



C.H.A.S.E.

Camp Hanover After School Explorers

Parent Handbook

Updated August 3, 2023

Table of Contents

General Information	4
CHASE Goals	4
Facility	4
Contact	4
Staff	4
Grievance Policy	4
Religious Exemption	5
Enrollment Information	5
Tuition	5
Financial Assistance	5
Refunds	5
Withdrawal Policy	6
Waiting List	6
Program Logistics	6
Hours of Operation	6
Daily Schedule	6
Pick-Up Time and Location	7
Authorized Pick-Up List	7
Late Pick-Up	8
Program Information	9
Curriculum	9
Daily Devotions	9
Snack	9
Attendance	9
Clothing	9
Appropriate Footwear	10
Sunscreen, Bug Spray and Ticks	10
Toys and Items from Home	10
Student Transportation	11
Behavioral Challenges and Discipline Strategies	11
Respect for Property	12
Children with Special Needs	12
Health and Safety	13
Health	13
COVID-19	13
Allergies	14
Medications	14
CPR/First Aid Training for Staff	14
Injuries	14
Weather Policy	15

Incllement Weather and School Closings	15
Child Abuse Policies	15
Confidentiality	15
Insurance	15
Family Involvement	16
Parent Communication.....	16
Program Evaluation.....	16
Appendix.....	17
Appendix I: Map	17
Appendix II: Public Disclosure Statement.....	18
Appendix III: Position Descriptions	20

General Information

CHASE Goals

Students will:

- Develop a deeper curiosity in the natural world through supervised play, exploration, and cultivating educational moments
- Engage social-emotional skills, including interpersonal communication, teamwork, and self-awareness
- Grow a sense of environmental awareness and desire to be good stewards of creation based in Presbyterian (PCUSA) theology

Facility

Camp Hanover is nestled on over 600 acres wooded land with open fields, forests, a lake, and a garden. The after-school program will utilize all areas of Camp. There are outdoor pavilions and an indoor classroom for inclement weather. A site map is included in the Appendix the end of this handbook.

Contact

The primary contact person for Camp Hanover After-School Explorers (CHASE) is Reilly McNamara, After School Program Coordinator. You may contact her at the Camp Office **(804) 779-2811** or **Reilly@CampHanover.org**.

To contact Reilly or a CHASE instructor during CHASE program hours (2:00-6:00 Monday through Thursday) call or text **(804) 571-2001**.

Staff

Camp Hanover has multiple programs running throughout the year in addition to CHASE. There are a variety of full-time and part-time staff on site that you may encounter. All staff have current background checks.

To see a complete list of CHASE staff and other Camp Hanover Staff, please go to **www.CampHanover.org/about/meet-the-staff-2/**

Grievance Policy

If you have any questions or concerns, please contact Reilly McNamara, After School Program Coordinator at **(804) 779-2811** or **Reilly@CampHanover.org**. If you have concerns with Reilly, please contact Laura Haney, Associate Director of Environmental Ministry, at **(804) 779-2811** or **Laura@CampHanover.org**.

Religious Exemption

Camp Hanover Inc. is in compliance with the Code of Virginia, Section 22.1-289.031, to be classified as a religiously exempt child day center. You may view the public disclosure statement in Appendix II.

Enrollment Information

Tuition

Camp Hanover After School Explorers (CHASE) offers options for care to best suit the needs of the families we serve. At registration, families choose how many days they would like their child to attend CHASE and which days they would like their child to attend.

If families enroll for fewer than five days a week, we prefer they be consistent in which days their children attend CHASE. We understand this is not always possible. If this is a challenge, please contact Reilly McNamara to discuss alternatives.

Days Enrolled Per Week	Weekly Tuition
2 Day	\$55
3 Day	\$82
4 Day	\$110
5 Day	\$135

Tuition is paid in installments over the course of the semester. The first installment is due at registration and equivalent to one week's tuition. After registration, tuition will be due on the 1st of each month, with the exception of August, which will be due the Friday before school begins. Payments will be automatically collected using the card information provided at registration. To view your payment information, visit www.CampHanover.org/register.

