

**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 child 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.

Following 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.**

**2021 Orientation Dates: See Camp Assistant calendar on Assistants Page for May and June orientation dates.** Orientations are scheduled by week of service and will be held either on Zoom or in-person at Holmes Elementary. Additional make-up

meetings will be offered as needed prior to each camp week by appointment.

### **Middle School Camp Orientation, TBD**

Lux Middle School, 7800 High St. ***This is only for Camp Assistants assigned to Middle School Camp June 14-18.***

**Hogwarts Day Camp Orientation, TBD (usually Sunday afternoon prior to camp during Set-up Day),** Lincoln Southwest High School, 7001 S. 14<sup>th</sup> St. ***This is only for Camp Assistants assigned to Hogwarts Day Camp, June 28- July 2.***

- 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 luncheon for assistants on Wednesday
- 5) Complete the assistant evaluation online at the end of the week. You will receive an e-mail with the link, and it will be available at [BrightLights.org](http://BrightLights.org).
- 6) Choose a “special” student (or two) to help and encourage throughout the week.

## **Before Bright Lights Begins**

**Verify the camp week, name and number, times and location.** Main site: Holmes Elementary, 5230 Sumner St. Refer to the Camp Schedule, available at [BrightLights.org/programs](http://BrightLights.org/programs).

**Arrange by phone or e-mail with your teacher when you will meet him/her for classroom set-up.** You and your teacher will receive contact information via e-mail at least two weeks prior to camp to arrange exact times.

**Obtain the permission forms for GOPO hours from your high school teacher before school is out.** Bring form to camp for your Bright Lights teacher to sign.

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

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 the week.

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 (meet students in gym, 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 medical needs you should be aware of and keep any information confidential.

### **Helpful Hints**

Sign in every day, and wear your name tag and green Bright Lights T-shirt. First- and second-year assistants receive their T-shirt at orientation. Returning assistants can get theirs on Set-up Day.

Remember your role is to assist the teacher. Talk to your teacher if you have helpful input.

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 on the street near Holmes Elementary or in the large parking lot to the east of the school. Do not park in the small lot in front of the school. 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.***



**Bright Lights**

SUMMER LEARNING ADVENTURES