

# RESPONSIBILITIES OF A 2010 CAMP ODYSSEY STAFF MEMBER

1. Inform us of **any days you know you will miss this summer**. Contact AUDRA 410-726-0942 or [audra@campodyssey.org](mailto:audra@campodyssey.org) with any schedule changes. **Schedule needed by June 11<sup>th</sup>**.
2. All staff members are required to attend the following pre-camp intensive **orientation sessions** held at Camp Odyssey. As an ACA accredited camp, we must provide pre-camp training to all staff members. We will **cover the ESSENTIAL INFORMATION for a successful summer at Camp Odyssey**. Comfortable clothes and closed-toed shoes should be worn!
  - **Tuesday, June 15, 2010** (5:30-8:30) Dinner will be provided.
  - **Thursday, June 17, 2010** (5:30-8:30) Snack will be provided.
  - **Saturday, June 19, 2010** (9:00-3:00) Bring your own lunch.
3. Attend the following events:
  - **DAILY Staff Meetings @ 8:00am** sharp
  - All required **Staff, Studio, or Group Meetings** during the camp day for discussion, feedback, and training
  - The **Open House** and **All Camp Show** the evening of **WEDNESDAY AUGUST 11<sup>th</sup>**.
  - The **Staff Closing Ceremony** the evening of **FRIDAY AUGUST 13<sup>th</sup>** from **6:00pm-8:00pm**
  - **Overnights** (at the discretion of the director)
  - (See overnight schedule at [www.campodyssey.org/2010calendar.html](http://www.campodyssey.org/2010calendar.html))
4. All staff members are expected to **dress up** (whenever possible) and **participate** in all theme days/special activity events. See our website for details: [www.campodyssey.org/2010calendar.html](http://www.campodyssey.org/2010calendar.html)
5. Read the website ([www.campodyssey.org](http://www.campodyssey.org)) especially the following sections:
  - About Us Section <http://www.campodyssey.org/aboutus.html>
  - Day Camp overview <http://www.campodyssey.org/sdc.html>
  - Leadership Team <http://www.campodyssey.org/leadershipteam.html>
6. Maintain the buildings and grounds. If you or someone in your group/studio spills something, clean it up; if you or someone in your group/studio drops something, pick it up; if you or someone in your group/studio breaks or damages something, report it **immediately** to BARB or AUDRA. Staff members are expected to thoroughly clean their assigned area after camp **one day a week**. Locate a director for inspection no later than 3:30-3:45.
  - The **All Camp Cleaning** on **FRIDAY AUGUST 13<sup>TH</sup>** from the conclusion of the camp day through **4:30pm** (cleaning will include your assigned area and may include other areas)

If you have any questions or concerns regarding any of the above expectations, please do not hesitate to contact us!

Camp Odyssey Office:	410-742-4464 x.320
Day Camp Director Barb Farrell	443-880-6139
or Audra Phippin	410-726-0942
Assistant Program Director Joe Hastings:	410-251-5278
Executive Director Dr. Harlan Eagle:	443-944-2563

### Group Leader Expectations:

1. **ACTIVELY and POSITIVELY PARTICIPATE** with your group during ALL ACTIVITIES (Community Circle, Group Time, Studios, Crazy Time, Special Activities, etc.).
2. Plan and lead creative and unique **COMMUNITY CIRCLE** and **GROUP TIME** activities. Submit **WEEKLY PLANS** for both **COMMUNITY CIRCLE** and **GROUP TIME** to Audra or Barb each **MONDAY** by **8:00am**. We encourage you to incorporate our themed calendar days into your plans.
3. Write a **WEEKLY GROUP ARTICLE** for our **CAMP NEWSPAPER**. Your article should include happenings, highlights, and stories from the camp week. Submit the **WEEKLY GROUP ARTICLE** to Matt Norman each **THURSDAY** by **5:30pm**.
4. Create a **GROUP BANNER/SIGN** (incorporating your **GROUP NAME**) at the beginning of Weeks 1 and as needed.
5. Group names are:

Grades:	PK & K	Setting Sail
	1	One Fish
	2	Two Fish
	3	Red Fish
	4	Blue Fish
	5	Marlins
	6	Dolphins
	Teens 7 & 8	Sharks
6. Prepare a **SONG, DANCE, CHEER**, etc. to be led at Opening/Closing by your whole group (on a scheduled basis).
7. Create a **CAMPER POSITIVE** for each camper on his/her last day of camp (generally Fridays). The **CAMPER POSITIVE** should be a tangible memory of the Legendary Camp Odyssey Day Camp Experience.
8. Plan, organize, and attend any designated **GROUP OVERNIGHTS**. Barb or Audra will help you plan and organize the overnights.
9. Plan and perform a **SONG, DANCE**, etc. for the **ALL CAMP SHOW** on **AUGUST 11th**.
10. Clean and maintain your assigned **GROUP AREA**.

### Specialist Expectations:

1. Plan and lead creative and unique **STUDIO** activities. Submit **WEEKLY STUDIO PLANS** to Audra or Barb each **MONDAY** by **8:00am**. We encourage you to incorporate our themed calendar days into your plans.
2. Write a **WEEKLY STUDIO ARTICLE** for our **CAMP NEWSPAPER**. Your article should include happenings, highlights, and stories from the camp week. Submit the **WEEKLY STUDIO ARTICLE** to Matt Norman each **THURSDAY** by **5:30pm**.
3. **ACTIVELY and POSITIVELY PARTICIPATE** with your designated group during ALL TIMES that you are not actively engaged in leading or planning for your studio. *Specialists are expected to sit with their designated groups during Opening, Crazy Time, Closing, etc.*
4. Plan, prepare, create/implement a visual display, activity, etc. showcasing your studio for our **OPEN HOUSE** prior to the **ALL CAMP SHOW** on **AUGUST 11<sup>TH</sup>**.
5. Clean and maintain your **STUDIO**.

**Please remember that the Day Camp Leadership Team (BARB, AUDRA, & JOE) are available and more than willing to help GROUP LEADERS and SPECIALISTS!**

**The only questions we don't like are the unasked questions! 😊**