

Day Camp Director Level Certificate of Added Qualifications Learner Outcomes

The following checklist is a comprehensive listing of the specific skills/knowledge sets that a learner who has completed the Day Camp Director Level CAQ can do by competency.

Youth and Adult Growth and Development

Learner can:

- Understand and apply to the camp experience how youth and adults learn and develop in physical, social, emotional and cognitive domains.
- Adopt a systematic approach to embrace inclusive positive youth development practices in the camp experience.
- Create staff training tools by assembling resources that align with current youth development practices.

Learning Environment and Curricula

Learner can:

- Identify critical environmental and individual influences that affect learning and development in children.
- Apply relevant aspects of nature play to the day camp setting.
- Engage staff in designing, implementing, and evaluating curricula intentionally targeted to improve youth (and/or adult) developmental outcomes.

Program Planning

Learner can:

- Define outcomes and intentionality and describe why they are important.
- Create a logic model to target a specific outcome.
- Design an effective activity sequence.
- Brainstorm ways to adapt activities to meet various physical, social, or logistical needs.

Evaluation

Learner can:

- Explain their day camp's mission, purpose, goals and brand promise.
- Identify their day camp's specific youth outcomes for evaluation.
- Implement an evaluation plan using data collection strategies.
- Design an assessment system to evaluate day camp staff behaviors that contribute to positive youth outcomes.

Professionalism and Leadership

Learner can:

- Examine the Camp Director's leadership style and role at camp.
- Examine and/or articulate the camp's organizational structure and vision.
- Explain the role a director plays in supporting the professional development of their staff as well as for themselves.
- Identify resources that will personally benefit their continued professional development while also benefitting the camp.

Health and Wellness

Learner can:

- Design a day camp health care policies and procedures plan.
- Analyze and respond to a variety of situations common to the day camp setting.
- Describe current camper and staff health and wellness considerations.
- Identify ways to integrate health & wellness practices within their day camp community.

Risk Management

Learner can:

- Interpret key concepts and terms associated with risk management.
- Analyze risks within their day camp.
- Identify resources and subject matter experts to help reduce risk and mitigate loss.
- Assess their current emergency procedures and revise if needed.
- Construct a risk management plan for their day camp.

Cultural Competence

Learner can:

- Discuss the value of diversity within the day camp setting.
- Increase their sense of cultural self-awareness.
- Create an action plan that supports cultural competence in all aspects of their day camp.
- Identify 3 specific resources to apply when fostering a sense of cultural competence within their day camp community.

Families and Community Connections

Learner can:

- Compare select demographics of children and families that represent their program's clientele.
- Design a component of staff training that helps staff learn about the influences of the community/families on the youth attending their day camp program.
- Help families understand and appreciate camp outcomes.
- Devise ways to better connect and include families in the camp programming in meaningful ways.

Nature and Environment

Learner can:

- Describe the developmental benefits for children in nature.
- Develop a personal practice with nature in your home community.
- Describe opportunities for their day campers to interact with nature.
- Locate day camp community resources, opportunities, and partners that promote nature connections with children.
- Create a plan for nature-based experiences and learning to use in their day camp program.

Business Management and Practices

Learner can:

- Explain your organization's job responsibilities of staff supervised by the day camp director.
- Understand your present market to be able to provide better customer and consumer services.
- Articulate the process by which campers sign up and experience the day camp program.

- Examine responsibilities for day camp director related to financial reporting and monitoring (i.e., award camper scholarships, make purchases, pay staff, etc.)
- Evaluate measures taken by the organization for managing and safeguarding the organization's operational financial risks.

Human Resources Management

Learner can:

- Identify best practices used in their day camp's hiring process, including knowledge and implementation of relevant local, state and federal laws.
- Establish a plan on how to train staff for their roles in personnel evaluation that includes a list of content to cover and the protocols, forms, and timelines used for personnel evaluation.
- Articulate the process and best practice for termination of employment for all types of staff they have at camp (including at-will, salaried, and volunteer staff, minors and adults).

Site and Facility Management

Learner can:

- Supervise the management of the physical site and where required, successfully assess, evaluate, prioritize, and plan for facility and site needs, which may include capital improvements.
- Understand the importance of developing a site/facilities budget that maintains and improves facilities while sustaining fiscal responsibility.
- Manage the employment, supervision, and coordination of staff engaged in the maintenance and improvement of the camp's buildings, equipment, and other facilities.
 - Coordinate the evaluation of food service performance for quality and budget compliance (outsourcing/contracting, in-house)
 - Coordinate the evaluation of transportation programs and equipment
- Support the performance of all site, facility, food service, and transportation staff in accordance with prescribed regulatory compliance guidelines, including local, state, and federal guidelines as well as American Camp Association accreditation standards.