



**GIRL SCOUTS – NORTH CAROLINA
COASTAL PINES**

**DAY CAMP PROGRAM AIDE
FACILITATOR GUIDE**

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Program Aide Specialization

Program Aides should have received core training before they attend the specialization training. This training module includes topics that will help the Program Aide learn what her role is in relationship to her specialization. This training is to expand her particular interest in a specific topic area. When the training involves more than one specialty area, a review of information from PA Core should take place then the activities can be adapted per specialty area (i.e. starting with #7).

1. Welcome/name game
Logistics of training and training site
2. Review information from Program Aide Core Training
 - Safety and *Safety-Wise*
 - GSUSA resources
 - Developmental characteristics of girls
 - Progression in activities
 - Teaching tips when working with younger girls
 - Bill of rights and responsibilities (include specifics for your camp)
 - Girl Scout ways
3. Expectations of Program Aide staff members
 - Who is their supervisor
 - Respect of adults who may have less Girl Scouting experience
 - Representing Girl Scouts in the community
 - Teamwork, not competition
 - Customer service (girl and parent)
 - Working with complaints (their own, girls, parents, other adults)
 - Conflict solving
 - Confidentiality of camp situations
 - Chain of command
 - Professionalism
4. Adapting an activity (Roll with the punches)
 - Small group discussion of adapting activities because of girls' abilities, weather, lack of equipment, timing, etc.
5. What are I and J?
 - Discuss what Initiative and Judgement are and how they might fit in any situation.
 - Role-play some possible situations.
6. Emergencies
 - What is Program Aide's role?
 - Child Abuse
7. Program Fillers
 - Look through resource books
 - Brainstorm a list of games, songs, etc. that they could teach in a moment's notice without having to look them up in a book.
 - Make back pocket cards. (This is a list of game or song titles that they could teach to fill time.)
8. Practice teaching
 - Have each girl practice teaching something in this specialty area.
9. Closing
 - Celebrate their willingness to expand their skills.

What is a Day Camp Program Aide?

A day camp program aide is a Cadette or Senior Girl Scout who has completed Program Aide Core Training and Day Camp Specialization Training. The goal of program aide projects is to give Cadette and Senior Girl Scouts the opportunity to:

- acquire and utilize leadership skills
- develop communication and teaching skills
- work with younger girls in the Girl Scout program
- enrich the program experience for younger Girl Scouts

Program aides must be at least two years older than the girls with whom they will be working. And at no time may a program aide be left alone with a group of girls, nor may they be counted in the adult/girl ratios required in *Safety-Wise* for the supervision of girls.

Working under the guidance of an adult, a program aide is responsible for teaching specific skills as determined by the needs of the group and her personal strengths. It is important when assigning program aides to day camp units to review their skill assessment.

Day Camp Program Aide Rights and Responsibilities

- Program aides need to have a clear understanding of which adult day camp staff she is accountable to. The program aide needs to be prepared to follow the direction and guidance of that adult.
- Program aides are not errand girls. They participate in the day camp program to share their knowledge and expertise. They are an important part of the leadership team and should be kept informed of developments, plans, and changes (as appropriate).
- Program aides are not responsible for discipline, but serve as role models for appropriate behavior and personal discipline.
- Program aides will have time during the day to be on break.
- Program aides should be given an evaluation of her performance and a permanent record of her service hours.
- Program aides should be treated with respect and appreciation for the dedication, care, and knowledge that she exhibits. In turn, each program aide is responsible for treating other staff and campers with respect, following all camp guidelines and rules, and reporting to assigned tasks on time.

