

Adult Volunteers

You Make the Camp Happen!

Welcome and thank you for helping out at Cub Scout Day Camp! We could not have a camp without you!

A lot of time and effort from parents goes into providing the camp experience to our Scouts. The engagement of parents before, during and after the camp is the very reason we have a memorable camp year after year. Packs are required to provide volunteers for camp. We have no paid staff.

Scout parents plan and execute not only the activities the Scouts engage and enjoy (like arts and crafts, engineering, swimming, etc.), but also the supporting infrastructure (like Headquarters, First Aid Station, Parking, Scout pickup process and facilities support) that makes the camp a safe experience.

As an adult volunteer, we ask that you take the time today to read the guidelines below:

- Everyone in camp is expected to adhere to the BSA Youth Protection guidelines
- Smoking, alcoholic beverages, and controlled substances are NOT allowed in camp.
- Approved face-coverings must be worn at all times, except at the times and locations pre-determined by the Camp as zones where people can take a break from wearing masks in a socially distanced manner.
- You are a valuable resource to our Scouts! Be ready to share your enthusiasm, knowledge and skills whenever possible. Be flexible. Be prepared with mini-discussion topics for advancement requirements to be covered, a song, a game, or a joke. These items make great fillers if there is lag time between station changes.
- For those of you working as Unit Leaders within the camp, you are asked to help and supervision for your Unit at each station. Do not expect the Staff member assigned to the area to be able to handle the Scouts and their projects without your help. We'll also need your help assisting your Scouts with the tasks, crafts, etc. as each station.
- Please try to stick to the schedule as closely as possible. We will make every effort to have the Scouts complete their activities in the allotted time.
- Volunteer parking is located in the side parking area, the staff will direct you where and how to park.
- The TAG station is provided for potty-trained, pre-school children of volunteers who are at camp three days or more. A TAG parent must be at camp to utilize the TAG station, no drop offs are allowed. Older siblings of TAGs are not allowed to take the child from the TAG station.
- For more specifics, please see the Meridian Day Camp Staff Agreement that is included in the [Adult Volunteer PDF packet](#).

Number of Volunteers That Need to be Provided by Packs

Packs must provide at least one parent volunteer for every 6 registered Scouts of one gender as a Unit Leader. When calculating how many volunteers you need, factor in that female Scouts will be in a different unit than the male Scouts. BSA requires that we have separate units for boys and girls. Each unit then, will need the appropriate number of leaders. Packs assigned to run an Activity Station must also secure additional Adult Volunteers to run that station each day. Stations have minimum staffing requirements that need to be met for camp to operate.

Types of Volunteers

Most volunteers will be the “boots on the ground” at camp. Without such people, we would not have enough adults to supervise the youth, operate the various activities which are synonymous with our camp and run the “behind the scenes” support jobs.

For those who cannot attend camp itself, we need help before and after camp. This may be in the form of a Camp Pack Coordinator (aka the “CPC”), folks helping set up activity stations before camp starts and those who help take camp down at the end of the week. We also need people who can help direct traffic and facilitate drop off and pick up (this is usually a good job for those who work, but can do it for an hour or so in the morning or late afternoon).

Jobs before camp:

- Camp Director
- Camp Program Director
- Camp Pack Coordinator
- Binder Check
- Pick Up From Storage Crew
- Set Up Crew

Jobs during camp week:

Unit Leaders (2 leaders/ 12 scouts)

Activity Stations

- Aquatics (Pool)
- Archery
- Cooking
- Crafts
- Engineering (Wood and/or STEM project)
- Nature (Nature hike and nature-oriented craft)
- Scout Skills (knots, flag folding, etc.)
- Shooting Sport (BB guns or slingshots; subject to EBRPD approval)

Support Positions

- TAG Leaders
- Headquarters
- Junior Helper Leadership
 - Ice, Water & Sanitizer Team
- Medical

- Noon Time Activity Coordinator
- Photographer

Traffic Control & Parking

- Traffic Control
- Parking
- Drop Off / Pick Up

Jobs After Camp

- Take Down Crew
- Unloading Crew

Two Deep Leadership – Always!

Adults working directly with youth need to be registered with the Boy Scouts of America and have completed Youth Protection Training.

The camp strictly observes two deep leadership. This means there has to be at least two adults present when working with youth. As such, there will always be a minimum of two Adult Unit Leaders per unit, running TAGs or supervising the Junior Helpers. Aside from Archery and Shooting Sports (which have their own required minimums), other activity areas may be operated with less than two adults, since the youth coming to experience these activities will also be accompanied by their own Unit Leaders.

