

**Dear Assistant,**

Congratulations on your selection as a Bright Lights Camp Assistant!

Our Camp Assistants are important ambassadors for Bright Lights. As a role model, your enthusiasm and attitude will help inspire students to make learning a life-long adventure. The most important job of an assistant is to make every student feel comfortable and to facilitate fun! Our goal is to ensure all children feel successful, that they learn, make new friends and want to return. At the same time, we want you to have a great experience.

Here is some key information you will need to be successful as a Camp Assistant:

### **Camp Assistant Key Responsibilities**

- 1) Attend Orientation if you are a first- or second-year assistant.
  - **2022 Orientation Dates:** Orientations are scheduled for May 18 and May 21 at Roper Elementary. See Camp Assistant Calendar (<https://www.brightlights.org/assistants/calendar.html>) for times. Separate orientations will be held for volunteers assisting June 13-17 at Lux Middle School (May 17) and at community sites (TBA). Make-up meetings will be offered the Friday prior to each camp week on Set-up Day by appointment.
  - **NOTE: Hogwarts Day Camp Orientation is Sunday, June 26, 1-4 p.m.** at Lincoln Southwest High School, 7001 S. 14<sup>th</sup> St. ***This is only for Camp Assistants assigned to Hogwarts Day Camp, June 27- July 1.***
- 2) Help on Set-Up Day the Friday before your camp week and have regular attendance the week of camp.
- 3) Wear your name tag and official Bright Lights t-shirt every day.
- 4) Attend appreciation luncheon for assistants on Wednesday of Program Weeks 1, 4 and 5.
- 5) Complete the assistant evaluation online at the end of the week. You will receive an e-mail with the link, midweek.
- 6) Choose a “special” student (or two) to help and encourage throughout the week.

### **Before Bright Lights Begins**

- **Verify your camp week, name and number, time and location.**  
Main site: Roper Elementary, 2323 S. Coddington Ave. Refer to the Camp Schedule (<https://www.brightlights.org/programs/schedule.html> ) for all other camp locations.
- **Arrange by phone or e-mail with your teacher when you will meet him/her for classroom set-up. Your teacher's email will be listed on your camp assignment confirmation email, or you can contact the Camp Assistant Specialist for that information.** You and your teacher will receive contact information via a separate e-mail at least two weeks prior to camp so you can confirm Set-up Day times.
- **If recording service hours for GOPO credit, obtain form from your high school teacher before school is out.** Bring the form to camp for your Bright Lights teacher to sign.

### **On Camp Set-up Day**

- Pick up your Camp Assistant t-shirt.
- Help prepare the classroom.
- Get your name tag from your instructor and decide who will make student name tags.
- Exchange titles you and the teacher will go by during camp.
- Discuss how the camp will run (stations, field trips, projects, classroom management, etc.).
- Go over lesson plans (get a copy from your teacher).
- Get assignments for the week (who will greet students, help with daily set-up, take attendance, etc.).
- Discuss arrival and clean-up. (Be prepared to arrive 20 minutes prior to camp to help set up and stay up to 15 minutes afterward to clean up.)
- Ask about any student behavioral/medical needs you should be aware of and keep information confidential.

### Helpful Hints

- Sign in every day, and wear your name tag and green Bright Lights t-shirt. Shirts will be handed out on Set-up Day or the first day of camp unless otherwise arranged.
- Remember your role is to assist the teacher. Talk to your teacher if you have helpful input.
- Engage students (sit next to them, have them tell you about their creations/projects, ask them how camp is going, share something fun about yourself or your experience as a former Bright Lights camper).
- Look for ways to help without always being asked, i.e. working with a small group, helping students make friends, being a buddy to a student, cleaning up or running errands (supplies, student to health office).
- Let an orange shirt staff member know if you need assistance with a student or if you have an issue you have not been able to resolve with the teacher.
- Plan to park where instructed at orientation (enter lot off of South Coddington on the east side of Roper). Offsite Camp Assistants will receive separate parking instructions.
- ***Keep your phone put away unless asked to use it for Bright Lights purposes. Please do not show students apps or photos not approved by Bright Lights staff. Ask a teacher if you have questions.***