**Girl Scouts – North Carolina Coastal Pines
Job Description for Day Camp Program Aides**

- Purpose:** To assist the adult unit leader and Program Aide Coordinator in planning, teaching, and coordinating specific activities at day camp.
- Accountable to:** Day Camp Director, Unit Leader, or Program Aide Coordinator
- Responsibilities:** Assist in the planning of program activities and participate in all camp activities.
- Teach specific skills to younger Girl Scouts with a day camp unit or program activity area.
- Assist in supervising the health, safety, and activity of the camper in the unit or program activity area.
- Their behavior is reflected in the Girl Scout Promise and Law.
- Demonstrates good health and safety practices by serving as an appropriate role model to the girls she serves.
- Qualifications:** Has completed Program Aide Core Training and Day Camp Specialization Training.
- Accepts and adheres to the purposes and principles of Girl Scouting as embodied in the Promise and Law and the Council mission statement.
- Is a registered Girl Scout.
- Agrees to use the official handbooks as a resource for the younger program age level of the girls with whom she works.
- Understands or is willing to learn the needs, abilities, and interests of girls.
- Accepts all people and has the ability to live and work with children and adults of diverse races, cultures, and beliefs.
- Possesses integrity, sound judgment, poise, and a mature sense of humor.
- Has the ability to act wisely in an emergency.
- Has the ability to evaluate objectively and to make necessary decisions.