Job Descriptions

Camp Director and Camp Program Director

The Camp Director and Camp Program Director are volunteers who along with the Meridian District Executive are on-site and responsible for the Cub Scout day camp program. Directors plan the program with the help of the packs. A Director must be 21 years of age or older of well-known good character and ability. They are certified by the National Camping School for day camp administration. Camp Directors receive two free camp registrations.

Camp Pack Coordinator (“CPC”)

The Camp Pack Coordinator (CPC) is the liaison between the Camp Staff and each pack. The CPC’s role is critical in assisting their pack to be ready for camp. *Every* pack that has a registered camper/scout attending Day Camp will need to assign an adult volunteer that will take on the role as the CPC. A CPC does not have to attend camp. A CPC receives two days of volunteer time, whether or not they are physically present at camp. Critical responsibilities of CPC include:

- Attend Day Camp Planning Meetings
- Communication between Pack and the Camp Staff
- Help promote and advertise the Day Camp to the pack families and encourage families to sign up
- Assistance to Pack Scouts and Parents in Registration.
- Collection and delivery of Required Documentation for each Attendee.
 - Verifying documents are filled out correctly and are complete
 - Assemble a binder of these documents, following the order provided by the camp
- Recruit and organize Adult Volunteers.

Binder Check

Each pack assembles a binder which contains the camp registration forms (i.e., Medical Forms for all youth and adults, Shooting Sports permission slips for each Camper & Junior Helper, and YPT certificates for each adult. Those adults volunteering in an Archery, Shooting Sport or Aquatics activity must also have the appropriate Rangemaster or Safe Swim Defense certificates.

CPCs turn in their assembled binder to the camp binder coordinator at designated times where Adult Volunteers will review them. Adult Volunteers are needed to make sure that all forms are filled out correctly, none are missing and that they are all organized correctly in the Pack's binder. They are to communicate issues to the Camp Directors and work with the CPC/Packs to correct any issues.

Pick Up From Storage Crew

These volunteers assist in loading the Camp equipment from the District Storage (in Dublin) into the Camp Truck. Each slot will be considered as one half of an effective volunteer day. This will likely occur on July 24th or 25th, 2021.

Set Up Crew

These volunteer help with setting up camp. Each slot will be considered as one half of an effective volunteer day. Set up will take place the morning of July 26, 2021, with the first shift likely starting at 6:00 a.m.

Jobs During Camp

Unit Leaders

A Unit Leader runs a unit – like a den - of Scouts during the camp. One Unit leader is needed for every 6 Scouts. When calculating how many Unit Leaders you need, factor in that female Scouts will be in a different unit than the male Scouts. Each unit then, will need the appropriate number of leaders.

Units at camp will be no more than 12 Scouts of one gender, plus 2 Adult Leaders and 2 Junior Helpers. This means that Scouts from one or two different packs may be placed into one unit so that it is close to 12 in number. Information on unit assignments will be disseminated as soon as possible. Given this, we ask that all adults who committed to volunteer at camp register as “Adult Staff” on the registration website and inform their CPC that they are volunteering. This is so that we can determine the number of adult volunteers well in advance of camp. Take note, that given we also need to run the activity stations at camp – so that the Scouts actually have something to do – not everyone who signed up as Adult Staff can be a Unit Leader. There also has to be at least one female adult leader for every Female (aka Girls') Unit.

Activity Stations

Scouts come to Day Camp to do cool things and we need adults to run them. In order to do this, each pack must host a station or perform another role at camp. Bigger packs may choose to run a station by themselves. Smaller packs can choose a small activity or pair up with another pack to operate a station. Don't worry, we'll give you the instruction and tools to run these stations.

Aquatics (Pool)

A swimming pool is present at camp. Camp units will be rotated to the pool for swim time. While Life Guards are provided by Little Hills Ranch, the Camp requires an Aquatics Director to act as liaison between the Life Guards and units who come to swim. The Aquatics Director and adults working in the pool area must complete the Safe Swim Defense online class at my.scouting.org.

The lifeguards run swimming ability tests on the first day. Scouts are then designated as Swimmers, Beginners, or Non-swimmers. Following the test, the Aquatics Director notes the swimming ability classification of each scout and provides them with a colored wristband (Swimmers = Green, Beginners = Yellow, Non-swimmers = Red). Scouts are encouraged not take off the wrist band during the week of camp – i.e., to leave it on even when they go home for the day.

