

January 15, 2010



CAMP DON LEE

# Staff Training

## Don Lee Summer Staff Pre-camp requirements

Pre-camp training is an important part of your preparation to be a member of the Don Lee Summer Staff for 2010. This year, more than ever, there are trainings that every staff member must complete prior to arriving at camp.

We will train once you are here, but we will not be able to complete all of these trainings unless you do your share prior to camp. This summer you will not be permitted to work until you have these requirements completed.

This is not a simple outline. Please take time to read it and to ask your questions now if you have them. This will take some time on your part to complete.

### Core Requirements

1. All Staff members must have at least Basic First Aid/CPR/AED that is current.
2. All staff members will complete a select group of training modules provided online prior to arrival at camp.
3. All staff members who are unable to attend staff training in June will be required to attend the May 14-16 staff Orientation Weekend.

1. You may already have or be able to get your first-aid requirement. If not, you may attend one of several Camp Don Lee training schools prior to Summer Camp.
2. You will be sent an email with the information for your online training access and assignment.
3. Special weekend training are especially planned for those still in high school and those working second session only.

### Sailing Staff Special Requirements

***After May 1, 2010, every person under the age of 26 must complete a NASBLA approved boating education course before operating any vessel propelled by a motor of 10 HP or greater in the state of North Carolina.***

***All Sailing staff members must hold current Lifeguarding certification or certification in the craft ( US Sailing Counselor level or higher)***

***All sailing staff members expecting to be trip leaders must hold certification in Wilderness First Aid and CPR Pro. (20 hrs course)-We would like all sailing staff to have this course.***

***All sailing staff should demonstrate skill and knowledge in basic sailing skill, nomenclature, and problem solving to the level of basic sailing outlined in the US Sailing Red Book Program, prior to working as a staff member.***

***All sailing staff members shall participate in a full compliment of training skills in safety and rescue boat operation, procedures and policies for Camp Don Lee Sailing programs, and basic skills and practices in teaching sailing to children, youth, and families.***

Check the dates of all offered training events on the back of this sheet.

Choose the ones you will attend. Call or email to sign up for the trainings you will attend.

This is the summer of an accreditation visit by the American Camp Association. All certification cards must be on file and will be checked by the ACA team.

# First Aid and CPR/AED Courses and Wilderness First Aid

---

All Don Lee Staff for 2010 must provide a current First-Aid and CPR card prior to working this summer. You may already have that certification. You may get yours from any approved provider at home or school. Or you may attend one of the courses offered for you at Don Lee ASHI Training Center. (There may be additional courses the center is offering to the public. Check those dates as they appear online.)

- Saturday, March 6 (8:30 AM—5:30 PM) Cost = \$15 includes meals
- Tuesday, June 1 (8:30 AM—5:30 PM) Cost = \$15 includes meals
- Saturday, June 5th (8:30 AM—5:30 PM) Cost = \$15 includes meals
- Basic CPR/AED Recertification will be offered for 1/2 day on each of the dates above. Call to sign up. \$7.
- Remember to keep your lifeguarding current you need to recertify in ARC CPR-PRO each year. We will offer that on special request. Call to set it up.

ASHI CPR is good for two years.

All trip leaders will need certification in Wilderness First Aid and CPR Pro. This would be most of sailing staff.

- Wednesday, May 26 and Thursday, May 27th Cost = \$30

Please call to register for the course you plan to attend. Space is limited.

## Sailing Counselor Courses and Powerboat Certification

---

*After May 1, 2010, every person under the age of 26 must complete a NASBLA approved boating education course before operating any vessel propelled by a motor of 10 HP or greater in the state of North Carolina.*

*There are a number of online courses and exams available for this if you go to the NC Wildlife Site—<http://ncpaws.org/boatingsafety/coursesearch.asp> We have one course that seems to be the least expensive (\$5) -<http://www.boatus.org/onlinecourse/ReviewPages/BoatUSF/Project/section0x.htm>*

*The Sailing Counselor Course offered by US Sailing will meet the requirement for certification on the craft for sailing staff members.*

- Wednesday, June 2 and Thursday, June 3 -during sailing staff training the course will be offered
- Saturday, May 1 and Sun, May 2nd - the course will be offered.

All sailing staff will need to plan to be in one of these two Sailing course dates. Call to sign-up if you will not be in the May 30-June 5th Sailing staff training course..

## Special weekend training events

---

All staff members must attend the regular staff training week, June 6-12, 2010. If for any reason you are not available to attend this date you will need to attend the Staff Orientation Weekend on May 14-16th, 2010.

Those staff members who are working only second session, those staff members who might still be in school June 6-12th will need to attend the weekend.

Please call to get your name on the roster for the weekend, otherwise we will expect you on June 6-12th.

Please call as soon as possible if you have problem with these dates.