

TEEN BUDDY ORIENTATION PACKET



Thank you for volunteering your time to be a Teen Buddy at this year's Pet Explorer Summer Camp at Fort Wayne Animal Care & Control! Your role this summer will be to assist the camp counselors with tasks such as implementing lessons, animal interactions, cleaning, helping to make campers feel comfortable, and being a good role model in order to make this a fun-filled, smooth summer for all!

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1. WHAT IS FWACC?



We are a municipal animal shelter which means we're a government-ran shelter that falls under the Public Safety branch. We are open access which means we take in ALL animals no matter their temperament, age or health. We also offer adoptions, education programs and so much more!

On average, we take in about 29 animals per day and around 9-10,000 animals per year.

We have 50 full-time & part-time paid employees and around 200 active volunteers who all love animals!



fort.wayne
animal care
and control



3020 Hillegas Rd, Fort
Wayne IN, 46808

2. MEET THE EDUCATION TEAM



Holly Pasquinelli Camp Director

- Has worked at FWACC for 5 years
- Developed the summer camps in 2018
- She has 2 children & 3 fur children (1 dog, 2 cats)
- Favorite animal: Elephant
- She loves to travel & has been to more than 14 countries!



Delaney Atkinson Camp Counselor

- Volunteered at FWACC 2018-2019
- Has worked at FWACC for 3 years
- She has two cats - Nellie (12) & P (3)
- Favorite animal: Pig
- She used to be a competitive dancer in lyrical, contemporary, jazz & ballet



3. CAMP COMMUNICABLE DISEASE PLAN



PRIOR TO CAMP

All camp staff will monitor their health in the weeks and days leading up to each session of camp. Teen Buddies are asked to monitor their health in the weeks and days leading up to camp as well.

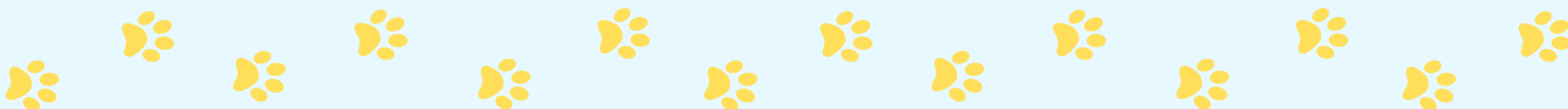
Teen Buddies are asked to stay home if they have recently had an illness with fever, a new cough, or diarrhea or are not feeling well.

Please let Holly or Delaney know if you will not be attending a day(s) of camp. Contacts are listed at the end of this packet.

HYGIENE & DISINFECTION PROTOCOLS

Camp staff and Teen Buddies will regularly have breaks to wash their hands after animal interactions and before snack and meal times.

Camp equipment will regularly be cleaned with disinfectant wipes or spray.



4. TEEN BUDDY SCHEDULE



On the week(s) of camp you are assigned, your Mon-Fri schedule will be 8:30 a.m. – 3:00 p.m.

On the **FIRST DAY** of camp, Teen Buddies will be asked to **arrive at 8:00** for a quick tour and review of the schedule.

Each day, you will be provided with a detailed schedule to follow. It thoroughly explains what we are doing throughout the day.

Example:

