

Camp Kids Are Kids Chicago Incident Report



Medical/Behavioral/Safety Issue

Date of Incident: _____ Time: _____ (AM / PM)

Names of Camper(s)/Staff involved: _____

Names of Camper(s)/Staff as witnesses: _____

Description of Incident/sequence of events in detail/where occurred: _____

Action Taken: _____

If injury, was participant in an activity at the time? (what activity): _____

What could have been done to prevent the injury?: _____

Any equipment involved in accident? (what kind): _____

Comments/Suggestions: _____

Name of person submitting report: _____

Signature: _____ Date: _____ Time: _____

Appendix B

Job Description: Camp Director

The Camp Director reports directly to the Board of Directors, and has overall responsibility for the planning and operation of all aspects of the camp.

Qualifications

- Must be at least 21 years old.
- Must have knowledge of all aspects of camp operation, including medical issues and considerations, planning and programming, volunteer and counselor selection processes, and legal issues relating to camp and camp operation.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp Kids Are Kids Chicago or another pediatric oncology camp.
- Must be an excellent communicator, a strong leader, a problem-solver, and a hard-worker.
- Must participate/support fund-raising activities.
- Must love kids, and must love to have fun.

Responsibilities

- Has overall responsibility for the planning and operation of the camp.
- Works with the Assistant Camp Director in the selection, screening and placement of Cabin Staff and Camp Staff members prior to camp.
- Assists with procuring equipment and supplies for camp, volunteer coordination of camp setup and loading equipment and supplies on delivery day.
- Plans staff training, delegating aspects of the training to the appropriate staff.
- Promotes communication and cooperation among all members of the camp staff. Interacts daily with members of the Camp Leadership Staff to promote strong lines of communication and problem solving.
- Delegates responsibility to the Camp Leadership Staff, Cabin Staff, and other volunteers, supporting them in their areas of responsibilities as defined in their job descriptions. Works cooperatively with all volunteers to create a “team atmosphere,” dedicated to ensuring a safe, healthy and nurturing environment for all campers, counselors and volunteers.
- Verifies whether campers have parental consent forms on file to permit photos, videos, and/or interviews of the camper, and will ensure that those campers whose parents did not give such consent will not be exposed to photos, videos, and/or interviews. Only the Camp Director has the authority to introduce a camper to the media.
- Acts as final arbiter in all disputes, disagreements and disciplinary situations. The Camp Director has the right to relieve any staff of their responsibilities during camp if engages in unsafe practices, is disruptive or insubordinate, or violates camp policy.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual.
- Leads group activities at camp, coordinating the participation of other staff in camp activities, and participating to the extent necessary for proper awareness and supervisory functioning.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Leads staff meetings, encouraging free interchange of ideas and feedback from all staff.
- Coordinates Morning Roundup.
- Assists Camp Leadership Staff in supply acquisition before camp, and coordinates and supervises loading & transportation of equipment and supplies to camper families, and delivery/storage of equipment after camp.
- Participates in staff evaluations at the end of camp.
- Participates in the Camp Leadership Staff’s report to the Board of Directors after camp.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

Appendix C

Job Description: Assistant Camp Director

The Assistant Camp Director reports to the Camp Director, and has responsibility to assist the Camp Director in the performance of his or her duties.

Qualifications:

- Must be at least 21 years old.
- Must have knowledge of all aspects of camp operation, including medical issues and considerations, planning and programming, volunteer and counselor selection processes, and legal issues relating to camp and camp operation.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp Kids Are Kids Chicago or another pediatric oncology camp.
- Must be an excellent communicator, a strong leader, a problem-solver, and a hard-worker.
- Must participate/support fund-raising activities.
- Must love kids, and must love to have fun.

Responsibilities

- Assists the Camp Director with overall responsibility for the planning and operation of the camp.
- Authorized to take over the responsibilities and role of Camp Director in the Camp Director's absence.
- Serves as conduit for communication and liaison between Camp Director and remainder of staff.
- Works with the Camp Director in the selection, screening and placement of Cabin Staff and Camp Staff members prior to camp.
- Assists with procuring equipment and supplies for camp, volunteer coordination of camp setup and loading equipment and supplies on delivery day.
- Assists in staff training.
- Promotes communication and cooperation among all members of the camp staff. Interacts daily with members of the Camp Leadership Staff to promote strong lines of communication and problem solving.
- Delegates responsibility to the Camp Leadership Staff, Cabin Staff, and other volunteers, supporting them in their areas of responsibilities as defined in their job descriptions. Works cooperatively with all volunteers to create a "team atmosphere," dedicated to ensuring a safe, healthy and nurturing environment for all campers, counselors and volunteers.
- Is a member of the Crisis Management Team, along with others as outlined in the Crisis Management Team section of the Policy Manual
- Assists in leading activities at camp, coordinating the participation of other staff in camp activities, and participating to the extent necessary for proper awareness and supervisory functioning.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Attends staff meetings, encouraging free interchange of ideas and feedback from all volunteers.
- Assists Camp Leadership Staff in supply acquisition before camp, and coordinates and supervises loading and transportation of equipment and supplies to camper families, and delivery/storage of equipment after camp.
- Participates in staff evaluations at the end of camp.
- Participates in the Camp Leadership Staff's report to the Board of Directors after camp.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

Appendix D

Job Description: Mental Health Specialist

The Mental Health Specialist reports to the Camp Director, and has responsibility to provide emotional support to children while at camp.

Qualifications

- A minimum bachelor's degree, but master's degree preferred.
- Credentialed as a Certified Mental Health Specialist through the council.
- Adheres to a code of ethics and standards established by the Council.
- Minimum five years' experience working as a Mental Health Specialist with oncology population in a medical institution.
- Demonstrates excellent interpersonal and communication skills.
- Should be certified in basic first aid and/or CPR.
- Must be available for pre-camp planning, training, and coordination.
- Must have past experience with Camp Kids Are Kids Chicago or another pediatric oncology camp.
- Must love kids, and must love to have fun.

Responsibilities

- Establishes lines of communication with each cabin during camp, consulting with counselors each day with regard to general overall and individual camper coping or psychosocial concerns, i.e., participation issues, homesickness, fear, worry, bullying, etc.
- Provides focused support to campers experiencing challenges or difficulties while at camp.
- Maintains open lines of communication regarding psychosocial concerns with Camp Director and Camp Leadership Staff.
- Reports any of the following to the Camp Director:
 - "use of alcohol, tobacco, illegal drugs;
 - "abusive behaviors or language;
 - "lack of adherence to safety rules or good safe practices;
 - "the presence of strangers;
 - "inappropriate physical contact by campers or counselors; or
 - "other behavior unacceptable in a pediatric oncology camping environment.
- Assists with camp program activities and other camp wide activities as requested and available.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

Appendix E

Job Description: Program Director

The Program Director reports to the Camp Director, and has responsibility to plan, coordinate, and oversee implementation of programming/activities for the campers.

Qualifications

- Experience in leading groups of children.
- Demonstrates excellent interpersonal, communication and organizational skills.
- Commitment and availability for precamp planning and coordination.
- Commitment to Program Committee membership and attendance.

Responsibilities

- Participates in precamp planning sessions with the Activities Committee.
- Plans the activities program, presents the activity program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed supplies and equipment, maintaining expenses within the camp budget.
- Creates a written activities program and timeline for use at camp, working with the Camp Director to create the Master Schedule.
- Confirms participation of all visitors/vendors and timeline three weeks prior to camp.
- Directs and/or coordinates all activity events at camp, facilitating communication and participation of all members of the activities team.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.
- Participates as member of the Leadership Committee with a commitment for consistent attendance at Committee meetings.

Appendix F

Job Description: Arts & Crafts Director

The Arts & Crafts Director reports to the Program Director, and has responsibility to plan, coordinate, and oversee implementation of art and crafts programming/activities for the campers.

Qualifications

- Bachelors Degree with major in related field or equivalent life/work experience (educations/the arts/recreational therapy).
- Extensive camping experience (in day or residential programs).
- Excellent instructional, communication and organizational skills.
- Experience serving as a supervisor of programs and staff.
- Creativity in program development and ability to manage the special needs of campers.
- Experience in planning and teaching arts and crafts activities to children.
- Ability to successfully complete wide range of arts and crafts activities, providing exemplary models to children.

Responsibilities

- Participates in precamp planning sessions with the Activities Committee.
- Plans the art program, presents the art program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed supplies and equipment maintaining expenses within the camp budget. Arranges delivery of these supplies and equipment to Camp-In-A-Box Crew.
- Participates in organization of art supplies for the Camp-In-A-Box Crew.
- Directs and/or coordinates all art activities at camp, facilitating communication and participation of all members of the art team.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Attends precamp volunteer orientations, conducting informational and instructive orientation as requested by the Camp Director.
- Coordinates camper and volunteer orientation of the Art Projects.
- Plans, coordinates, and implements the All Camp Group Art Project.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.

Appendix G

Job Description: Music Director

The Music Director reports to the Program Director, and has responsibility to plan, coordinate, and oversee implementation of music programming/activities for the campers.