Financial Assistance

Thanks to the generosity of our Presbytery, local congregations, and individuals who believe in the impact of the Camp Hanover experience, financial assistance is available. Please contact Reilly McNamara, After School Program Coordinator, at **(804) 779-2811** or **Reilly@CampHanover.org** for more information.

Refunds

If a student plans to miss a full week of CHASE pro-rated refunds will be given for full weeks not attended if advanced notice is given.

Withdrawal Policy

To withdraw from CHASE, written notice must be provided. Tuition fees continue to be charged until written notice is received and acknowledged by Camp Hanover. Since tuition is charged in advance on a monthly basis, pro-rated refunds will be given for full weeks which were paid for but were not attended.

Waiting List

In the case of a waitlist, if there is a withdrawal from the program, the first person on the waiting list will receive an email through UltraCamp with instructions on how to claim the open spot. The family will have 3 days to claim their spot and pay the deposit worth one week's tuition. If these steps are not completed within 3 days, the next person on the waitlist will be contacted.

Program Logistics

Hours of Operation

Camp Hanover After-School Explorers (CHASE) is offered Monday through Friday, 2:30pm – 6:00pm. Our program follows Hanover County Public School academic calendar. CHASE will be closed on School Holidays and Flexible Learning Days unless otherwise stated.

In the event Hanover County Public Schools closed due to inclement weather, CHASE will also be closed. See our weather policy for more information. Students who normally attend on days CHASE is not operating because of flexible learning days or holidays, may choose a different day in that week to attend. A week's notice should be given to Reilly McNamara. (e.g. If Monday is a school holiday, students who normally attend on Mondays may opt to come Tuesday instead)

Daily Schedule

Arrival (2:30pm -3:00pm)

- Students attending Cold Harbor Elementary, Battlefield Park Elementary and Pole Green Elementary will be picked up by Camp Hanover transportation from the school at 2:30pm - *parents must provide the school with a note stating that CHASE employees can pick up their child*
- Students who attend other schools or who are homeschooled may be dropped off by their families at 3:00pm

Opening Circle: (3:00pm - 3:30pm)

- Once all students have arrived, students participate in an opening circle activity. The goal is to foster a sense of belonging and an understanding that each child is a valued individual.
- Students will receive snack and share highs and lows.

Outdoor Exploration: (3:30pm-5:00pm)

- Instructors will lead a group exploration activity. Activities vary each day, dependent upon weather, season, and student interest.
- Students will have an opportunity to change out of school clothes and into the clothes stored in their cubby before Outdoor Exploration begins
- Instructors will have a whole group break during this time to rest and to lead the daily devotion

Homework and Games: (5:00pm – 6:00pm)

- Students and staff will stay near the pick-up location
- Staff members are available to assist students with their homework.
- Students without homework will have other activity options. As students finish their homework, they will join and participate in these activities.

Pick-Up Time and Location

CHASE programs end at 6:00pm. Students may get picked up at any time before 6:00pm. If you need to pick up your child prior to 5:00pm, please alert an instructor by calling or texting the CHASE program phone at **(804) 571-2001** so your child can be ready when you arrive. If there is no answer, please call the camp office at **(804) 779-2811**. Students will be participating in activities located all around the Camp and may not be near the pick-up location before 5:00pm. At 5:00pm the group will transition to homework time and be located near the pick-up location until 6:00pm.

Pick-Up will happen each day at the Big Pavilion (highlighted on the map in the appendix). There will be signage directing the flow of traffic.

Directions to the Big Pavilion: Drive under the big Camp Hanover sign onto the gravel road. Continue around the bend and follow the gravel road until you see CHASE Pick Up signage. Turn at the sign and drive up next to the pavilion where CHASE staff will be waiting to meet you.

In the event of severe weather, the Pick-Up location may occasionally change. In these cases, a notice will be sent through email or text, and signage will direct you to the alternate Pick-Up location.

Authorized Pick-Up List

Each student will have a list of adults that they are able to be picked up by. This list will be completed as part of the registration process. **We will not allow a student to leave with someone who is not on their authorized pick-up list.** A photo ID will be required if the instructors are not familiar with the adult picking up the child. There will be no exceptions.

Families may choose to carpool. The individuals picking up for carpools must also be included on each student’s authorized pick-up list. Inform Reilly McNamara immediately if there needs to be an addition or removal of names on the list.

