



Internship Program Policies & Procedure Handbook

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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 5 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 than a Volunteer Experience?

Internship Experience: Interns are college students who are admitted into a rigorous training and hands-on learning program for 5 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 work 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 and pass a quiz before volunteering at Camp Yakety Yak. After camp on the day he/she job shadows, volunteers participate in a SPECIAL, 1-HOUR MEETING for additional training from 4:00-5:00pm. Volunteers are invited to join the rest of the staff on Sunday to prepre for the next week with campers. Volunteers JOB SHADOW with a team of campers from 8:00am-4:00pm on the THURSDAY 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. Volunteers are invited on the

Sunday BEFORE his/her scheduled week to assist in camper & curriculum preparations, though this is not required.

- **Certificate of Service Hours:** Volunteers will get a certificate of total volunteer hours at end of their service to camp signed by the Camp Director. Volunteers are encouraged to list CYY as volunteer experience, but no formal letter of recommendation or job reference will be provided to weekly volunteers, but volunteers can write about their service in a personal statement, job application, etc.
- 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. Receive a monetary stipend on or before the last day of internship service
- f. College credit (depending on university)

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
 - Bus line 38
 - Trimet Trip Planner Tool: <http://trimet.org/#/planner>
- Bring personal laptop 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 quest.
- 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:

- Volunteered with CYJ in the past
- Have instructional experience of some kind, particularly working with children with challenges
- 18+ years old, college student

Internship Process

1. **Apply:** Our application is available online and accessible through our website www.campyaketyyak.org. The staff application is found at <https://campscui.active.com/orgs/CampYaketyYak#/selectSessions/2342108> and is for all levels of staff. Please add all 5 weeks of camp “to the cart.” There is no charge for this. Inside of the application it will ask you more questions about your level of education or the role you are applying for, select the Intern role.
2. **Attend an Interview:** After the staff reviews your application, you will be invited to participate in an interview with either the Camp Director, Clinical Director, or Staff Administrator.
3. **Train:** Beginning in late April, interns will complete online training modules. We have a specially designed course for your educational level on our Schoology site.
4. **Work:** Five weeks of camp plus online modules and planning dates
5. **Daily meetings:** Meet with supervisors and peers to develop plans, create goals for children, and make sure that you are achieving your personal goals.
6. **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 University, there is a high likelihood that your institution will give credit based on your supervised work for CYJ. Each University is different, so please explore what your school requires during your Spring term prior to working at the camp!

Here are links to local University career centers (if you do not see your school, please still research what your university offers):

- **Portland State University:**
<https://www.pdx.edu/careers/earn-credit>
- **Pacific University:**
<https://www.pacificu.edu/about-us/centers/career-development-center/students-alumni/internships>
- **University of Oregon:**
<https://career.uoregon.edu/students/programs-services/internship-credit/information-students?destination=node%2F58982>
- **Pacific Lutheran:**
<https://www.plu.edu/career/wp-content/uploads/sites/265/2016/04/registering-for-credit-via-career-connections-opportunities-board.pdf>
- **Portland Community College:**

<http://www.pcc.edu/resources/careers/internships/documents/coop-student-handbook.pdf>

- **Oregon State University:**

<http://career.oregonstate.edu/students/career-major-exploration/hands-learning-experience/internships>

Developing Your Skills

Interns at Camp Yakety Yak develop skills in working in a **Multi-Disciplinary 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*
- Teaching & Special Education
- Occupational Therapy
- Physical Therapy
- Counseling/Psychology
- 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 with a Certificate of Clinical Competency who provide clinical supervision for college students enrolled in a clinical practicum. 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 always
- Complete your assignments 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 Multi-Disciplinary Team, Interns develop the following skills in our program:

- 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.
- 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 5-21. 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 (25% of our campers are neurotypical).

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 one to five 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, board certified behavior analysts (BCBA), 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** and a **treatment plan** is created, **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 small teams with children of a similar age and attend five 30-minute classes, as well as participate in whole group activities, such as 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 ratio of staff-to-camper ratio** to ensure a safe, therapeutic learning environment. Our staff includes a Camp Director, Clinical Director, Director of Operations, Executive Director, Administrative Team, Professional Faculty, Interns, and Camp Counselors. 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.

CYY- A Circle of Support: Camp Yakety Yak serves the whole family with sibling support groups that meet daily, and a parent support group that is facilitated by a parent leader with professional guest speakers. 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, Elise Renning, is an experienced special educator and the Clinical Director, Heather Eason, is an experienced speech-language pathologist, they are

joined by the Professional Faculty, a group of local, masters-level experts in therapeutic and education fields. The Clinical Director, and Professional Faculty members each supervise 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 two 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.