Participants are assigned buddies and limited to water depths appropriate to their ability unless approved life jackets are worn. Roll is taken at the end of the activity. Special precautions indicated by medical conditions are shared with facility staff members.

The Aquatics Director also:

- Educates swimmers about the Buddy System and periodically tests it by calling for a “Buddy Check” to ensure swimmers are within reach of their swimming buddy.
- Provides poolside activities to engage non-swimmers, such as, lanyards, paracord bracelets, or games.
- Plan organized water games aligned with the theme. For example, water boatmen races (with inner tubes), or a swimming tug of war.
- Works with Junior Helper Leadership to enlist and train Junior Helpers to lead activities.

Archery

Scouts have the opportunity to try archery and work towards earning the Archery Shooting Sports Award for their age. Packs in charge of Archery:

- Plan and carry out the archery program for the camp, including making sure there are an adequate number of Rangemasters for archery each day.
- Rangemasters run the archery range. The Rangemaster must be at least 18 years old and have been trained as outlined in the Boy Scouts of America National Shooting Sports Manual, No. 30931. The Camp will hold a training day to train Rangemasters.
- Inventory and maintain equipment and supplies.
- Acquire necessary additional equipment as needed, submitting needs to Program Director.
- Set-up and take down the range. Request help they need.

Cooking

- Plan and carry out a theme related cooking activity in cooperation with the Program Director. This includes choosing recipe(s), getting supplies, and set-up and clean-up of the station.
- Prepare all projects in advance of camp to ensure recipes and directions make sense, and provide an instruction page to be included in the staff training manual.
- Have a plan to involve Junior Helpers and Unit Leaders, who will be on hand to help teach the skills necessary for Scouts to complete the cooking activity.
- Supervise the use and storage of equipment and materials.

- Note: We may need to modify or cancel this station due to COVID-19 protocols; to be determined 1-3 weeks before camp

Crafts

- Plan and carry out theme related craft activities in cooperation with the Program Director.
- Be responsible to prepare and teach one or more craft projects during the week. This includes getting and preparing supplies in advance of camp, and running the station the day of your project, including set-up and clean-up.
- Make a list of supplies needed for the camp projects, and work with the Program Director on the best way to get the supplies.
- Prepare all projects in advance of camp to ensure all parts are available and directions make sense.
- Provide instructions for each project to be included in the staff training manual.
- Have a plan to involve Junior Helpers and Unit Leaders, who will be on hand to help teach the skills necessary for Scouts to complete selected projects.

Engineering

- Plan and carry out theme related woodworking/stem activities in cooperation with the Program Director.
- Be responsible to prepare and teach engineering projects during the week. This includes getting and preparing materials and supplies in advance of camp, and running the station the day of your project, including set-up and clean-up.
- Make a list of supplies needed for the camp projects, and work with the Program Director on the best way to get the supplies.
- Prepare all projects in advance of camp to ensure all parts are available and directions make sense.
- Provide instructions for each project to be included in the staff training manual.
- Have a plan to involve Junior Helpers and Unit Leaders, who will be on hand to help teach the skills necessary for Scouts to complete selected projects.

Nature

Scouts will go on a short nature hike during Camp. The leaders of the Nature Activity:

- Plan and carry out the nature hike, determine what flora and fauna may be observed along the way.
- Educate Scouts on Leave No Trace and Outdoor Code principles.
- Plan and carry out a nature related craft or activities in cooperation with the Program Director. This includes getting and preparing supplies in advance of camp, and running the station the day of your project, including set-up and clean-up.
- Make a list of supplies needed for the camp projects, and work with the Program Director on the best way to get the supplies.
- Prepare all projects in advance of camp to ensure all parts are available and directions make sense.
- Provide instructions for each project to be included in the staff training manual.
- Have a plan to involve Junior Helpers and Unit Leaders, who will be on hand to help teach the skills necessary for Scouts to complete selected projects.

Scout Skills

Learning skills such as how to tie knots, administer simple first aid, fold a flag, etc. are the hallmark of scouting. The leaders of Scout Skills:

- Plan and carry out the Scout Skills activities in cooperation with the Program Director. This includes getting and preparing supplies in advance of camp, and running the station the day of your project, including set-up and clean-up.
- Make a list of supplies needed for the camp projects, and work with the Program Director on the best way to get the supplies.
- Prepare all projects in advance of camp to ensure all parts are available and directions make sense.
- Provide instructions for each project to be included in the staff training manual.
- Have a plan to involve Junior Helpers and Unit Leaders, who will be on hand to help teach the skills necessary for Scouts to complete selected projects.