Late Pick-Up

Camp Hanover After-School care ends at 6:00pm. Additional fees will be charged when children not picked up by 6:00pm. There will be 2 warnings given before fees begin to accrue. On the third and subsequent day of late pickup, fees for care after 6:00pm will be charged at a rate of \$1.00 per minute.

If one of the first 2 days of late pickup are more than 15 minutes late, a fee of \$1.00 per minute may be charged for each minute after 6:15.

Program Information

Curriculum

Camp Hanover After School Explorers (CHASE) primarily uses an emergent curriculum to allow for flexibility in our activities to focus on the student's natural interests, curiosities, and passions. Instructors lead planned activities each day along with ample time to let the students explore in whatever ways they wish. Contact Reilly McNamara for more in-depth information on the curriculum and activity offerings. Some examples of activities are hiking, tree identification, nature art, gardening, animal encounters (goats, chickens, and ducks), lake study, shelter building, campfire cooking, and insect catching.

Daily Devotions

We enthusiastically welcome children of all faith backgrounds as well as those with no previous experience in a faith-based setting. As a ministry partner of the Presbytery of the James, Camp Hanover is affiliated with the Presbyterian Church (USA). We value this relationship, and it shapes many aspects of our program. Our goal is to create a safe place where kids can think about, explore and talk about faith-related issues. One way we do this is with daily devotions, but faith discussions will be encouraged at other times as well.

Snack

Students are given a snack each day during Opening Circle. Camp Hanover is a nut free facility so no snacks contain any peanut or tree nut products. We do our best to accommodate all dietary needs. Any dietary restrictions can be listed on the student's medical forms so that snacks will be safe and appropriate for all students.

** We ask students not to bring snacks from home in order to avoid possible allergens for other students.**

Attendance

If your student's schedule varies, please make sure to notify your child's school and Camp Hanover weekly of any changes.

Clothing

Students spend most of their time outside enjoying nature-based activities. There are a few items your child will need based on the season. Please pick up the following before each season begins. Your student should bring a bag with the following items to be kept at Camp for the whole season. Each student is given a cubby to keep these items in for the entire program time.

The goal of keeping these items at Camp is to have students be prepared for all weather and activities. We do not wish to prohibit students from attending due to extra financial stress on their family. If you would like support in acquiring these items, please contact Laura Haney.

Items to be stored in cubby for entire school year:

- Water bottle
- Sunscreen
- Bug Spray
- Entire change of clothes (underwear, socks, seasonably appropriate shirt and pants in waterproof bag)

Winter Items:

- Warm winter coat
- Insulated, waterproof footwear (with good, grippy sole)
- Warm hat and gloves
- Wool or fleece socks

Fall and Spring Items:

- Water shoes
- Wide brimmed sun hat or baseball cap
- Rain Jacket
- Waterproof footwear (with good, grippy sole)

All items must be clearly labeled with child's initials. Staff do their best to help children keep up with articles of clothes but are not responsible for any lost or misplaced items. There is a lost and found basket available to parents and children.

Appropriate Footwear

CHASE students must wear securely fitting shoes that cover their toes, always. This is for their protection and to help ensure that they will be able to safely participate in and enjoy all the camp activities. "Closed-toed shoes for safety" is more than a chant that you will hear around camp... it is the norm, the expectation for camp activities. A pair of active wear shoes may be left in the child's cubby.

Sunscreen, Bug Spray and Ticks

Students need to provide their own sunscreen and bug spray. CHASE Staff will remind students to put on sunscreen and bug spray upon arrival at Camp. Activities in the woods occur regularly and parents should check their child for ticks daily.

Toys and Items from Home

We discourage bringing toys or other items of value from home. Personal belongings may get lost, broken, or dirty during our after-school adventures.

Due to the rustic setting and goals of our program, we ask students to leave electronics like cell phones, tablets, and ipods at home. If the students have these items at school, we will ask them to leave the items in their cubby while at CHASE. Besides the reality that electronics tend to not fare well in a camp setting, our experience is that not having them around helps the community form and ensures that students interact on a deeper level with each other.

Camp Hanover staff are not responsible for lost or stolen personal items.

