



Camp Invention®

LEADERSHIP INTERN GUIDE-TO-GO

LEARN.
INSPIRE.
SUCCEED.



OTHER IMPORTANT PROGRAM INFORMATION

Find out the answers and write them below.

Director's name:

Program start time:

Program end time:

PARTICIPANTS' NAMES/SPECIAL NOTES ABOUT YOUR GROUP:

Use the space below to jot down any important information about the participants in your group. Examples include the names of students who can't be in photos, participants with allergies or any participants carrying an EpiPen or inhaler.

DO THE FOLLOWING...

Monday Morning:

Arrive prior to the start of camp and meet with your Director. They will provide you with a task that is specific to Monday Morning check-in.

Every Morning:

Greet participants and parents with a smile when they arrive in your group.

Help collect lunches and snacks and label them with participants' names.

Engage participants in Base Camp activities while waiting for all participants to arrive.

ROLES & RESPONSIBILITIES

- Be friendly and helpful.
- Foster a sense of team spirit and fun.
- Treat all participants equally, in a respectful and professional manner.
- Never touch or place hands on a participant.
- Be respectful to fellow team members and parents.
- Be a good role model by dressing and speaking appropriately every day.
- No texting or cell phone calls unless you are on a break.
- Take your responsibilities seriously.
- Know which group of participants you are leading and get to know each participant by name.
- Check with the Director about which Base Camp activities to use.
- Facilitate Base Camp activities.
- Help all participants engage in the program experience.
- Stay with your assigned group throughout the day.
- Notify your Director immediately if a child is absent.
- When escorting participants to the restroom, wait outside the restroom. If a participant requires help, find your Director to assist.
- Do not allow participants to play on gym floor (unless the gym is being used for a module) and/or playground equipment.
- Make sure everyone in the room is wearing goggles (including yours) when the Instructor indicates they're needed.
- If you have a LIT, schedule time at the end of each day to review their tracker and reflect on the day's successes.

EMERGENCY PROCEDURES

1. Know the location of all emergency exits and what to do in an emergency.
2. Know the location of the building's telephones.
3. Notify your Director immediately if there is an illness or injury.
4. Do not personally transport a participant to a hospital or anywhere.



COMMUNICATION TIPS

- Be positive and encouraging.
- Make eye contact.
- Speak clearly.
- Match your communication style to your audience.
- Use open-ended questions to engage participants.
- Be proactive – don't wait to be asked.

DISCIPLINE

1. Discipline is the responsibility of your Director.
2. Notify your Director or Instructor if there is a discipline problem.
3. Relay all parent complaints immediately to your Director, preferably while the parent is still present.

QUESTIONS TO HELP PARTICIPANTS THINK

- Tell me about what you are building. How will it work?
- How did you get your idea?
- What do you want your invention to do? (If participants are having difficulty)
- How can you fix that problem?
- What other ways could you solve the problem?

These are suggestions for questions to ask participants while they are creating. Generate some of your own questions to help participants think.