Qualifications:

- Bachelors Degree with major in related field or equivalent life/work experience (educations/the arts/recreational therapy).
- Extensive camping experience (in day or residential programs).
- Excellent instructional, communication and organizational skills.
- Experience serving as a supervisor of programs and staff.
- Creativity in program development and ability to manage the special needs of campers.
- Experience in planning and teaching music activities to children.
- Ability to successfully complete wide range of music activities, providing exemplary models to children.

Responsibilities:

- Participates in precamp planning sessions with the Activities Committee.
- Plans and presents the music program for Activities Committee approval, coordinating all volunteer participants.
- Assists in purchasing and/or acquiring all needed music supplies and equipment maintaining expenses within the camp budget. Arranges delivery of these supplies and equipment to Camp-In-A-Box Crew.
- Participates in organization of music supplies for the Camp-In-A-Box Crew.
- Directs and/or coordinates all art activities at camp, facilitating communication and participation of all members of the art team.
- Plans, coordinates, and implements the CKAKC Got Talent show.
- Plans, coordinates, and implements the Virtual Campfire songs/entertainment.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Attends precamp volunteer orientations, conducting informational and instructive orientation as requested by the Camp Director.
- Coordinates camper and volunteer orientation of the Music Projects.
- Identifies camper needs, being flexible in meeting those needs during program presentation.
- Refers any behavioral or psychosocial concerns to the Mental Health Specialist.
- Maintains upbeat enthusiasm and provides positive example for entire camp.
- Enforces all safety and risk management policies.
- Cooperates with all members of the Camp Staff to promote a team dedicated to creating the best camp experience for all children attending.

Appendix H

Job Description: Cabin Staff

Cabin Staff report to the Camp Director and/or Assistant Camp Director, and have responsibility for ensure the safe participation of campers in all activities, living with campers in their cabins.

Qualifications

- Demonstrates skills in the areas of communication, problem solving and personal responsibility.
- Past experience working with children.
- Basic first aid or CPR preferred.
- Demonstrates interest in community service or volunteer activities.
- Must love kids, and must love to have fun.

Responsibilities

- Provide leadership and guidance to a cabin of 8 to 12 campers.
- Work together with Co-Cabin Staff member to provide consistent and unified leadership and direction.
- Cooperate with Camp Staff to create a “team.”
- Enhance the best camp experience for all children attending.
- Create a consistently positive and nurturing atmosphere for all campers, personally accepting the direct responsibility for the safety, health and general well-being of each camper.
- Interpret and enforce all safety, health and hygiene regulations for campers, assuring a safe and healthy camp experience.
- Guide the individual camper to participation in group and camp activities, assisting them in having a good adjustment to their camp experience and to each other.
- Assist with camp program activities and other camp-wide activities as assigned.
- Participate in and completes all pre-camp requirements.
- Follow all camp policies, rules and regulations as outlined in this Policy Manual and presented at training.
- Report any signs of fever, other illness or injury, or exceptional fatigue to the Camp Leadership Staff.
- Attend mandatory Camp Staff meetings.
- Accept the responsibility of camper supervision, coordinating this supervision with Co-Cabin Staff to assure the appropriate staff-camper ratios are being met.
- Plan and participate in daily cabin activities with Co-Cabin Staff and campers, being cognizant of adjusting activities according to the ability and energy level of each camper.
- Reports any of the following to the Camp Director:
 - use of alcohol, tobacco, illegal drugs;
 - abusive behaviors or language;
 - lack of adherence to safety rules or good safe practices;
 - the presence of strangers;
 - inappropriate physical contact by campers or counselors; or
 - other behavior unacceptable in a pediatric oncology camping environment.
- Participate in the end-of-session evaluation sessions (oral and written).

Appendix I

Job Description: Support Staff

The Support Staff reports to the Program Director, and has responsibility to assist where needed in any and all aspects of camp.

Qualifications

- Experience working with children
- Strong communication and organizational skills
- Experience working as part of team
- Ability to adapt to new situations and assimilate quickly
- Ability to work in many different areas with enthusiasm and dedication
- Must love kids, and must love to have fun.

Responsibilities

- Participates in daily activities as assigned.
- Works as part of team in any assigned area.
- Follows directions and guidance of area supervisor.
- Interacts with all campers and Camp Staff rotating through activity area and ensures participation and program success.
- Familiarizes oneself with plans for alternative and modified activities to meet different needs to campers.
- Meets daily with Camp Director to provide information, share feedback and access supervision.
- Promotes a positive climate and fosters effective teamwork among all campers in the activity area.
- Completes self-assessment and program evaluation in a timely fashion.