

Day-by-Day Bright Lights Camp Assistant Responsibilities

ATTEND SET-UP DAY, MANDATORY (FRIDAY BEFORE CAMP STARTS). Roper will be open 7:30 AM-3:00 PM. Check with your teacher regarding their plans, as it usually takes just a few hours to set up the classroom. Offsite camps may have a different schedule.

- Attend orientation if you have not (starts at 9 AM in the West Library).
- Register your attendance for Set-up Day at Bright Lights Central.
- Help teacher set up classroom.
- Review lesson plan.
- Pick up t-shirt.
- Get name tag.
- Review safety procedures with teacher.

DAY 1 (MONDAY)

- Wear your Bright Lights t-shirt and name tag today and every day of the week.
- Arrive at 8:40 for AM camps and 12:40 for PM camps to sign in at Bright Lights Central.
- Introduce yourself to the students and parents as they arrive.
- Remind parents that their child will meet them outside at the end of camp (Roper Main Site: curbside pick-up supervised by Bright Lights staff). Check with Community Site teachers for pick-up procedures.
- Assist teacher with student name tags and attendance.
- Help hand out t-shirts to the students who ordered them (at the end of camp). Check with Bright Lights Central if t-shirts have not been delivered to your room.
- Learn all of the students' names. Use CA Pocket Activities as icebreakers.
- Community Site locations only: Check with staff about attendance procedures (calling parents or BL Main Site at Roper to check on/report absent students). If calling parents of students who are absent, make sure you know the exact location and door 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/Offsite locations only: Be sure to call BL Central at 402-436-1492 on Day 2 of a no-show camper.

DAY 3 (WEDNESDAY)

- Attend the Camp Assistant Appreciation Luncheon at noon Wednesday (Weeks 1, 4 and 5 at Roper, room TBA). Hogwarts Prefects luncheon details TBA (usually held on Wednesday of camp week).

DAY 4 (THURSDAY)

- Watch for the Camp Assistant survey link in your email.

Day 5 (FRIDAY)

- Complete your Camp Assistant survey using the link sent by email.

General Camp Assistant Duties:

- Set up and clean up (arrive 20 minutes early and stay 15 minutes after).
- Greet students **and parents** in the designated area for your site.
- Finalize attendance once in classroom (by 9:10 and 1:10).
- Help students with projects.
- Help with classroom management with guidance from the teacher.
- Assist with recess supervision.
- Take students to the restroom/nurse/lunch care (cafeteria).
- Get materials from the Supply Room as needed.
- Assist with curbside dismissal.
- Supervise Before Care or Lunch Care (these are extra duties assigned by request only).

Ideas for working with Students

- 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 students see how they can make friends (ex. by sharing 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 at Roper, the West Main Office/Bright Lights Central and Orange Team offices.
- Another teacher (blue shirt).
- Jodi Fuson, Camp Assistant Specialist (email CampAssist@brightlights.org) or text 402-405-1284.