Student Transportation

CHASE offers transportation to students at Cold Harbor Elementary, Pole Green Elementary and Battlefield Park Elementary. Transportation is limited and is offered on a first come first served basis.

Students are expected to follow safety guidelines and listen to the driver. If there is an issue with student behavior, van transportation privileges may be revoked. Behavioral issues will be discussed with the child and parent prior to suspension.

Behavioral Challenges and Discipline Strategies

At Camp Hanover, we strive to create a community where everyone can thrive and be who God created them to be. Building Christian community requires that everyone be willing to work together to achieve the goals of the group. Sometimes a student, for a variety of reasons, has a difficult time behaving or speaking in an appropriate manner. Should that occur, we will take the following steps:

- A. Instructor and Student will talk through the issue and try to resolve it in a positive manner using the Participant Agreement as the starting point for this discussion. Our goal in this process will always be to help the student to take responsibility for their own choices and actions and to understand the consequences of those choices, both for themselves and the people around them.
- B. If the student continues to make inappropriate choices, there will be consequences. For example, they may be removed from the immediate activity for a period of time. Under no circumstances will corporal punishment ever be used as a consequence.
- C. If the camper continues to choose to disregard camp policies or agreements, there may be a conference with the Program Coordinator and a discussion with the student's family.

If the issue cannot be resolved to the satisfaction of the student, the group, the instructors, and the camp administration, it may be necessary for the student to take a break from the program. If it is necessary to shorten a student's enrollment in CHASE due to inappropriate choices, disruptive or harmful behavior, or failure to abide by the Participant Agreement, refunds will be given for full weeks paid for but not attended.

Respect for Property

Many persons use our facilities during the year. During 2019 over 7000 people sought peace and fellowship at Camp Hanover. Many enjoy the beauty and natural feel of our facilities. All of us need to work together to keep Camp Hanover clean and inviting. We do not allow graffiti on or vandalism of any of our facilities. If you feel a need to leave your mark on this community, we ask that it be made through your words and deeds by uplifting and affirming other persons. Students who violate this request may be billed for the clean-up and/or be expected to do the clean-up themselves.

Children with Special Needs

Please call us before registering your child so we can discuss your child's individual needs. By discussing your child and the outcomes you desire for him or her while he or she is at Camp with us ahead of time, together we can determine whether the CHASE program would be a good fit. We can assess whether our instructors would have the specific skills needed to care for and provide the specialized attention that a child with intellectual disabilities or other special needs may require while at Camp. This conversation will be an important first step toward achieving our shared goal: creating a successful experience for your child.

Health and Safety

Health

Children are to be kept home or will be sent home if they have any of the symptoms or illnesses listed below:

- Fever of over 100 degrees
- 2 or more instances of Diarrhea
- 2 or more instances of vomiting in 24 hour span
- Mouth sores or rash with fever
- Pink eye (not yet treated with drops)
- Head Lice
- Active Tuberculosis
- Impetigo (until treatment)
- Strep Throat (until 24 hours after antibiotic has been started)
- Chicken Pox
- Rubella, Pertussis, Mumps, Measles
- Hepatitis A
- Sudden change in behavior

If your child is home sick from school for the day, please notify the program via email or phone call.

If any child comes down with a contagious or infectious illness or is unable to participate in the typical routine of the afternoon, their caregiver will be notified and asked to pick them up. Children needing to be picked up will be kept away from other children in order to prevent spread of illness.

There will be no refund of tuition given for school days missed due to illness. Exemptions to this policy may be made on a case by case basis for COVID quarantining if full weeks are missed.

As a Religiously Exempt Child Day Center, we are required to follow all health department guidelines.

COVID-19

Our COVID-19 protocols are an example of our commitment to live fully into our mission and create an environment where everyone experiences the spirit of welcome, belonging, and care while at camp.

At this time, we are not requiring masking or extra health checks. If your child has a direct exposure or has tested positive for COVID, please follow HCPS guidelines on returning to school/CHASE and masking.

Vaccinations are not required to attend CHASE, but knowing how many students are vaccinated helps CHASE staff make the best decisions to protect the health and safety of all students and staff. Each child's vaccination status is kept confidential, as is any other medical information.

