**2019 Youth Program/Camp Training**

**2019 Youth Program Training**

**Formats:**

**• In-person**

**• Online** (still being finalized)

**• Train-the-trainer**

**Course Descriptions:**

• **Youth Program Director:** This is for people who are planning a youth program or camp, and will be in charge. It is the most detailed, as it covers the most topics and discusses things leading up to the camp/program, forms and records, approvals, etc.

• **Person-in-charge:** This is for people who will be asked to be in charge at various points during a camp/program, but are not responsible for coordinating or setting up the program.

• **Line-level:** This is for workers and volunteers who will be working with the youth, but only in the presence of the director or a person-in-charge. It is the shortest program.

• **Train-the-Trainer:** This is the full camp/program director course, with additional information on how to teach the various courses to others. (This course is only offered in-person.)

**2019 Youth Program/Camp Training**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Subject** | **Supervised**  **Staff**  **(line level)** | **Person-in-Charge** | **Youth**  **Program Director** | **Train-the-Trainer** | **COMMENTS** |
| **MODULE 1** | NMSU Policy, Pt. 1 | X | X | X | X |  |
| NM Laws | X | X | X | X |  |
| Supervision | X | X | X | X |  |
| General Safety/Emergencies | X | X | X | X |  |
| Supervision Requirements | X | X | X | X |  |
| One-on-One Contact Restr, | X | X | X | X |  |
| Non-discrimination | X | X | X | X |  |
| **MODULE 2** | Bullying | X | X | X | X |  |
| Harassment | X | X | X | X |  |
| Hazing | X | X | X | X |  |
| Child Abuse, neglect | X | X | X | X |  |
| Child Neglect | X | X | X | X |  |
| Sexual Misconduct | X | X | X | X |  |
| Reporting Incidents | X | X | X | X |  |
|  |  |  |  |  |  |  |
| **MODULE 3** | Emergency Responsibilities |  | X | X | X |  |
| Site/Activity Safety |  | X | X | X |  |
| Weather Emergencies |  | X | X | X |  |
| Water Safety |  | X | X | X | (If applicable) |
| One-on-One Contact, details |  | X | X | X |  |
| Overnight Programs |  | X | X | X | (If applicable) |
| Transportation |  | X | X | X | (If applicable) |
| Mandatory Reporting |  | X | X | X |  |
|  |  |  |  |  |  |  |
| **MODULE 4** | Program Approvals |  |  | X | X |  |
| Staffing considerations (ratios, age, type) |  |  | X | X |  |
| Age Appropriate Activities |  |  | X | X |  |
| Business Procedures |  |  | X | X |  |
| Risk Management/Insurance |  |  | X | X |  |
| Food Safety |  |  | X | X |  |
| Hygiene |  |  | X | X |  |
| Notifying Parents |  |  | X | X |  |
|  |  |  |  |  |  |  |
| **MODULE 5** | Know Your Audience |  |  |  | X |  |
| What to Teach |  |  |  | X |  |
| Deviations and Exceptions |  |  |  | X |  |
| Teaching Resources |  |  |  | X |  |
| Options |  |  |  | X |  |
| Records & Certificates |  |  |  | X |  |
|  |  |  |  |  |  |  |

Useful Web Resources for Program Directors and Trainers:

<https://legal.nmsu.edu/approved-templates-and-forms/> (Forms for setting up & getting approval for Program)

<https://aces.nmsu.edu/4h/documents/safety-presentation.pdf> (SAFETY slideset for NM 4H)

<https://aces.nmsu.edu/4h/documents/are-your-ducks-in-a-row.ppt> (Risk Management for NM 4H)

<https://aces.nmsu.edu/4h/adult-volunteer-leaders.html>

<https://www.nmact.org/file/Concussion_Info_ADs.pdf> (NM Concussion Law & training)

<http://florida4h.org/volunteers_/resources/> (Contains videos, esp. Module 4 and link to Youth Protection Policy)

<https://oycs.ufsa.ufl.edu/wp-content/uploads/2016/06/YCS800-updated.swf> (video used in Florida)

<http://www.rutgers-atlantic.org/4-H/pdfs/YP-Info-Sheet-Volunteers.pdf>

<https://texas4-h.tamu.edu/volunteer/protecting-our-youth/> (has a number of potentially useful forms and checklists)

<https://agrilife.org/onlinecourses/course-library/4-h/>

<https://www.ndsu.edu/4h/staff_resources/youth_protection/policy/>

<https://4h.unl.edu/resources/volunteers>

<https://4h.unl.edu/volunteers/training>

<https://www.americangirl.com/explore/articles/questions-to-ask-camp-directors/>

<https://www.hoac-bsa.org/updated-youth-protection-training-2018-04-02>

<https://www.acacamps.org/campers-families/planning-camp/preparing-camp/how-choose-camp-safety-tips> (accrediting body for youth camps)

Overnight Camps:

1:5 for ages <=5 years old

1:6 for ages 6-8

1:8 for ages 9-14

1:10 for ages 15-17

Day Camps:

1:6 for ages <=5 years old

1:8 for ages 6-8

1:10 for ages 9-14

1:12 for ages 15-17

Staff:

80% adults, all at least 16 and 2 years older than participants

<https://www.summercamps.com/5-questions-to-ask-before-you-choose-a-summer-camp/>