

# STILL MEADOWS ENRICHMENT CENTER AND CAMP VOLUNTEER HANDBOOK 2016:

## DAY CAMP

### 2018 Camp Weeks

June 18-22

July 9-13

July 30-August 3

**Hours: 9-3**

*(Mandatory* informative meeting at 8:15 every Monday of each session)

**All volunteers are expected to arrive BY 8:30 unless previously arranged with director**

Still Meadows Enrichment Center and Camp is a charitable, nonprofit organization created as a special needs facility in a country setting. We provide year-round therapeutic activities for children and adults with developmental, intellectual, and/or physical disabilities in a safe, creative environment. Still Meadows Enrichment Center and Camp not only provides for the physical, emotional, and spiritual needs of the participants, but we are there for their families and caregivers; providing them reprieve and time to regroup both physically and mentally.

All of the necessary forms are located in the back of the packet. Please complete these forms and return them to the camp as soon as possible. You must complete the forms accurately. If you have any questions about them, please contact the Operations Manager and she will help you.

We look forward to seeing you.

### Contact Information

Hailey Lantz  
Day Camp Co-Director

Cati Hermes  
Day Camp Co-Director

Kristen Lanier  
Day Camp Supervisor

Diana Umbel, Operations Manager  
(540) 435-7390  
info@campstillmeadows.org

**VOLUNTEER EXPECTATIONS:** Volunteers are representatives of Still Meadows Enrichment Center and Camp. All volunteers are expected to help extend a positive, supportive, and encouraging atmosphere to our participants. This includes verbal praise and support, as well as participation in activities. Volunteers are expected to act in a professional and respectable manner when interacting with our campers, their families, staff, and one another. This extends to attitude and language, as well as actions. Volunteers are expected to abide by all policies and procedures set forth. Failure to do so compromises the safety and effectiveness of Still Meadows and can result in termination of position. It is also expected that volunteers bring any problems, questions, or concerns to the attention of the director. If a volunteer ever feels uncomfortable with a situation, participant, or volunteer, it is expected that he or she will bring this matter to the attention of the director so that it may be resolved.

Each volunteer must provide their own packed lunch. Volunteer lunches will be kept in a labeled cooler, separate from the campers. Due to available space, lunches will NOT be permitted in the refrigerators.

**CELL PHONE USE:** Still Meadows is all about putting our campers first. In order to make this possible, we depend on volunteers to make their camp week the time of their lives. It is difficult to keep campers both safe and the center of attention when cell phones are used. ***Please refrain from using your cell phone while the campers are on the grounds.*** That means from the arrival of the first camper to the departure of the last one. Examples of cell phone use may include, but is not limited to: **picture taking, texting, phone calls, Facebook.** If cell phone use becomes an issue the camp director and/or executive director may ask you to turn off your phone or put it away until the end of the camp day. ***If this policy is not followed after 3 notifications, you may be asked to leave and not return for the remainder of camp week.*** If there is an emergency situation this policy does not apply.

**PICTURE TAKING:** It is not permitted at any time to photograph campers on personal devices. Be aware of those folks who do not allow photos.

**ABSENCES:** We depend heavily upon volunteers, so it is very important that we are aware of staffing changes as soon as possible. If we do not have enough volunteers, we may not be able to run some programs. If you cannot make it to an event at which you have agreed to volunteer, we will have to find someone to take your place. Please contact the executive director to notify them of your absence.

**AGE:** We love our volunteers here at Still Meadows, but also need to keep in mind the safety of everyone. Because some of the campers can get upset at times and we need our volunteers to be interacting primarily with *campers* not each other, volunteers need to be **12 years of age or older.** Exceptions can be made with the executive director's permission. If you have any questions or concerns please contact the executive director for further discussion.

**PET POLICY:** Still Meadows loves animals, but to ensure the safety of our volunteers and participants pets must have prior approval from the executive director to be on the camp grounds. Dogs must be kept on leashes.

**DRESS CODE:** Volunteers will work with campers during outdoor activities and while working with animals. They must wear the proper attire for safety and comfort reasons. This dress code is important for the safety of the volunteers and the consideration of those around them.

**Required Attire:**

1. You are **required** by camp insurance to wear **closed-toed shoes**. Working with animals, participating in active games, and going on nature walks require substantial, comfortable shoes.
2. Dress accordingly for the weather. Check the forecast for extreme heat or rain. Many activities will be under cover, but will not be in air conditioning or a heated area. You should come prepared with jackets, hats, or any other clothing that is necessary.
3. Nametags will be provided for all our volunteers. They are to be worn at all times and **should not be decorated in any way** (stickers, marker, etc.)
4. Cover the core of the body at all times. Do not wear halter tops, tube tops, or midriffs. Shorts should be at an appropriate length – no shorter than fingertips when arms are relaxed. Do not wear any clothing that has offensive language or images

**Good rule of thumb: If you question your attire's appropriateness, do not wear it to camp.**

**DRIVEWAY POLICIES AND PROCEDURES:** Still Meadows Enrichment Center and Camp is on a hill at the top of a long, steep, paved driveway. We share the driveway with the neighbors, so we must show respect for their property. **Drivers must use caution when proceeding up to the camp and down to the road. Inclement weather causes the driveway to become extremely slippery and dangerous. Keep these conditions in mind as you proceed to the camp.**

**SPEED LIMIT:**

All drivers must observe a 10 mph speed limit on the driveway. Faster speeds could result in an accident and cause injury to the driver, vehicle, or camp property.

**OTHER CARS:**

The driveway is one-lane and there is not enough space for cars to pass each other. Occasionally, you may see another car coming in the other direction. It is important that you follow the procedure carefully to avoid accidents and injury.

**Procedure:**

ARRIVING AT CAMP: DRIVE SLOWLY coming up the paved driveway. We share the drive with the neighbor. Be aware that the neighbor or visitors may be coming down the drive.

LEAVING CAMP: We have permission to use the graveled drive when leaving. This will prevent traffic congestion especially when folks are arriving to pick up their campers. Again, DRIVE SLOWLY.

## **THIS IS IN ACCORDANCE TO ROCKINGHAM COUNTY'S SPECIAL USE PERMIT GUIDELINES**



# Still Meadows Enrichment Center and Camp

11992 Hollar School Road Linville Virginia 22834

540-833-2072 540-435-7390

[www.campstillmeadows.org](http://www.campstillmeadows.org) ♥ [info@stillmeadows.org](mailto:info@stillmeadows.org)

*Janet Maasch, Founder*

Ms. Jodi Haas

President, Board of Directors

## **VOLUNTEER AGREEMENT**

I have read the policies and procedures outlined in Still Meadows Enrichment Center and Camp's volunteer handbook and understand all of them. I agree to adhere to these policies for the well-being of both myself, fellow volunteers, and most importantly the campers. I understand that failure to abide by these policies and procedures can result in my removal as a volunteer at Still Meadows.

---

Printed name of volunteer

---

Signature of volunteer

---

*Serving individuals with developmental, intellectual, and/or physical needs*

Parent/guardian signature if volunteer is under 18