CHASE staff recognize that COVID-19 is a constantly changing situation. With changing guidelines from the CDC and Virginia Department of Health, CHASE and Camp Hanover may change their COVID policies at any time. Parents will immediately be informed of any changes.

Allergies

If a child is diagnosed with an allergy, please note it on their medical forms and include a care plan. We will accommodate a snack for children with food allergies. If you have concerns about snacks for your child, please contact Reilly McNamara.

Camp Hanover is a nut free facility, meaning no peanuts or tree nuts are used in any snacks or prepared food.

Medications

Instructors are not allowed to dispense medication to children except for allergy or asthma related emergencies and written permission from the parents to do so must be on file. Medication must be in its original container.

Students cannot carry their own epi-pens and inhalers. These medicines will be carried by an instructor during CHASE program hours and locked in the Welcome Center after hours.

CPR/First Aid Training for Staff

All staff are CPR/First Aid Certified. Any child who is injured will be cared for immediately. Parents will be notified by phone call or during pick-up depending on the severity of the injury. A lifeguard certified staff member will be with students during water activities.

Injuries

In the event of a minor injury such as a scrape, bump or bruise, the child will receive proper treatment including ice or bandage and an accident report will be filled out by a CHASE Staff Member. Parents will be notified of their child's injury at pick-up and will be given a copy of a written report upon request.

In the event of a semi-serious injury such as a sprained ankle or wrist, bump on the head, or large cut, the child will receive First Aid Treatment and a written report will be completed by an instructor. Parents will be notified immediately by the Program Coordinator. A copy of the written report will be given to the parents upon request.

In the event of a serious accident or injury to a child, we will make an immediate call to 911 and a parent or guardian. If we cannot get in contact with either of the child's parents, we will call the emergency contacts listed on the child's registration form. A staff member will accompany the child to the hospital and stay with the child until the parents or authorized pick-up person arrive. Please make sure to inform Reilly McNamara of any changes in home, cell, work or emergency numbers. The child's parents are responsible for all cost incurred with emergency transportation and treatment.

Weather Policy

We will be outside unless there is inclement weather such as thunder and lightning, a tornado watch or warning, or high winds are present that could cause flying debris. Wind-chill factor and heat index will play a role in determining how long we stay outside. Students will be expected to have appropriate clothes to keep in their cubby. Please see the Clothing section for more information.

In case of a weather emergency, the safety of each child will be prioritized. Once everyone's safety is ensured, parents/guardians will be notified.

Inclement Weather and School Closings

Camp Hanover After School Explorers (CHASE) follows Hanover County Public Schools closing guidance in the event of inclement weather. Parents/Guardians will be notified as soon as possible. On days that the Hanover County Public Schools operate on a delayed opening, CHASE programs start on time. If Hanover County Public Schools releases early for inclement weather, after school will be cancelled.

If CHASE is canceled, refunds will be given for that day's tuition. Families may also choose to send their child a different day in the same week in lieu of a refund.

Child Abuse Policies

Camp Hanover employees are legally mandated to report known or suspected cases of child abuse or neglect.

Confidentiality

All personal information and records of the children are kept confidential and will only be released to the child's parents/guardians upon request. Staff will not discuss your child's development or situation with anyone outside of the program or with any other parents or students in the program.

Insurance

Camp Hanover is covered with public liability insurance. For more information, please contact Reilly McNamara.

Family Involvement

Parent Communication

Communication is very important between instructors and parents. Most of our communication is via e-mail as it is paperless and an efficient way to share information with a large group. Please inform Reilly McNamara if there is a concern with receiving e-mails or if your e-mail changes.

We ask that parents keep the staff informed of any significant events and changes in their child's life. This better equips the staff in helping the child overcome any challenges during the day. These changes such as illnesses, deaths, visitors, divorce, and additions to the family affect the children not only at home but also at after school. Staff will be available discuss any concerns during pick up. You may also contact Reilly McNamara at other times.

Program Evaluation

Parents will be provided with an evaluation at the end of the school year to give feedback on their experience. Feedback at any other time should be directed to Reilly McNamara. Please see the grievance policy for more details.

