

## Day-by-Day Camp Assistant Responsibilities

### SET-UP DAY (FRIDAY BEFORE CAMP STARTS, 8-NOON) MANDATORY

- Attend orientation if you have not
- Help teacher set up classroom
- Review lesson plan
- Pick up T-shirt if you haven't received it yet
- Get name tag
- Review safety procedures

### DAY 1 (MONDAY)

- Wear your Bright Lights T-Shirt and name tag today and every day of the week.
- Introduce yourself to the students and parents as they arrive in the gym.
- Remind parents that their child will meet them outside at the end of class (Holmes Main Site: curbside pick-up supervised by Bright Lights staff). Check with Community Site teachers for pick-up procedures.
- Take attendance as each child arrives.
- Help hand out T-shirts to the students who ordered them (at the end of class). Check with Bright Lights Central if the T-shirts are not in your room.
- Learn all of the students' names.
- Community Site locations only: Check with staff about attendance procedures (calling parents or BL Main Site at Holmes to check on/report absent students). If calling parents of students who are absent, make sure you know the exact location to tell parents to bring their student. If you cannot reach a parent, call Bright Lights Central at 402-436-1492 and let staff follow up.
- Do not leave students waiting for a parent alone. Teachers and assistants must be sure everyone is picked up.

### DAY 2 (TUESDAY)

- Community Site locations only: Be sure to call BL Central at 402-436-1492 on Day 2 of a no-show student.

### DAY 3 (WEDNESDAY)

- Attend the Camp Assistant Appreciation Luncheon at noon in the staff lounge (Holmes Elementary basement on Wednesday of program week). International Week and Hogwarts Luncheon details TBA (usually held on Wednesday as well).

### DAY 4 (THURSDAY)

- Tour camps with students to give them ideas about what they can take next year.
- Complete Camp Assistant evaluation online at [www.brightlights.org](http://www.brightlights.org) (see link sent the week of class to your e-mail).

## Day 5 (FRIDAY)

- Get ready for Open House during the last part of class. Be a buddy to students whose parents can't attend.
- Have your GOPO sheet signed by your classroom teacher if you are completing volunteer service hours.
- Complete your Camp Assistant evaluation. Access the link to the survey under the "What's New" heading at the bottom of the Bright Lights home page, or from your phone (via an e-mail link sent mid-week of class).

## General Camp Assistant Duties:

- Set up and clean up (arrive 20 minutes early and stay 15 minutes after)
- Take attendance as students arrive
- Greet students **and parents** in the gym (Holmes Elementary Main Site), in the foyer (Lux Middle School during International Program Week), or in the designated area for offsite camps
- Help students with projects
- Help with classroom management with guidance from the teacher
- Hand out snacks
- Assist with recess supervision
- Take students to the restroom/nurse/lunch care (cafeteria)
- Get materials from the Supply Room as needed
- Supervise before care or lunch care (this is an extra duty assigned by request only)
- Assist with curbside dismissal

## Ideas to Involve Students in the Classroom

- Help a student sitting on the edge to join a group. For example, say, "Sarah, we are starting a new activity. Come help us."
- Remember how much it means to students to have the "teacher" sit by them. Give shy students attention and try to encourage them by sitting near them.
- Do not let students hang on you. Personal space is a foreign concept to many younger campers, so reminding them to keep their hands to themselves is appropriate and encouraged.
- When solving disagreements be creative, focus on feelings and help kids see how they can make friends (ex. by sharing the scissors or not grabbing other people's Legos).

## Who to Contact for Assistance

- An orange shirt Bright Lights Summer Staff member. They can be found in the halls, the administration office onsite, or at Bright Lights Central (Holmes) and the multipurpose room at Lux (International Program Week).
- Another teacher (blue shirt).
- Camp Assistant Specialist (email [CampAssist@brightlights.org](mailto:CampAssist@brightlights.org)) or text 402-405-1284.