



Critical Elements of Staff Training

Triple E Retreat – 2023





Outline

- Purpose of Training
- Staffing Models – Impact to Training
- Training Topics
- Training Areas Needing Improvement
- Method of Training



Purpose of Training

- Creating a Camp Culture (or at least attempting to)
- Staff Unity
- Spiritual Emphasis
- Foster a safe environment for staff & campers
- Clear communication on staff and camper expectations
- Key reminders of existing policies & practices for returning staff
- Necessary training for new staff
- Fulfill ACA and New York State Requirements



Staffing Models

- Summer Staff
- Session Staff
- Hybrid
- Other



All-Staff Training Topics

1. About Camp
2. Staff Expectations
3. Staff Policies
4. Camper Orientation
5. Camper Care
6. Sexual Harassment
7. Alerts & Special Warnings
8. Emergencies & First Aid
9. Disease Prevention

About Camp

Mission



Spiritual Emphasis

Vision



Core Values



1. Emphasize Prayer
2. Encourage Staff Quiet Time
3. Exemplify God's holiness
4. Extend Spiritual Encouragement to other Staff
5. Engage in Making Disciples



Staff Expectations

1. Qualifications
2. Code of Conduct
3. Privacy / Social Media Policies
4. Session Organizational Structure
5. Directors Roles (Staff vs Camp)



Staff Policies

1. Camp Policies
2. Vehicle Policies
3. Limited Access to Kitchen
4. Sign-in / Sign-out Procedure
5. Short-term Staff / Visitors
6. Border Security Process



Camper Orientation

1. Camper Code of Conduct
2. Tornado Shelters
3. Boundaries
4. Rifle Range Procedures
5. Waterfront Policies & Procedures
6. Pool Policies & Procedures



Camper Care

1. Staff Responsibilities

- Supervision
- No one on ones

2. Bullying

3. Camper Discipline

4. Abuse (Physical, Emotional, Sexual, Hazing)



Sexual Harassment

1. Definition
2. Reporting Procedure
3. Protection from Retaliation
4. Minimum Standards of Behavior



Alerts & Special Warnings

Alerts

1. Types of Alerts
2. Notification Procedure
3. Director Responsibilities

Special Warnings

1. Lightning / Severe Weather
2. Armed Aggressor



Emergencies & First Aid

1. Certified / Licensed Staff
2. Emergency Expectations
3. Phone Locations
4. Basic First Aid Flow Chart
5. Control Bleeding
6. Staff Medical Information



Disease Prevention

1. Preventing Disease Transmission (Animals, Ticks, viruses)
2. Animal Control & Rabies
3. Other Situations (bats, ticks, mice)



Training Areas Needing Improvement

1. Sexual Harassment / Misconduct / Abuse (Ministry Safe)
2. Counseling



Method of Training - History

- Saturday Training (2 hours) – Staff Handbook
- In-Person Regional Training (2 hours multiple locations)
- Online Training (1 ½ hours) – Videos with training book



Online Training

1. Learning Management System – Thinkific (www.thinkific.com)
2. Video Training
 - ✓ Introduction video
 - ✓ Training booklet included
 - ✓ Separate video for each section (ranging from 4 to 19 minutes)
 - ✓ Quiz after each section
3. Individual or Group Training
4. Tips
 - ✓ Don't allow fast forwarding of videos
 - ✓ Require completion of videos and quizzes
 - ✓ Don't make quizzes too difficult
 - ✓ Cover critical items again when summer / session starts



Online Training Pros / Cons

Pros

- Consistent presentation of materials
- Flexible for staff to do on their schedule
- Eliminates multiple regional sessions and travel
- Provides more flexibility on Saturday of sessions

Cons

- Risk that the staff does not actually pay attention
- May lose personal touch



Culture Building

- New to Camp (or not been in a long time)
- New to Summer Staff
- All Staff Meeting