15	Leadership Meeting	

Tuesday- June 4th, 2024

7:30	Rise & Shine	All
8:00	Breakfast	All
8:45	Flag Raising	BF
9:00	Challenge Course & Aquatic Rotation <ul style="list-style-type: none">● CC: Alex● Aquatic: Ian	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: Alex● Aquatic: Ian	Leadership
4:30	Break	All
5:45	Carb Counts	All
6:00	Dinner	All
7:15	Flag Lowering	BJ
7:30	All Camp Activity #3	Val
8:30	Feedback of the Day; Preview of Tomorrow	Kat
8:45	Leadership Debrief	Leadership
9:30	Night Hike Split	Ian / Alex

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Wednesday- June 5th, 2024

8:30	Rise & Shine	All
9:00	Breakfast	All
9:45	Flag Raising	RC
10:15	Diabetes 201: Skills Check, Glucagon and Epi-Pens, etc.	Sara
12:00	Lunch	All
1:00	Pedagogy <ul style="list-style-type: none">• Homesickness recognition/prevention/strategies (Handout)• Supervision (group vs individual)	Alex
	Sensitive Issues <ul style="list-style-type: none">• LGBTQIA+• Bully Recognition/Prevention/Reporting• Sexual/Drug Discussions• Camper/Staff Relations• Other sensitive topics	Ian
1:30	Management Role Play <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	
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	Ian
2:45	Camper/Counselor Connection	

3:30	Break	All
4:45	Overnight Logistics <ul style="list-style-type: none"> ● Cookout ● Hammocks / Sleeping Pads ● Night Hike 	
6:00	Cookout Dinner - Pie Irons	Ian
7:15	Flag Lowering	RC
7:30	All Camp Activity #4	
8:30	Feedback of the Day; Preview of Tomorrow	
9:00	Leadership Debrief	Leadership
10:00	Hammock Camping- Optional	All

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Thursday- June 6, 2024

7:30	Rise & Shine	All
8:00	Breakfast <ul style="list-style-type: none">• <i>Sign up for dinner if sticking around</i>	All
8:45	Flag Raising	BJ
9:15	Stand Up Paddle Board/Fishing Rotations <ul style="list-style-type: none">• SUP: Alex• Fishing: Brendan	All
10:30	Stand Up Paddle Board/Fishing Rotations <ul style="list-style-type: none">• SUP: Alex• Fishing: Brendan	All
12:00	Lunch	All
1:00	Delivering Feedback & Hard Conversations	Ian
1:45	Support/Observations/Evaluations	Ian
2:30	Headshots / Group Photo	Alex
3:30	Afternoon/Evening Off	All

***Staff Trip to**

Notes

Friday- June 7, 2024

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?	
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 / Medical Assignments● Registration Assignments	Leadership
11:30	Traditions & Awards <ul style="list-style-type: none">● KODIAN, Wallace, Founders, BeJo Award	Ian
11:45	How to Spend Time Off	Alex
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● Pump Me Up & Camp Fairy	Ian

1:45	Mock Parent Day	Leadership
6:00	Dinner	All
7:30	Final Night Campfire & Closing Ceremony (Skits, Reflection) <ul style="list-style-type: none"> ● First Year Story- ● Final story- ● 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	

Saturday, June 8, 2024

Medical Training

Field Staff -OFF

Sunday- June 9, 2024

10:00	Walkthrough of Camp
11:00	Leadership Team Meeting
11:15	ALL STAFF- Sunday meeting
12:00	Final Preparation for Check-In <ul style="list-style-type: none"> ● DH prepped and cleaned ● Camp Prep
12:45	Positioned and Ready to Go <ul style="list-style-type: none"> ● Shirts, nametags, maps, etc
1:00	First camper arrives and summer officially kicks off!!!!

NOTES