Shooting Sports

Subject to East Bay Regional Parks District approval, the Camp will endeavor to operate a shooting sports station where Scouts may have the opportunity to shoot BB devices or Slingshots and work towards earning the Shooting Sports Award for their age. Packs in charge of this station:

- Plan and carry out the Shooting Sports program for the camp, including making sure there are an adequate number of Rangemasters for each day. There is a 1:8 ratio of Rangemaster to scouts when shooting BB devices and a 1:1 ratio for slingshots.
- Rangemasters run the range. The Rangemaster must be at least 18 years old and have been trained as outlined in the Boy Scouts of America National Shooting Sports Manual, No. 30931. The Camp will hold a training day to train Rangemasters.
- Inventory and maintain equipment and supplies.
- Acquire necessary additional equipment as needed, submitting needs to Program Director.
- Set-up and take down the range. Request help they need.

TAG Leaders - Siblings of our registered Cub Scouts are called Tag-a-longs or “Tags”. Tags may only attend camp on the days the parent is volunteering at camp and must be potty trained. While TAGs participate, with the rest of the camp, in the opening and closing ceremonies and noontime entertainment, they spend much of their time in an area dedicated to them where they work on crafts, play games and can splash around in the water. Adults are needed to supervise the TAGs and assist them with the various crafts or activities they have to do. This is a great position for grandparents or teachers. Junior Helper are available to assist.

Headquarters – helps assemble unit program binders for the upcoming camp day. This volunteer checks out (and in) the walkie talkie radios each day and helps with the overall operation and supervision of the camp.

Junior Helper Leadership - Junior Helpers are youth in the 6th-12th grade that come to help out at camp. They are girls and boys who are in local Scouts BSA troops. If they are not currently registered with BSA, they will need to register with BSA and can then join the camp Junior Helpers. Junior Helpers serve as assistants to Unit Leader, help out at Activity Stations, delivery water/ice, etc. Two adults are needed to supervise the Junior Helpers.

- **Ice, Water & Sanitizer Team** – Water coolers and hand sanitizer stations are located at each activity area and throughout the common spaces. Replenishing the coolers with ice and water is typically done by Junior Helper. Adults are needed to supervise the Junior Helpers and to ensure water coolers and hand sanitizer

stations are stocked. Adults may also need to go on “ice runs” to the nearby Safeway to re-stock the ice as needed.

First Aid – While camp is located within a short distance of a fire station, it operates a station that provides simple care to Scouts. At least one adult with medical training (EMTs, physicians, nurses, etc.), per day, is needed for this station. Also permitted (due to our close location to EMS) is an adult that has been trained in First Aid and CPR.

Noon Time Activity Coordinator – The camp has a daily 30 minute lunchtime show, which is to provide entertainment during a rest period after lunch. Camp attendees sit on a paved area of camp, under a shade structure (shade structure will be part of camp-wide set-up).

- The Noon Time Activity Coordinator arranges for a visit from the Fire Department on Monday (which coincides with the Monday lunchtime fire drill) and schedules four other theme related lunchtime for Tuesday through Friday.
- In cooperation with the Camp Director, the Noon Time Activity Coordinator vets and selects entertainment vendors and makes arrangements for the shows (including any set-up, or post show clean-up that is necessary), meets each vendor in the parking lot and walks them into camp and back out when done. Where possible we try to link the camp theme to the Noon Time Activity. The Camp provides a budget for each show.
- Three weeks before camp, the Noon Time Activity Coordinator sends a Check Request for each vendor’s invoice to the District Executive. Payment is normally handed to the vendor after the show.
- Unless there is a sufficient number of adults available, we’d also like the Noon Time Activity Coordinator to serve as the **Sound System Person**. This person sets up the two speakers and small soundboard prior to each day’s opening ceremony and takes it down at the conclusion of each camp day. This equipment is then stored in a nearby room. An older Junior Helper can assist with running the music and microphones during the ceremonies.

Photographer - Photograph each Camp Unit and individual scout. Arrange for prints to be made for scouts to take home on Friday. The craft team is working on a plan for framing, and display of the photo. Take photos of camp throughout the week.