RED SHIRT Teams & Role Descriptions

ADMINISTRATION TEAM- Members of the Administration team are on the Camp Yakety Yak payroll.

- **Camp Director** - reports to the Camp Yakety Yak Board of Directors and works to uphold the mission of Camp Yakety Yak through the development and management of programs, human resource, financial, marketing, and strategic operations.
- **Assistant Camp Director** - assists the Camp Director in achieving the objectives set forth by the Camp Yakety Yak Board of Directors; recruits staff and assists in staff training and supervision; and assists in day-to-day programmatic decisions
- **Director of Special Programs-** Assists Camp Director in managing the Buddies Intensive Services Program and Junior Camp Counselor Programs including hiring, training and supervising staff
 - **Buddies Intensive Services Program:** The Buddies Program Coordinator designs curriculum and directs Interns & Camp Counselors/Volunteers in supporting campers with more severe disabilities affecting their cognition, communication, and behavior. Special attention is paid to Augmentative & Alternative Communication (AAC) in this program.
 - **Junior Camp Counselor Program:** The Junior Camp Counselor Program Coordinator designs curriculum and directs Interns & Camp Counselors/Volunteers in supporting adolescents. The focus of this program is to promote independence, friendship, appropriate social boundaries and leadership for these campers, many of whom have grown up attending CYC as campers
- **Office Administrator** - financial duties, manages communications between and among camp administration, fellow staff, families, and assists in clerical duties and fundraising.
- **Camp Registrar** - performs clerical duties including processing camper registrations and staff applications, filing, bookkeeping, facilitating camp communications via the camp cell phone and “office” email account, etc.
- **Volunteer Coordinator** - A point of contact for all staff in communications involving camp calendar, training, duties and other issues and questions
- **Camp Operations** - purchases and manages camp inventory, monitors expenses on the budget and assists in clerical duties and fundraising
- **Technology Coordinator-** provides technical assistance and instruction to staff, as well as

co-designs tech-related activities for campers

- **Admin Assistant**- assists with fundraising efforts, curriculum planning, clerical support and provides additional child supervision and management at camp

Supervision & Mentorship

PROFESSIONAL FACULTY TEAM- The Professional Faculty are contractors who receive an honorarium for sharing their expertise with our staff and supervising Interns.

- **Clinical Supervisors Speech-Language Pathologist (SLPs)** share expertise in the field of the Speech-Language Pathology, including Augmentative or Alternative Communication (AAC), as well as provide clinical supervision and training to staff enrolled in a clinical practicum courses as required by the American Speech-Language Hearing Association.
- **Occupational Therapist (OT)**- share expertise in the field of Occupational Therapy, particularly classroom accommodations for Sensory Processing Disorder
- **Camp Nurse** - share expertise in first aide and personal care management to support the health needs of campers including administering medications and changing, transferring, toileting and feeding needs for campers with physical disabilities
- **Physical Therapist (PT)** - share expertise in the field of Physical Therapy, support the needs of campers with physical disabilities so they may be fully included in camp activities, help plan personal care plans including safe transfers, etc.
- **Counselor** - share expertise in the field of Mental Health by supporting the emotional needs of campers, facilitate daily Sibling Snack support groups
- **Behavior Team Leader & Assistant** - sharing expertise in the field of Behavior and Autism Interventions by consulting with staff on how to approach challenging behaviors including determining the antecedent/cause and individualized incentive plans

Interns may also be assigned a **MENTOR** based on their camp role. This will be a Red Shirt Administrative Staff member who has worked for the camp before and can help with general camp policies or procedures. Mentors are available in person, text or email and participate in role meetings with the supervisor

- **Camp Registrar** mentors **One-to-One Assistants**
- **Camp Communications** mentors **Team Leaders**
- **Camp Operations** mentors **Class Instructors**
- **Admin Assistant** mentors **Program Coordinators & Program Assistant**

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 full 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
- **Camper Support Team Assistant:** Work with the Behavior Team or Counselor to provide individual support to campers who demonstrate more significant behavioral and/or emotional challenges.
- **Sensory Support Assistant:** Work with the Occupational Therapist to provide for sensory needs of children. (This role is not available for weeks when Pacific University's graduate program participates in camp.)

CAMP COUNSELOR/VOLUNTEER TEAM - College level and mature adolescents, who would like to grow their volunteer or educational experience to include working with children with special needs. This is an unpaid volunteer position. Here are some options for Camp Counselor/Volunteers:

- **Team Assistant:** work under the direction of a Intern to support a team of campers; responsible for guiding campers throughout their daily camp schedule, as well as teaching and monitoring development of communication, social, emotional and behavioral skills and daily living skills with professional staff support
- **Cooking Class Assistant** - Support Cooking Class instructors and campers to participate in engaging cooking activities, assist in preparation and clean up daily.

Camp Counselors/Volunteers work at the camp a minimum of 50 hours (roughly 1 40 hour week with approximately 10 hours of training) for 1 week between June 25-August 5, 2017. Camp Counselors/Volunteers can elect to work more full days/weeks after their first full time week for additional volunteer hours.

Work Schedule and Time Commitment of Internship

See Staff Calendar for specific dates.

- Pre-Camp Training (flexible hours, March-June; includes online training/discussions/orientation) 20-30 hours
- 5-Week Camp Sessions (June 22-July 31 (no camp June 29-July 3): 213 hours
- Total Hours of Internship: 255.5 Hours (July 2020)

Example Daily Camp Schedule

8:00 - 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 for Campers & Blue Shirt Staff (Red Shirts Supervise)
12:15 - 12:40 - Facilitated Recess for Campers (Blue Shirt Staff Instruct)
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, Neurotypical Siblings meet “Sibling Snack”
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 an online tutorial and submit proof of completion.

Online Tutorial Information

CYY will use an online educational software called Schoology which will have training slides, example video clips, short quizzes and online discussions.

General Camp Tutorials

1. Camp History, Organization and Roles
2. Camp Philosophies
3. Camp Policies: Ensuring a Safe and Therapeutic Environment
4. Autism Primer
5. Social Competence and Developmental Disabilities
6. Emotional Regulation Challenges & Strategies
7. Sensory Processing Disorder
8. Challenging Camper Behavior
9. Teaching Tools
10. Prompts & Cues: Other Supports for Successful Interaction
11. Camp Operations & Daily Schedule

Role-Based Camp Tutorials

- One-to-One Assistant
- Team Leader
- Class Instructor
- Class Assistant
- Buddies Program
- Junior Camp Counselor Program
- Yak Care

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.

Collaboration, Sharing & Meetings

Each morning for 15-20 minutes, all staff members meet to discuss issues, changes for the day, and give reminders. All staff members include: Administrative Staff, Professional Faculty, Interns, and Weekly Volunteers.

Interns may be asked to share their learning with the staff by providing examples of successful teaching strategies or how he or she is attempting to solve a problem.

Each week, volunteers (“Camp Counselors”) will be onsite to be extra support for camper teams. Volunteers are asked to participate for one week. Returning staff can come back for a day or more each summer. Volunteers will come to camp and “job shadow” the week prior to their chosen volunteer week to provide staff training. The Clinical Director assigns volunteers to camper teams under the direction of a Team Leader, whose job it will be to delegate tasks and be a role model in supporting children at camp.

General Staff Policies to Review

A Good Fit

A CYJ 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 set 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 be 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. The camp directors with nearly 50 years of combined experience are still learning everyday, and take new learning from camp back to their school-based jobs each fall. Effort and willingness to learn more is what counts. If accepted into the intern program, you are already impressive to the Camp Directors. Try to relax and enjoy the learning process and not beat yourself up for “mistakes” or chase approval by your supervisor. 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 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.

Camp administrators will assign you a role at Camp Yakety Yak based on your experience and level of education. You will receive training and ongoing supervision to assist you in performing this role. If any staff member is faced with challenging behavior and **campers are not responding to 1-2 attempts at redirection**, staff members are expected to seek the assistance of a supervisor. **If at any time you feel uncomfortable with the duties you have been assigned, contact a Camp Administrator 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:



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/not a distraction 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

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

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.

Staff are not to take photos or videos of campers with their personal cell phones. This is a new

policy this year, for returning staff. We have designated staff who are responsible for taking photographs on specific camp devices. More details to come about this policy.

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 Mountain Park Church.

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 the Assistant Director 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, 2017. Typically, staff hours are from 8:30am-4:00pm.
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.
6. Participate in one activity (fundraising or clean-up) in support of Camp Yakety Yak of your choice.

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), 2017. 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.

Support Assistants

Camper Support Team Assistant

Sensory Support Assistant