

Children & Youth Services

Children and Youth Community Centre – 3 Spruce Avenue, Sherwood Park, T8A 2B6

Main Contact: Alex Watts, Family Support CDP

awatts@robinhoodassoc.com or 780-570-9078

Alternate Contact: Ali Cruikshank, Family Support Team Leader

acruikshank@robinhoodassoc.com or 780-570-9074

Summer Program Volunteer General Information

As our volunteers, you should know how important you are to the success of our summer program. Not only do you make the staff's job easier, you help the participants have an extra special and fun summer.

We consider your responsibilities to be:

- To assist in the implementation of group activities. Ask questions and for help as you need it!
- To ensure that the safety and health of each participant is a priority at all times. Report any concerns to a staff immediately.
- To work at being part of a team both in your group as well as the program as a whole.
- To generate enthusiasm and ideas for all activities and to encourage all members of your team to do the same.
- Be prepared to fully participate in all planned field trips.
- To encourage the participant to be as independent as possible.
- Not to disclose any information about participant outside of the program. Your knowledge of participants is privileged and **highly confidential**.
- To respect the authority of staff members.

You will not be responsible for feeding, toileting or giving medications to participants.

Tips:

- Stay cheerful and cooperate with others. Talk to the participants about their interests and share yours.
- Please keep your cell phone turned off during your shift.
- When you are paired with a participant or "Buddy", never be alone without staff supervision.
- Always let a staff know when you need to leave the room/group.
- If you need to cancel a shift, notify Alex 780-570-9078 at least one day in advance when possible.

Our Philosophy

The program provides a recreational based day camp to children with special needs aged 4 - 18 years.

The program is designed around a fun filled atmosphere by both staff and the participants attending. Creativity, energetic attitude, positive outlook are all key aspects that staff and volunteers bring to the program to ensure that the needs and desires of the participants are met by "having a good day". The program offers socialization, skill development, role modeling and mentorship to the children.

The program is also based on the continual self-growth for the participants and for the staff and volunteers as well. Establishing a program run on "Team Themes", choosing and behaving in ways most beneficial to the group as a whole, can only aid in this process of development.

Summer staff and volunteers are here first and foremost for the participants. Through this priority, it teaches us to become stronger, more flexible, and most of all, more understanding and patient.

Summer Safety

Heat Stroke/ Heat Exhaustion:

- ☺ Avoid having the participants in the sun for long periods of time, aim for shady areas.
- ☺ Drink lots of water, and encourage the participants to as well.
- ☺ Ensure the participants have sunscreen on whenever they go outside.

Epileptic Seizure: ******Get a staff member immediately******

- ☺ Remain calm. The participant is going to be fine.
- ☺ Note the time of the seizure if you can.
- ☺ Don't try to hold down the participant to stop them from moving. Instead, move anything out of the way that could harm them.

Wheelchair Handling:

- ☺ Never sit in a participant's wheelchair or allow other participants to do so.
- ☺ Always let the participant know before you are going to push them.
- ☺ Talk the participant through corners, bumps, doorways etc.
- ☺ Always ensure the participant has his/her seatbelt on before moving them.
- ☺ Ask staff for help if you do not feel comfortable handling the wheelchair.
- ☺ When going down steep hills or inclines, go down backwards. You will have more control of the chair if you go down the hill ahead of it.

Other Information

Dress Code:

- ☺ Please no flip-flop style sandals.
- ☺ Keep clothing casual but professional.
- ☺ Do not wear dangly jewelry.
- ☺ Please do not wear perfume.

Participant's Dignity:

- ☺ Allow participants to be as independent as reasonable – ask first if they want help.
- ☺ Do not carry or initiate hugs with participant.
- ☺ Speak to participants in an age appropriate manner.

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