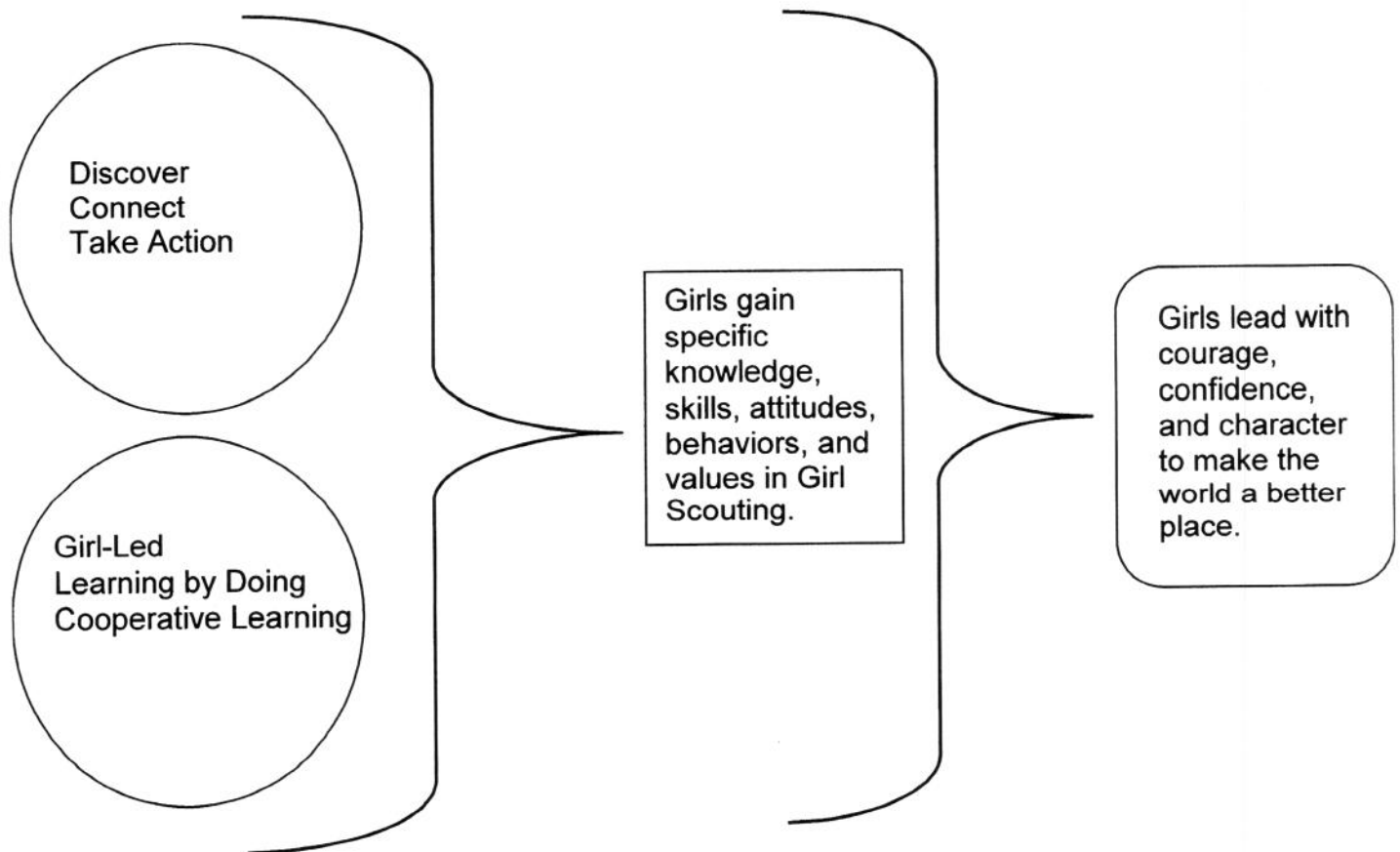
THE GIRL SCOUT LEADERSHIP EXPERIENCE

All experiences in Girl Scouting should incorporate the Discover, Connect, and Take Action keys to leadership. Girl Scout experiences are also, as much as possible, girl-led and encourage learning by doing and cooperative learning. Together, these three processes promote the fun and friendship that have always been so integral to Girl scouting.

Discover: Girls understand themselves and their values and use their knowledge and skills to explore the world.

Connect: Girls care about, inspire, and team with others locally and globally.

Take Action: Girls act to make the world a better place.



SITUATIONS FOR PROBLEM-SOLVING

1. You have one girl in your unit that is not satisfied with anything. She is constantly whining that she's tired, she doesn't want to do what everyone else is doing, and generally makes herself a nuisance to you and the other girls in the unit.
2. There is a new Program for Brownie Girl Scouts that will enable them to earn a badge. You know that in working on the program the girls will learn a variety of camp skills, meet new friends, and enjoy themselves. The girls aren't interested in earning the badge.
3. When asking the girls what they want to do in camp, all they are interested in is fun and games when you know this should be a learning experience for them, too.
4. You never seem to be able to get the girls settled down to get anything done (clean-up, "finishing a project", regular camp program).
5. When asking the girls what they would like to do in camp, they can never give you any idea at all.
6. Flag ceremonies are an everyday part of our camp routine. The girls spend more time talking to their neighbors than attending to the ceremony.
7. The girls bring money for the camp store and end up worrying about it all day or losing it.
8. My unit leader and I don't agree on a special project for the girls. As unit leader she is going to go ahead and do what she wants as if my opinion didn't matter.
9. One of the girls in my unit is homesick. She hangs on to me all day long and needless to say I don't have time to spend with the rest of the girls in my unit.
10. The aides in my unit spend more time doing things that please them than helping out with the girls.

able to give clear instructions to girls and adults, troubleshoot unexpected scenarios, and respond appropriately in an emergency.

What To Do If...

There is an Accident

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. At the scene of an accident, first provide all possible care for the injured person. Follow established council procedures for obtaining medical assistance and immediately reporting the emergency. To do this, you must always have on hand the names and telephone numbers of council staff, parents/guardians and emergency services such as the police, fire department or hospital. Check with your council for emergency contact information. Girl Scouts – North Carolina Coastal Pines provides each volunteer with a copy of the Council Crisis Management Plan, which provides you with specific information to follow in case of an emergency.

After receiving a report of an accident, council staff will immediately arrange for additional assistance at the scene, if needed, and will notify parents/guardians, as appropriate. If a Girl Scout needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow council procedures for accidents and incidents. Your adherence to these procedures is critical, especially with regard to notifying parents or guardians. If the media is involved, only council-designated staff should discuss the incident with media representatives.

In the event of a fatality or other serious accident, the police **must** be notified and a responsible adult must remain at the scene at all times. In the case of a fatality, do not disturb the victim or surroundings and follow police instructions. Do not share information about the accident with anyone but the police, your council and, if applicable, insurance representatives or legal counsel.

Someone Needs Emergency Care

As you know, emergencies can happen. Girls need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors during Girl Scout activities. To this end, you can help girls:

- **Know what to report.** See the “There is an Accident” section above.
- **Establish and practice procedures for weather emergencies.** Certain extreme-weather conditions may occur in your area. Please consult with your council for the most relevant information for you to share with girls.
- **Establish and practice procedures for such circumstances as fire evacuation, lost persons, and building-security responses.** Every girl and adult must know how to act in these situations. For example, you and the girls, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.
- **Assemble a well-stocked first-aid kit that is always accessible.** First-aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911, and then administer first aid, if appropriately trained.

