

For Site Directors 1



- Site Directors need to keep holding the container of camp, which includes setting boundaries with parents, campers, youth leaders and other staff in kind and clear way. This is not always easy, even when you know what the boundary should be! It is a practice.
- Consistency is important between each group, and between different camps, from summer to school breaks, etc. What a Site Director does at one group impacts the whole camp. Please stick with the guidelines outlined in our handbooks, or default to, ***“Let me check in about that and get back to you.”***
- Do your best and know you will sometimes mess up. Just admit it as needed and adjust in the future. Lean on your team when you need support! Together you have a lot of experience at camp.

For Site Directors 2

- If campers don't want to play a game, hike, or come to circle, for example, please don't change the plan. Usually, when staff listen and explain, campers will watch or try. It is okay if a kid decides *"I don't like it here."* We do not want staff to try so hard to please one camper that we lose the overall camp we are making.
- It might be good to have a few back up phrases that work for you, and are in alignment with us being understanding, kind, and clear about what camp is.
 - ***"That's a great thing to do with your family or a smaller group. It doesn't work well at camp with so many other people in a big group."***
 - ***"You're an amazing climber. Please do some of that trickier climbing with your family. At camp I need to be able to reach you and keep it safe with the other campers I'm also paying attention to here."***
 - ***"You have so many cool ideas. Some of those won't work well at camp with equipment that can break and other kids I need to also watch and keep safe."***



- Camper input is great, e.g., to ask which game to play or to walk to one place or another. But please don't ask whether to do one part of the day or not, e.g., to ask if they want to do circle or a hike or not.

For Site Directors 3



- Be on time, you are biggest role model for everyone.
- At mealtimes, kids need to be close to the group, so please share boundaries for where to eat at the first am snack, so clear from start. Otherwise, kids will spread out too much. We want to be sure they aren't choking or sharing food and be able to hear the gist of the conversations.
- Delegate or encourage some tasks to younger staff or YL, to help them learn to lead and show enthusiasm when they do. Ask later how it felt.
- Do not reach out to parents whose children have not arrived to ask if they are coming. Just mark absent at admin time if they have not come.
- LNT- each location needs to look pristine at the end of the day, so include all campers in a Leave no Trace before the closing PM snack!
- Lost & Found – Try to get all belongings back to kids. When we have things at the end of camp, parents can contact the office, and we either have them come by the office or our team may be able to deliver.

- **Staff and YL team:** Connect, direct, and support.
- **Communications:**
 - Cell phone: Respond to LookSee and other Texts 3 times a day during drop off window (final check at 9am), pick-up window (check at start, then final check at end), and admin time. *Always refresh Looksee app, to make sure you have latest messages.*
 - Take photos/video (or delegate) & delete extras so ready for feed
- **Create atmosphere:**
 - Lead opening circle. Start closing circle then go to check-out kids.
 - Play music or delegate! Use Spotify on phones.
- **Boundary Setting:**
 - **With parents** - There will always be those who ask for alternatives or just do them, so gently remind and appreciate them for the support. Explaining The Why can help, e.g.. *“We are with the kids in an activity at that time, and it’s hard for us to step away to check you out”*
 - **With other staff** – It’s natural to want to connect on a personal level. Keep it short during the camp day and focus back on the program.
- **It’s likely there is something we forgot to cover.**
Our system is strong enough to manage with that.
- Heather and Samantha are available, as well as other Staff. **Ask us!**
- **Learn as you go!**

Building Blocks of Site Director Role



Other Misc. Info for Site Directors



Alarms on phone

- Set to be ready for alternate drop-offs & pick-ups, and for 4:10 pick up time (set for 2 mins before times). We ask parents to honor time for us and we want to do the same for them, as much as possible.
- You can set any other reminders if it helps -
 - a Tuesday pm reminder to announce Wacky Wednesday to kids, for campers to sign YL thank you cards near the end of the session, or for other transitions.
- Alarms can be turned off or set to vibrate.

Ritualized Endings- We honor and celebrate the times together and the endings/pauses until next time.

- Final circle of camp- Time to appreciate!! It's fun seeing staff doing appreciations for one another, too.
- Summer only: Camper End of Session Bracelets



Outside of Camp Details for Site Directors- End of Day (EOD) Surveys

EOD Survey – Do outside of camp time. Submit on the 2nd and last days of the week, usually Tues & Fri (okay by Wed am before camp, or Sat, but no later.) For weeks 3 days or less, just submit once at the end of the week.

- These help the Admin and Ops team get an overview of how things are going with each group. We also search through them to help us understand about how things went in the past, e.g., if a youth leader is ready to shift into a staff role, or for asking parents to write google reviews.
- SDs will be paid about 45 minutes/week for work outside of camp hours. This time might also be used communicating with the office or helping with a late pick-up hand-off when your shift ends.
- Please spell names correctly, since we search them, so if names are incorrect, we will miss info. Refer to [Staff google drive Camper List folder](#) for names and ages of YLs.
- The surveys now are in google, so you can write some and come back later and info should be saved, but keep open in browser. Continue through to section 4, then *Press “submit”*. *You must take step to submit, otherwise, we will not see it.*
- Operations staff in summer will take the cell phones home at 4:45 to charge for the next day, or lock school during breaks, so please do not plan to use group cell phone after that time.

Managing Late Pickups

If parent is not at camp by 4:30 -

- Text them through LookSee to make sure they know and let you know when they/someone else are coming.
- If no response within a few minutes, call them. Ask them to text back or give them the group phone #. They won't see the right phone # - Looksee uses a relay number.
- Reassure camper, *"This happens. It's all good. We have a plan."*
- At 4:35, continue with usual check out and clean up details. Engage camper with helping you or maybe they have a string art thing or book they can read.
 - Break Camps – bring camper inside while you do end of day tasks with other staff person. Rule of 3.
 - Summer – have them stay near the area you usually do your end of day tasks (sometimes other staff there)
- Usually, parents arrive by the end of a staff shift.
- Text Samantha once it nears the end of your shift. Give her the phone and tell her what you've done to reach out so she can follow up. She'll stay with campers till they get picked up.





Thank you for your kind attention!

We all contribute our individual strengths to create something greater than any of us could alone.

Camp is the product of our love, care, and amazing selves.

Here's to having an incredible camp, and many more to come!

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