Appendix

Appendix I: Map



Appendix II: Public Disclosure Statement

**Religiously Exempt Child Day Centers
Model Form**

PUBLIC DISCLOSURE STATEMENT

The Code of Virginia, Section 22.1-289.031, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 22.1-289.031, this Center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

QUALIFICATIONS OF PERSONNEL (Check appropriate response)

Attached are position descriptions of staff presently employed with the Center.

Staff position descriptions are posted for your review.

DESCRIPTION OF FACILITIES

The Center is located at 3163 Parsleys Mill Rd Mechanicsville VA ~~23032~~ 23111.

The size of the building is 2380 square feet.

The number of rooms used for the Center is

two. The kitchen facilities are are not available

for use by the Center.

Play equipment consist(s) of None

OTHER SIGNIFICANT FEATURES OF THE FACILITIES (IF ANY) INCLUDE:

None

ENROLLMENT/CAPACITY

The maximum number of children that the Center will enroll is 30. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 30.

FOOD SERVICE (Check appropriate response)

The Center intends does not intend to provide food service. The description of the service consist(s) of the following:

- hot breakfast
- cold breakfast
- combination (hot/cold) breakfast
- mid-morning snack
- hot lunch
- cold lunch
- afternoon snack

HEALTH REQUIREMENTS FOR STAFF

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

PUBLIC LIABILITY INSURANCE

The Center is not covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

Appendix III: Position Descriptions



Camp Hanover Position Description

TITLE: Associate Director of Outdoor Ministry

CLASSIFICATION: Full-Time Exempt

APPROVED: July 23, 2021

PURPOSE:

To direct Camp Hanover's Environmental Stewardship and Education program and inspire creation care among staff, campers, guests and other participants.

QUALIFICATIONS:

- Be of good character, able to exercise sound and sober judgment in a Christian environment.
- Demonstrated theological understanding of the Presbyterian Church (USA) as it relates to Christian nurture, youth leadership development, and outdoor ministry, especially within a camp and retreat setting.
- Committed to the mission of the Presbyterian Church (USA) and Camp Hanover.
- Have previous leadership experience, preferably in an outdoor ministry environment.
- Have experience with environmental stewardship or nature education programming. Previous instructional or teaching experience strongly preferred.
- Willing and fully able to maintain garden, and care for and wrangle farm animals (5lbs to 1,000lbs).
- Able to lift and maneuver 50lbs (bags of animal feed, bales of hay, farm fencing, equipment).
- Be self-motivated and able to complete duties with minimal supervision.
- Be a team player. Be flexible. Be well organized. Have effective time management and problem-solving skills.
- Have exceptional interpersonal, written and verbal communication skills.
- Willing and fully able to participate in an outdoor Christian camp community environment.
- Have a valid driver's license and safe driving record.
- At a minimum, have a Bachelor's degree (B.A.) from a four-year college or university. Master of Divinity is preferred. This position is Ordainable within the PC(USA) as a Validated Ministry.

ACCOUNTABILITY:

The Associate Director of Outdoor Ministry is accountable to Executive Director as immediate supervisor.

SPECIFIC RESPONSIBILITIES (including but not limited to the following):

- Prepare, care for/maintain and interpret animal and garden program areas.
- Develop, implement, and evaluate environmental stewardship and education modules for Summer Camp and year-round programming.
- Research, identify and secure grants and other funding opportunities in support of the environmental stewardship and education initiatives at Camp Hanover.
- Promote Camp Hanover environmental stewardship and education program opportunities to schools and other organizations as potential ministry and community partners.
- Recruit, train and supervise staff as needed for environmental stewardship and education programs.
- Identify and implement leading edge environmental stewardship practices.
- Develop materials to articulate Camp Hanover's environmental stewardship practices as accessible models for campers, guests and the larger community.
- Identify onsite, local and regional mission service opportunities and partnerships.
- Represent Camp Hanover in regional and national ministry bodies and forums.

ADDITIONAL RESPONSIBILITIES FOR AN ORDAINED PERSON

- Serve as primary resource for creation of liturgical resources for Camp Hanover programs, events, and outreach.
- Nurture staff, campers, guests and other participants through teaching, preaching, pastoral care and worship leading including celebrating the Sacraments.



POSITION DESCRIPTION
After School Program Coordinator

TITLE: After School Program Coordinator

CLASSIFICATION: Seasonal

PREPARED: June 2023

PURPOSE: To oversee the Camp Hanover After School Explorers program (CHASE), through supervising staff, planning activities, and communicating with families.

QUALIFICATIONS:

- Committed to Camp Hanover's mission and comfortable participating in the Camp Hanover community.
- 2 years of relevant work or educational experience. Degree in elementary education, outdoor education, or outdoor recreation preferred.
- Training or knowledge in natural sciences and/or outdoor skills.
- Demonstrates the maturity, resourcefulness, teamwork, and understanding needed to make the CHASE program succeed.
- Have effective time management, organization, self-motivation, and problem-solving skills and the ability to complete tasks with minimal supervision.
- Have good interpersonal, written, and verbal communication skills.
- Ability to hike 2 miles over uneven ground, rugged terrain, and wet areas.
- Demonstrate good character and ability to exercise sound and sober judgment.
- Be at least 21 years old and have a valid driver's license and a clear driving record.
- Have or be willing to obtain and maintain current certification in CPR and First Aid for the duration of employment.

ACCOUNTABILITY:

The After School Program Coordinator is accountable to the Associate Director for Environmental Ministry as immediate supervisor, and through them, ultimately the Executive Director.

RESPONSIBILITIES (Including, but not limited to, the following):

- Be a positive example to participants and staff members by promoting and safeguarding the physical, emotional, and spiritual well-being of all members of the Camp Hanover community.
- Train, supervise, and provide feedback to after-school instructors.
- Plan and provide oversight for all program aspects, including bible lessons, exploration activities, and student transportation.
- Provide opportunities for participants to live in, learn about, and care for God's creation.
- When necessary, serve as an instructor or drive camp vehicles for student pick-up.
- Communicate with parents/guardians regarding after-school program matters in a timely, professional manner.
- Participate in regular planning meetings with the Associate Director of Environmental Ministry and full staff meetings.
- Plan and lead regular staff meetings and in-services for after school staff.
- Articulate Camp Hanover's environmental stewardship practices to campers, guests, and the larger community.
- Willingly collaborate with coworkers and supervisors to ensure programmatic excellence.



**POSITION DESCRIPTION – After School
Program Staff**

TITLE: After School Program Staff

CLASSIFICATION: Seasonal Part Time

PREPARED: November 2021

PURPOSE: To engage, support, teach, and supervise participants in the Camp Hanover After School Explorers program (CHASE).

QUALIFICATIONS:

- At least 2 years of valid work, volunteer, or educational experience. Environmental stewardship, nature education, or camp experience preferred
- Training or knowledge in natural sciences and outdoor survival skills
- Be able to hike 2 miles over uneven ground, rugged terrain, and wet areas
- Be self-motivated, a team player, flexible and well organized.
- Have effective time management and problem-solving skills
- Have good interpersonal, written, and verbal communication skills
- Willing and able to participate in an outdoor Christian camp community environment.
- Be of good character, able to exercise sound and sober judgment
- Be at least 21 years old and have a valid driver's license with a safe driving record
- Current First-Aid and CPR certification or willingness to get certified.

ACCOUNTABILITY:

After School Program Staff is accountable to the Associate Director for Environmental Ministry as immediate supervisor, and through them, ultimately the Executive Director.

RESPONSIBILITIES (Including, but not limited to, the following):

- Be a positive example to participants and staff members by promoting and safeguarding the physical, emotional, and spiritual well-being of all members of the Camp Hanover community.
- Provide oversight of participants assigned to your care, provide for the spiritual, physical, and emotional well-being of all children, and ensure all participants are supervised at all times.
- Plan and lead outdoor education activities for children during after-school care (grades K-5).
- Assist participants with school homework daily.
- Lead daily devotions with participants using curriculum provided by Camp Hanover.
- Provide opportunities for participants to live in, live with, learn about, and care for God's creation.
- Communicate with parents/guardians regarding after-school program matters in a timely, professional manner.
- Participate in weekly planning meetings with the Associate Director of Environmental Ministry.
- Assist with care and maintenance of animals, garden, equipment and environmental program areas.
- Articulate and share Camp Hanover's environmental stewardship practices to campers, guests, and the larger community.
- Willingly collaborate with coworkers and supervisors to ensure programmatic excellence