

Volunteer Manual

General Information

<u>Location</u>	Camelot for Children
<u>Phone</u>	Campus: 610-791-5683
	Emily Knudson: 610-762-9848
	Andrea Lycette: 610-844-7098

Policies and Procedures

Clearances and Paperwork

- All volunteers must submit a completed application and sign the acknowledgement of this manual.
- If under 18 years old, both must be signed by a parent.
- All volunteers over 18 must have required clearances and sign the physical and sexual misconduct policy.

Attendance

- Register for events using SignUp Genius.
- Sign in and out. This is necessary to get credit for your volunteer hours.
- Entirely complete forms required by your school, organization etc and present to a Camelot Staff member for signature.
- If you are unable to attend an event you are registered for, please call one of the above phone numbers ASAP.

Sign In and Sign Out

- Upon arrival, please immediately sign-in and put on a nametag.
- We will be discussing the day's events as soon as everyone arrives.
- At the end of the event please sign out.
- Signing in and out allows us to track volunteer hours and helps us keep track of who is currently on campus. This enables us to maintain a safe and secure program for everyone.

Medication Policy:

- All medication to be administered to Camelot children and volunteers is done by the staff nurse only.
- Notify the nurse of any incidents even if they seem minor.
- Medications, prescriptions or over the counter medicines must be kept in the nurse's office and dispensed by the nurse. Please report to her when you sign in if you have medications that you need to take while you are volunteering.
- We will need a medication form filled out by a parent if you are under 18.

Parking:

- Parking is available in the lot and in the field.

Telephone Calls/Cell Phones:

- Please keep your cell phones in the car unless you need them for emergency purposes.
- Do **not** post pictures of our Camelot kids or mention Camelot kids' names on any social media.
- No texting during events. You are here to spend time with your buddy.
- Please be sure to give your parents Camelot's contact information in case of an emergency; (610)791-5683.

Valuables and Cash:

- Everyone is urged to not bring valuables or cash to camp.
- No firearms are permitted.
- No pets, except service dogs, are allowed.

Alcohol/Tobacco

- Camelot is a smoke free environment. Smoking, chewing tobacco and vaping are not permitted anywhere on the grounds.
- Any volunteers caught using any type of tobacco or vaping will be asked to leave.
- Alcohol possession or consumption on Camelot property will immediately result in the volunteer being asked to leave.

Supervision and Camper Care

- All volunteers will be supervised by a trained staff member. If at any time you have questions or concerns, please speak to a Camelot staff member.
- Setting limits is important. No Camelot children should be allowed to intimidate or frighten others or to disrupt activities.
- Ridiculing or embarrassing the Camelot children are not acceptable behaviors.
- If discipline problems arise and you cannot deal with them, please let the Camelot staff know so they can take care of it.
- Volunteers should refrain from helping with direct care including bathroom assistance, hygiene, medical care, behavior management, etc. Please ask for assistance with these issues.
- No volunteers may be alone with a Camelot child at any time. Please stay in group areas with your child.
- Never leave a Camelot child unsupervised. You are responsible for that child.

Absences:

- Many of the Camelot Children have low immune systems. If you have had a fever, vomiting, or diarrhea within the prior 24 hours, then please call Camelot (610-791-5683) to cancel or reschedule. Any volunteers experiencing the above symptoms while at Camelot will be asked to leave. The health and safety of our children, volunteers, and staff are our first priority.
- Please call as soon as possible to let us know of your absence.

Camelot Goals

A top priority for our volunteers is to understand and help carry out the mission of Camelot's programming and our unique goals for our Camelot kids. Beyond providing fun and safe experiences for our kids, Camelot aspires to contribute to the development of life and academic skills. The life skills that we strive to teach are:

- Building meaningful relationships
- Living as a positive role model
- Developing a sense of independence and accomplishment
- Increasing social skills including self advocacy
- Learning new skills by trying new, different, challenging and fun things by participating in safe experiences with limits and careful supervision

Volunteers assist the Camelot staff and children with a variety of activities including crafts, games, field trips, academic goals, outdoor activities and developing relationships. Additionally, volunteers may help with site maintenance and tasks that will keep Camelot clean such as picking up trash, tidying up craft/game supplies, and distributing snacks.

