

COSI CAMP-IN OVERNIGHT & DAY PROGRAM PROGRAM ASSISTANT DESCRIPTION

I. Objective:

Program Assistants (PA's) are an extremely important part of our Camp-In Team! Through Camp-In, we reach children (grades 1-8) in an informal, fast-paced, exciting atmosphere. Camp-In will have a tremendous effect on future scientists, educators, and citizens of our communities! PA's are Cadette or Senior Girl Scouts who work side-by-side with other COSI Team Members in support of COSI's mission to provide a quality, discovery-based science experience for all visitors participating in Camp-In. The Program Assistant's role is to help Camp-In participants in the friendliest and most courteous manner possible. PA's are also expected to have a **FUN** learning experience, which will help them develop their communication and leadership skills.

I. Duties and Responsibilities:

Under the supervision of Camp-In Team Members, a PA's duties include but are not limited to the ability to:

- a. Answer questions and give directions to campers and their leaders.
- b. Assist Team Members in setting up workshop areas (i.e. prepare materials, Workshop set up).
- c. Assist Team Members during workshops (i.e. distribute workshop supplies, respond to raised hands, give extra guidance).
- d. Help campers store, retrieve, set up gear (aka sleeping materials).
- e. Be good representatives of COSI through a friendly, helpful attitude. Go out of your way to provide the campers with the best Camp-In experience ever!
- f. Help provide a safe, educational, and FUN environment for all campers.
- g. Any other assigned duties, including various administrative tasks.

III. Skills Needed:

- a. Responsibility to follow schedule and perform assigned duties as directed.
- b. Ability to communicate with others in a clear and courteous manner.
- c. Ability to take direction quickly and give instructions to others effectively, in a cheerful, friendly manner.
- d. Friendly, helpful attitude.

IV. Benefits to the Program Assistant (PA):

- a. Become familiar with a world-renowned science and technology center.
- b. Improve communication and cooperation skills.
- c. Experience education with a different perspective: informal, fun, and exciting!
- d. Provide an invaluable service to your community for which you may earn service hours.
- f. Make friends! Have **FUN!**

V. Time Commitment:

If working an evening program, you are expected to arrive at 4:30, or 3pm if it is your first Camp-In of the season. You will work until approximately noon the following day. For a Day Program, you should plan to arrive by 9 a.m. and work until 3:00 p.m.

How old does my Girl Scout have to be to be a Program Assistant?

All PA's must be at least a registered Cadet and 14 years old.

What will my Girl Scout do as a Program Assistant?

When your Girl Scout volunteers as a Program Assistant with COSI's Camp-In program, she is signing up to help out with a little of everything that happens during Camp-In. She may help with any of the following activities: gear check-in, welcome show assistant, dinner, dinner clean-up, snack time, workshop assistant, or activity cart facilitator. Our activity carts are stations where one or two volunteers stand and present a science-based topic to 5-15 guests. These presentations will be centered on the Camp-In theme.

Will the Program Assistants need to bring their own food?

All Program Assistants receive complimentary dinner, snack, and breakfast. If your Girl Scout has special dietary needs, please indicate this when scheduling so that we can make arrangements to store her food.

In addition, there is a volunteer sponsored ice cream party that happens after Dance Mania. This party only occurs if there are at least four interested volunteers, but interested volunteers should bring \$2.00 to help cover the cost of their ice cream.

What else should Program Assistants bring?

Program Assistants should only bring what they need to sleep or prepare for sleep. All valuables should be left at home. Volunteers are not permitted to use cell phones during their shifts, though they may call the morning after a Camp-In to arrange a time to meet their ride. Please inform your Girl Scout that any volunteer caught texting or placing a call during their shift will have their phone confiscated until the end of the evening.

Is there a dress code?

Yes. **The Program Assistant uniform is closed-toed, close-heeled shoes, black pants, and a Program Assistant shirt and a nametag.** We will provide shirts for the girls to wear during the night (they may not take these home) and a nametag (which they may take home) but each volunteer should arrive with the proper pants and shoes. **Absolutely no sweat pants or pants with rips or stains on them are permitted. Flip flops are also not permitted.** Program Assistants arriving without black pants or closed toed shoes will be unable to volunteer and will be asked to return home. If you have any questions concerns about this, please email pacontact@mail.cosi.org.

When will my Girl Scout volunteer?

With the exception of their first overnight when they must arrive early for training, Program Assistants should arrive by 4:30 for overnights. They will be done by noon the next day.

For Camp-In Day Programs, Program Assistants will volunteer from 9am-3pm.

When is the training session offered? Is it mandatory?

Training for Program Assistants is mandatory, and it is different than the Program Aide training offered through Girl Scouts. Training begins promptly at 3pm on the day of a Program Assistant's first overnight. This is where the girls will gain the safety, guest services, and program knowledge crucial to a successful Camp-In. Program Assistants only need to attend the training one time. Girl Scouts missing the training session on the night of their scheduled shift will be unable to volunteer and will be asked to return home. If a Girl Scout would like to volunteer but cannot make training on the same day, she may attend an earlier session so long as she schedules for it in advance.

How and when can my Girl Scout reserve her spot as a Program Assistant?

No reservations for Program Assistants will be taken until November 1, 2009. To be a Program Assistant this year you should email pacontact@mail.cosi.org to check on the availability of your desired dates. You may hold up to three dates at a time for a period of 14 days. After you reserve your dates you have 14 days to mail in emergency medical forms for all girls interested in participating. Because spots are limited, please email to confirm availability before sending in extra forms. After your emergency medical forms are received, your spots are reserved!

How early should I schedule our visit?

Due to the popularity of this program, we encourage troops to schedule as early as possible. We can only accommodate a limited number of volunteers per evening.

Where can I find more information about Camp-Ins?

Additional information can be found at <http://www.cosi.org/educators/overnights/camp-in>.

PA Medical Release and Emergency Authorization

PA Name _____ Phone _____
Address _____ Date of Birth _____
City, State and Zip _____
Parent/Guardian Name _____ Home Phone _____
Relationship _____ Work/Cell _____
Girl Scout Council _____ Troop Leader Phone* _____

*Note: This should be the number of the person responsible for scheduling the volunteer.

PLEASE LIST ANOTHER PERSON TO BE CONTACTED IN CASE OF AN EMERGENCY

Parent/Guardian Name _____ Home Phone _____
Relationship _____ Work/Cell _____

CHECK THOSE THAT APPLY

In the event that reasonable attempts to contact the above are unsuccessful, the undersigned consents for the administration of treatment deemed as necessary by:

Dr. _____ Phone _____ or Dr. _____ Phone _____
(Preferred physician) (Preferred dentist)

- In the event the preferred practitioner is not available the above parent/guardian consents for the administration of treatment deemed necessary by another licensed physician.

Consent does not cover major surgery unless medical options of two other licensed physicians or dentists, concurring in the necessity of such surgery is performed.

The above parent/guardian consents for the transfer of the PA to _____
(Preferred hospital)

- The above parent/guardian consents for the transfer of the PA to any reasonably accessible hospital.

The above parent does not consent for emergency medical care. In the case of an emergency, please take the following action:

Facts concerning medical history, allergies, medications being taken, and physical impairment that a physician or dentist should be alerted to:

Parent or Guardian Signature _____ Date _____

DATE(S) SCHEDULED TO VOLUNTEER AT COSI: _____