Traffic Control & Drop Off Jobs

We expect to see a hundred+ campers attend camp each day. To get to camp, parents need to travel down Bollinger Canyon Road, which becomes congested before and after camp. The Camp has an organized traffic and drop off/pick up procedure. While we will post a SignUp list with specific time slots, this is the tentative schedule:

	Shift	Monday	Tuesday-Thursday	Friday
Traffic Control	AM	11:00 am – 1:00 pm	8:00 am -9:30 am	8:00 am -9:30 am
Parking	AM	11:00 am – 1:00 pm	8:00 am -9:30 am	8:00 am -9:30 am
Drop Off	AM	11:00 am – 1:00 pm	8:00 am -9:30 am	8:00 am -9:30 am
Pick Up	PM	2:30 pm - 4:45 pm	3:30 pm - 4:45 pm	1:50 pm - 3:40 pm
Traffic Control	PM	2:30 pm - 4:45 pm	3:30 pm - 4:45 pm	1:50 pm - 3:40 pm
Parking	PM	2:30 pm - 4:45 pm	3:30 pm - 4:45 pm	1:50 pm - 3:40 pm

Adults are needed to facilitate this in these positions:

Traffic Control – direct traffic to ensure that parents are traveling in the correct direction and make the U-turn into the parking lot at the correct time.

Parking – Ensure that those adults who are volunteering the entire day at camp park in the correct area and manner.

Drop Off / Pick Up - Scouts who are not accompanied by adults attending camp are dropped off each morning (and later picked up at the end of the camp day) in a designated section in the Parking Lot at Little Hills Ranch. Adults are needed to help ensure Scouts safely get in and out of cars and are directed to the area where they wait for the rest of the scouts in their Camp Unit to arrive. Junior Helpers assist with guiding scouts to the waiting area for their respective Camp Units. At the end of the camp day, the adults ensure that the person picking up a camper is entitled to do so by checking the daily pickup slip against the parent picking the scout up.

After Camp

Take Down Crew

These volunteers help with taking down camp on Friday afternoon. Take down will count as a full day. This will take place on July 30, 2021.

Unload at Storage Crew

These volunteers assist in loading the Camp equipment into the Camp Truck so that it may be transported back to the District Storage (in Dublin) on Saturday morning. Each slot will be considered as one half of an effective volunteer day.

Volunteer Sign Up

The Camp will determine which packs/units will operate activity stations and serve as unit leaders. A link will be circulated so that adults may sign up for certain volunteer opportunities, such as set up, take down, parking lot, traffic, etc.

Please let us know if you would like to volunteer in areas that are not on the signup listing, we are sure we will find a spot for you.

Adult Volunteer Discounts

In order to recognize the investment of time and effort by volunteers, the Camp offers “rebates” to volunteers against their registration fees. These rebates are advanced as a discount at registration and upon the agreement that the volunteer volunteers the amount of time they committed to do.

- **Parents that do not honor their volunteer commitment will be charged the full price + a \$25 service fee for the additional processing.**
- Regular Camper Price: \$295
- Discounted Prices if the parent volunteers 2 or more days

- For parents that volunteer 5 days: \$50
- For parents that volunteer 4 days: \$100
- For parents that volunteer 3 days: \$220
- For parents that volunteer 2 days: \$255

Volunteers must sign in on the *Volunteer Sign In* sheet at camp each day to be counted for the rebate.

How are Days Calculated

Any full day at camp is one volunteer day.

Being the Camp Coordinator ("CPC") for your pack counts as two volunteer days.

Working on project prep can be one or more days. For instance, those who pre-assemble/pre-cut materials for crafts, STEM or wood projects off-site / before camp will receive credit commensurate with the work entailed. We will work with you beforehand so that you receive the credit.

Lunch Time Show Organizer may be two or more days.

Half Day Credits

- Set up will take place the morning of Monday, July 26th starting at 6:00 a.m. and may run all day.
 - Shifts will be in 3-hour increments, which in turn count as half a day.
- Take down will take place Friday, July 30th starting at 1:00 / 2:00 p.m. and may run until 6:00 p.m. Take down will count as a full day.
- Truck load up/unloading will be in 3-hour increments, which in turn count as half a day.
- Traffic Direction, Parking Lot and Drop Off. Each shift counts as half a day.

Volunteers may sign up for more than one set up shift.

A maximum of 5 volunteer days may be calculated for each parent/guardian.