Positive Volunteer Qualities:

- agreeable, friendly, and approachable
- organized, enthusiastic and focused on camp
- engaged in all activities with the campers
- sympathetic and understanding
- fair and accepting
- flexible
- dependable
- efficient in their assigned work at Camelot
- respectful of others
- sensitive to the needs of individuals
- team mentality

Role of Volunteer:

- Give the kids a great day.
- Help the kids access and enjoy activities and opportunities.
- Support the development of positive relationships, manage conflict if necessary and redirect negative behavior.
- Be mindful of the feelings and wellness of your buddy (is she tired, is he too hot, is she overwhelmed...).
- Be positive in your statements to kids when possible. Remember structure and expectations help build bonds between the two of you and creates a sense of safety in the child.
- Help children become acquainted with other children and participate in group activities to improve communication and social skills.
- Children must feel that they can do things on their own. Your job is to gently guide, suggest and help develop a feeling of independence.

What does "special needs" mean?

Children with special needs are defined as having a temporary or chronic condition or disability due to illness, accident or developmental disorder. Their development can be different than their peers in any of the following ways: physically, emotionally, socially, mentally and/or intellectually.

Volunteer/Camelot Kid Communication

When you meet your buddy, introduce yourself and get acquainted. Ask about his or her school, likes and dislikes, favorite foods... Don't feel that you have to be active or engage in conversation all day long. Your buddy may have different physical limitations and levels of physical ability. He or she will have a way to communicate when they need help or a staff member or veteran volunteer can help both you and your buddy figure out what will work for the two of you. Please don't assume that your buddy has a mental disability if they have a physical disability. When appropriate, gently encourage interactions with the other children and volunteers.

Suggestions for a Great Experience

- Relax! Be yourself.
- Remember you are here for the kids. Do what they would like to do and encourage them to try new things.
- Offer assistance if asked or if the need seems obvious, but don't overdo it or insist on it.
- Be considerate of the extra time it might take for your buddy to do something.
- Give your buddy whole, unhurried attention.
- Don't talk for your buddy, but give gentle help if needed.
- Speak calmly.
- Be alert.
- No name-calling or foul language.
- Use your best judgment, but ask questions if you don't know an answer or what to do in a specific situation. We are here to support you and the kids.
- Set a good example. You have a powerful influence on these amazing kids.

Safety

Every volunteer has a special responsibility with regard to safety. No matter where you are, you should be aware of potential hazards, environmental or behavioral. If you have a question or concern that you are not sure about, please tell a Camelot staff member immediately.

Wheelchair Safety Rules

- Wheelchair-bound children must always wear seatbelts.
- Make sure the child's feet are on the footrests to prevent dragging and possible injury. Additionally, this allows the volunteer to easily move the wheelchair.
- Never ride on the back of a wheelchair.
- Never run with a wheelchair.
- Always make sure the brake is locked when the child is in a stationary position.
- When applying or releasing the brake, brace your opposite hand onto something for stability.
- Always push rather than pull the wheelchair.
- When going over small bumps or a floor transition, such as a door threshold, use downward force on the back of the chair to ease pressure on the front.
- Do not hang heavy bags or other objects on the back of the chair as this can cause the chair to become unbalanced or tilt backward which could injure or harm a child or volunteer.

- When descending slopes and ramps, take your time and go down in reverse.
- Never transfer a wheelchair-bound child out of their chair. Please see a Camelot staff member or the nurse on duty.

Additional Responsibilities and Considerations

Facility and Equipment

- Return all equipment to its proper storage place.
- Anything damaged or broken should be reported to the director so it will not be a hazard.
- Equipment should be utilized in a manner in which it is intended to be used.

Clothing

- Please be conscious of your clothing, for example, no low shirts and short shorts.

Hygiene

- Please check to make sure that your buddy washes their hands after using the bathroom.
- All diaper changing must be done by the nurse in the restroom.
- If a bathroom accident occurs, please see the nurse for assistance. Do not attempt to change the child.

Volunteer Opportunities

Opportunities to Volunteer for Camelot

- Monthly Camelot Parties for the teens and children
- Clean up Days
- Holiday Gift Wrapping Booth
- Annual Lock-In Fundraiser
- Attendance at miscellaneous fundraisers

See our website calendar at www.camelotforchildren.org for all of the latest information, dates and times.

Donations are always welcome!

Thank you for your help as a Volunteer at Camelot for Children!!!

Volunteer Manual

Please *print and sign this page* and return it with your volunteer application to indicate that you have read and understand this manual.

I have read and understand the Volunteer Manual.

Print name: _____

Signature: _____

Date: _____

If under 18, then please have parent or guardian sign.

Parent/Guardian's Signature: _____

Date: _____