

Playing My Story Camp

Youth Counselor Assistant Duties

We are currently looking for responsible and highly motivated teenagers and young adults to assist with the camp, "Playing My Story." YCAs are ages 15 and older and offer support to the instructors. The summer camp session meets for one week, Monday through Friday. Summer camp session is held at the Historical Society of Washington, D.C.

Serving as a YCA provides an extraordinary way for teens to become involved with the Historical Society of Washington, D.C. whose mission is to preserve and promote Washington, D.C.'s history. YCAs befriend, help, and act as role models for younger children. Assisting 2 professional instructors, YCAs are introduced to the world of teaching. The program offers YCAs the opportunity to experience and learn about the District's history, art, music and theater. YCAs earn community service credits and also have an intriguing experience to add to a resume or application for college or a future job.

To apply, please read the **YCA Responsibilities and Information** section below then fill out the application form and fax it to **(202) 383-1870** to the attention of *HSW Summer Camp*, or mail the completed form to **ATTN: HSW Summer Camp, 801 K Street, N.W., Washington, DC 20001.**

Responsibilities & Information

You will be given a "Camp Packet" for your class. This packet contains a roster of participants, copies of each child's medical release forms, and other important information. It is your responsibility to keep the monitor packet in a safe place and have it with you during all classes, on all field trips, and during drop-off and pick-up of campers. Monitor packets must be given to the HSW staffer at the end of the day and should not to be taken home.

2. Arrive 45 minutes before class begins. During this time, you will help the instructors prepare for the class. Check with the instructors for specific needs and assignments.

3. Be prepared for the arrival of campers with your camp packet in hand and stationed in front of the Historical Society of Washington, D.C., 15 minutes before camp session starts. Take attendance and provide supervision for the campers in front of the building and on the way to the classroom to meet the teachers.

4. Make sure you have every participant's medical release form during drop-off the first day.
5. Wear your name tag at all times. You will need to bring it to and from home each day. Make sure you have a nametag for each camper. Campers leave their nametags with you at the end of each day.
6. You are responsible for each child's whereabouts at ALL TIMES. Also act as a "go for" if necessary.
7. Be active, engaging and participate, as the instructors require. Don't just watch. BE A POSITIVE ROLE MODEL for the younger participants.
8. Assist with field trips by keeping tally of campers, having a positive attitude, and helping the instructors as requested. Always leave a note on the door of the classroom when the class goes out, informing people where the camp group has gone, when you left, and when you expect to return.
9. YCAs oversee the lunch hour with leading in safe games and organized activities. Camp will have lunch from 12:30 – 1:30 at a designated location.
10. Assist the instructors with class clean up. Classrooms MUST be left CLEAN. Please see the Room Cleaning Policy for details.
11. Pass out and collect student evaluations at the end of class on the last day. The children may need their parent's help in filling out evaluations.
12. PROMPTNESS and ATTENDANCE are musts. Not adhering to the schedule is cause for dismissal as it could jeopardize the safety of the campers.
13. Dress code is informal, but neat. Bring a non-perishable lunch and drink(s) with you each day. Facilities previously open to volunteers for purchasing food may no longer be available. A soda and snack vending machine is available to you, but it is not available to the campers so please be discreet. Please keep in mind that YCAs must be with the campers for their entire lunch period so plan accordingly. Mobile phone use must be limited to break times or emergencies, please do not use during the times when you are attending to campers, especially drop-off and pick-up times and field trips.

14. There will be HSW staffers and teachers available to assist you should any situations arise in which you need help or are unsure how to handle. We all hope you learn and grow from this experience and we are here to guide you.

15. In the case of any problems, minor or major, notify an instructor or another adult in-charge.

16. Notify the security guard on duty immediately following any serious accidents. (Ground level of HSW and reception area)

17. In the case of a fire alarm, direct children to the nearest staircase.

18. In case of an emergency, have an instructor call the security. They also have a set procedure for calling 911. If you call 911 yourself, it could delay medical assistance.

Youth Counselor Assistant (TCA) Application

Personal Information (All Fields required for proper consideration):

Name_____ Age:_____ Grade:_____

Address street:_____

City:_____ State:_____ Zip:_____

Phone_____ Email:_____

Cell _____ School_____

Experience/Additional Information:

List special skills, education, or experiences related to volunteering (hobbies, crafts, work with children including baby-sitting.):

Please tell us why you are interested in this particular volunteer experience:

Provide the name and phone number of an adult reference that is NOT a family member:

I have read and agree to the YCA Responsibilities and information terms and conditions.

Signature_____ Date_____

Print name_____