First-Aid/CPR

Emergencies require prompt action and quick judgment. For many activities, Girl Scouts recommends that at least two adult volunteers be first-aid/CPR-certified. For that reason, if you have the opportunity to get trained in council-approved first-aid/CPR, do it! You can take advantage of first-aid/CPR training offered by chapters of the American Red Cross, National Safety Council, EMP America, American Heart Association, or other sponsoring organizations approved by the council's volunteer services department. Try to take age-specific CPR training, too—that is, take child CPR if you're working with younger girls and adult CPR when working with older girls and adults.

Caution: First-aid/CPR training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you're taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get approval from the volunteer services department.

First-Aider

A first-aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training that includes specific instructions for child CPR. If, through the American Red Cross, National Safety Council, EMP America, or American Heart Association, you have a chance to be fully trained in first-aid and CPR, doing so may make your activity-planning go a little more smoothly.

The Safety Activity Checkpoints always tell you when a first-aider needs to be present. Since activities can take place in a variety of locations, the presence of a first-aider and the qualifications they need to have are based on the remoteness of the activity. For example, if you take a two-mile hike that has cell phone reception and service along the entire route and EMS (Emergency Medical System) is no more than 30 minutes away at all times, the first-aider will not need to have knowledge of wilderness first aid. If, on the other hand, you take a two-mile hike in a more remote area with no cell phone service and where EMS is more than 30 minutes away, the first-aider must have knowledge of wilderness first aid. (See chart below.)

Distance from EMS	Required Training
Less than 30 minutes	First Aid
More than 30 minutes	Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*

**Although a WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.*

It is important to understand the differences between a first-aid course and a wilderness-rated course. Although standard first-aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as the emergency first-aid response, including evacuation techniques, to use when EMS is not readily available.

Note: The presence of a first-aider is required at resident camp. For large events- 200 people or more - there should be one first aider for every 200 participants. The following healthcare providers may also serve as first aiders: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician.

First Aid Kit

Make sure a general first aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). Please be aware that you may need to provide this kit if one is not available at your meeting place. You can purchase a Girl Scout first-aid kit, you can buy a commercial kit, or you and the girls can assemble a kit yourselves. The Red Cross offers a list of potential items in its Anatomy of a First Aid Kit (note that the Red Cross's suggested list includes aspirin, which you will not be at liberty to give to girls without direct parent/guardian permission). You can also customize a kit to cover your specific needs, including flares, treatments for frostbite or snake bites and the like. Below are some items that you can consider putting in your kit:

- 1 Burn Free 1/8 oz. Packettes
- 1 Antiseptic Towelettes
- 3 Cleansing Towelettes
- 1 Cold Pack
- 1 Face Mask
- 1 Gauze Pad 2" x 2"
- 2 Gloves
- 1 bottle of Sunscreen, SPF 30
- 1 poison ivy/oak Contact Cleanser Packet
- 1 Antimicrobial Hand Wipes
- 1 Plastic Bandage 2" x 4"
- 6 Plastic Bandages 1" x 3"
- 2 Safety Pins
- 1 Tape 1/2" x 5yds.
- 1 First Aid Guide with Emergency Contacts
- 1 Wire Scissors

In addition to standard materials, all kits should contain your council and emergency telephone numbers (which you can get from your membership director). Girl Scout activity insurance forms, parent consent forms, and health histories may be included, as well.

You Witness or Experience Abuse

Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal and emotional abuse of girls is also forbidden. All states, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands have statues identifying persons who are **required** to report suspected child abuse to an appropriate agency. Therefore, if you witness or suspect child abuse or neglect, whether inside or outside of Girl Scouting, follow your council's guidelines for reporting your concerns to the proper agency within your state. For additional information please check the following resources:

- U.S. Department of Health & Human Services, Child Welfare Information Gateway:
<https://www.childwelfare.gov/can/> How to Report Suspected Child Maltreatment:
<https://www.childwelfare.gov/responding/how.cfm> Mandatory Reporters of Child Abuse and Neglect: https://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm