



Instructional Specialist

Standard Operating Procedure

Morning

Clock-in at the Camp Office

- Start setting up warm-up and sport sessions with appropriate equipment
- Meet your Director for your Morning Briefing, where schedule changes and announcements will be discussed

Drop-off (Camper Arrival)

- Instructional Specialists will be assigned to carline to help greet campers, get them out of their cars, and help them to their groups
- Instructional Specialists *not* assisting in carline should assist in the supervision and safety of campers and helping with any specified tasks

Morning Assembly

- Assist Director in warm-up games, activities, contests, etc. and encourage all campers and Coaches to participate

Daily Schedule

Sport Sessions

- Follow daily schedule
- Use curriculum manual to plan and prep sport sessions
- Make sure all materials and equipment are accounted for all sports sessions. Let Director know if in need of any materials/equipment
- Implement sport sessions according to camp calendar and block plan
- Assist groups with transitions
- Conduct safety checks throughout the day
- Make sure all campers and coaches are included and engaged in all sports sessions and discussions
- Brief Director on any behavioral issues or incidents throughout the day
- Have fun!

Snack/Lunch

- Assist Coaches with their groups during lunch (i.e., general supervision, bathroom runs, opening food containers, Nurse's Office, etc.)
- Make sure each camper eats their lunch every day, notify the Coach/Director if a camper does not eat. REMEMBER: Sharing/swapping of food is not permitted!
- Campers with nut allergies are assigned to designated table with their fanny pack and assigned a Coach or Team Member

Swim Time/Pool

- Supervise locker rooms/changing areas and assist campers with the changing process when needed. *Do not put yourself in a situation where you are alone with a child.*
- Assist the Aquatics Team in supervising the pool deck.
- If a camper does not want to swim for any reason, do not force them to swim. Please be sure to make a note for the Director once you leave the pool area.
- Take extra safety precautions at the pool and in the locker room. The pool area is a paperwork free zone.

Afternoon**Pick-up (Camper Dismissal)**

- Instructional Specialists who are assigned to carline assist by checking parent identification, walking campers from their groups, and bringing them to their cars
- Instructional Specialists *not* assisting in carline should assist in the supervision and safety of campers and helping with any specified tasks

Club OT Transition

- Assist Coaches and OT Team Members by completing the Club OT form for any campers and personally sign them in with the Club OT activity leader
- Inform Club OT Team Members of any special needs or medical conditions and hand-off fanny packs (if applicable)
- Return any fanny packs, not being sent to OT, to the Nurse's Office

Clock out at the Camp Office

- Make sure sport session areas are cleaned up and prepped for the next day
- Check-in with your Director, if needed