

On Being a Chaperone...

Chaperone & Cabin Counselor Responsibilities

*Cabin leaders, school staff and other adults play an important support role in ensuring the quality and safety of the program for all students. Orkila staff are responsible for teaching classes, running specific open recreation areas and providing evening activities. Cabin leaders, adult chaperones and ultimately the school staff are responsible for supervising their students 24 hours a day. **At least one adult (adult chaperone, or school staff), but not more than three, must accompany each study group to all classes and assist the Orkila staff as needed.** The same counselor or set of counselors should stay consistently with one study group rather than rotating. The following is a breakdown of specific responsibilities of cabin counselors:*

General Responsibilities:

- ✓ Supervise students at all times. Remember that the campers' experience and safety are your first priority at all times.
- ✓ Set clear expectations.
- ✓ Communicate with teachers and Orkila staff.
- ✓ Ask for help when you need it.
- ✓ Lead by example. You are the most important role model at all times.
- ✓ Always be on time.

Pre-Camp:

- ✓ School teachers may want to meet with you prior to camp for training or to introduce you to students.
- ✓ On the way to Orkila, keep students occupied and well behaved on the bus and ferry.

Meals:

- ✓ Stay at your assigned table. If you must get up, make sure another cabin counselor is keeping an eye on your table.
- ✓ Make sure you and your campers listen to the directions and to the meal thought.
- ✓ Assign one student to be the Gopher. This is the only person allowed to be up from the table.
- ✓ Make sure that no more than two people go to the breakfast or salad bar at any time.
- ✓ Stress good manners and appropriate behavior and speaking volume.
- ✓ Encourage friendly conversation among campers.
- ✓ Have students wait for the Orkila staff to announce clean-up time.
- ✓ Only one person up from your table during clean up, the rest stay seated until you are dismissed.

Morning:

- ✓ Wake-up campers and help them get ready.
- ✓ Remind them to go to the bathroom, brush their teeth, wash, etc.
- ✓ Have breakfast KP's go to the lodge 15 minutes early.
- ✓ Be on time for breakfast at 7:45 a.m.
- ✓ Help students make their beds, sweep, and clean cabin and outside area.
- ✓ Help students figure out what classes they have in the morning and where they need to meet.
- ✓ Be at your own class-meeting place on time.
- ✓ During classes, monitor student behavior and assist Orkila staff when they ask. Be attentive, involved, and interactive with the campers and class.
- ✓ Have lunch KP's go to the lodge 15 minutes early.
- ✓ Have campers wash their hands before lunch. Be on time for lunch at 12:15 p.m.

Afternoon:

- ✓ Help students figure out what classes they have in the afternoon and where they need to meet.
- ✓ Be at your own class-meeting place on time.
- ✓ During classes, monitor student behavior and assist Orkila staff when they ask. Be attentive, involved, and interactive with the campers and class.
- ✓ During open recreation time, help campers find an activity to do, carry rowboats and help students row, and monitor that students stay in the designated recreation areas.
- ✓ Have dinner KPs go to the lodge 15 minutes early.
- ✓ Have campers wash their hands before dinner. Be on time for dinner at 6 p.m.

Evening:

- ✓ Have campers change into warmer clothing if necessary and prepare for the evening activity.
- ✓ Keep campers occupied during cabin time.
- ✓ Be on time for the evening activity. Be attentive, involved, and interactive with the campers and activity.
- ✓ Take campers to their cabin and help them stay quiet after the evening activity.
- ✓ Help campers get ready for bed
- ✓ Remind them to go to the bathroom, brush their teeth, wash, etc.
- ✓ Do a quiet bedtime activity to help campers fall asleep such as reading a story, sharing “highlights” of the day, or playing a quiet instrument.
- ✓ Stay in the cabin and sleep.

Last Day:

- ✓ Help campers pack all their belongings and find missing items.
 - ✓ Help campers sweep their cabin, pick up and empty trash, turn mattresses on their side, and clean bathrooms.
- Bring items to lost and found and check for students’ missing items.
- ✓ Listen carefully for any last-minute schedule changes.
 - ✓ Take luggage to the luggage truck on time.
 - ✓ Be on time to catch the bus in the upper parking lot.
 - ✓ Keep campers quiet and occupied while waiting for the ferry.