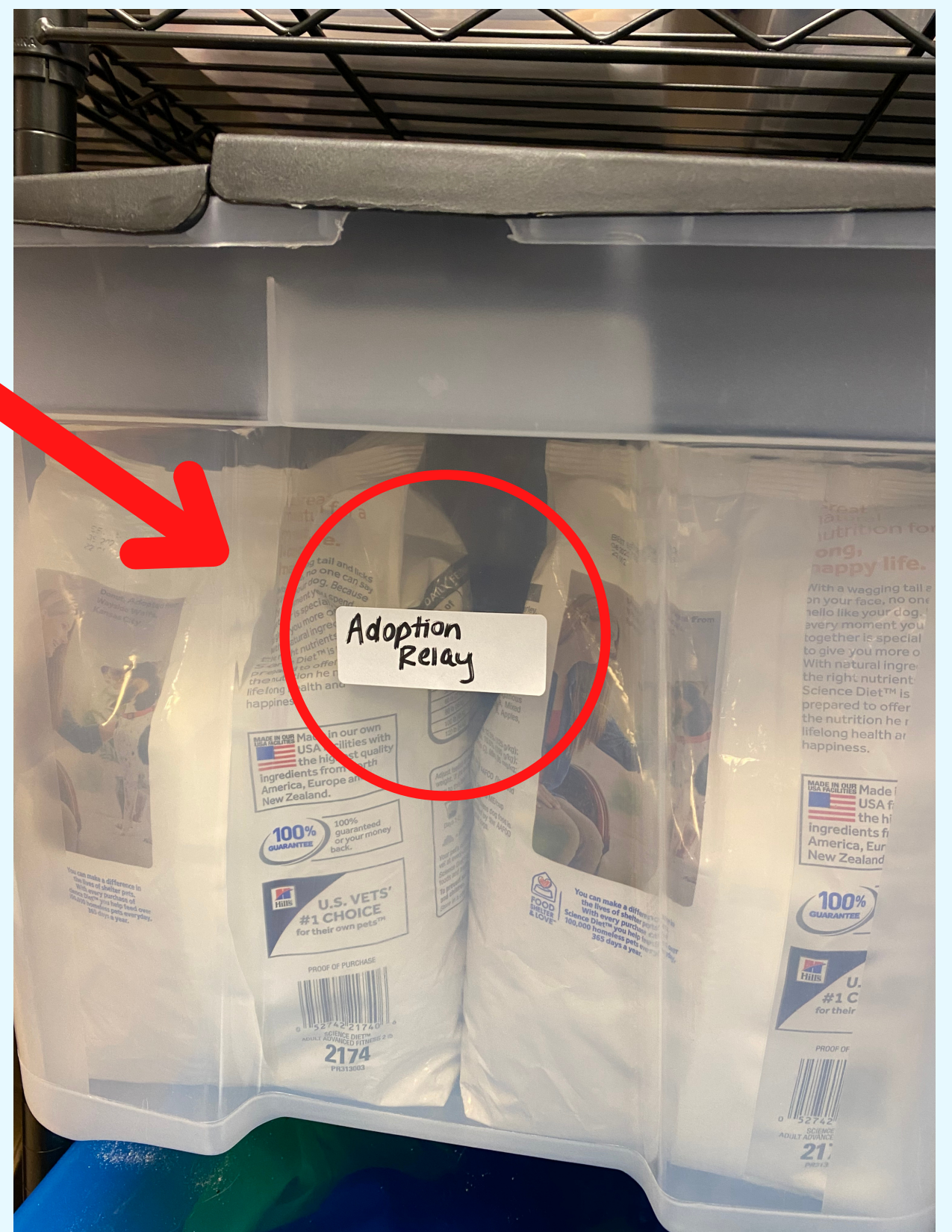
9:20-9:50 LOCATION: OUTSIDE	Icebreaker Games	Play fun icebreaker games to help the kids get to know us and each other! You will participate in the icebreaker games so the campers and counselors can learn more about you too!
9:50-10:00 LOCATION: OUTSIDE	BREAK/SNACK	Provide snack – bathroom break
10:00-10:30 LOCATION: OUTSIDE	Tie Dye Shirts	Tie Dye camp shirts! Supplies: Tie Dye tote We will go outside to tie dye our shirts and you will be tie dying your shirt too! Each cohort will have equal amounts of supplies and a box to tie dye over. So that you don't run out of dye – teen buddies will be putting the tie dye on the shirts for the campers. We will give more thorough instructions during the activity.
10:30-11:00 LOCATION:	Animal Interaction/ Tour	<ul style="list-style-type: none"> - Tour Adoptions - Counselor's choice of animal interaction • Review animal interaction rules and etiquette first (10-15 minutes) • Interact with animals (15-20 minutes) • If campers do not follow instructions – interaction will end <p>You will be keeping an eye on your campers during animal interactions. Your job is to make sure that they are following all the guidelines to keep themselves and the animals safe.</p>
11:00-11:30 LOCATION: ED CENTER	Enrichments	
11:30-NOON LOCATION: OUTSIDE	LUNCH	Outside Before we go outside for lunch, a Teen Buddy should grab the tote for Ready Set, Get Supplies and the Hula Hoops and take them all outside with us.
Noon-12:30	Ready Set, Get Supplies	Tote: Ready set, get supplies

4. TEEN BUDDY SCHEDULE PT. 2



Each morning you'll arrive 30 minutes before campers to get the Ed Center room ready for the day!

You will be given a schedule of the list of activities we'll be doing that day. Each activity has a **labeled tote** with all the supplies needed. It is the Teen Buddy's responsibility to get the totes out and ready to go each day! These totes are located at the back of the Ed Center in Delaney's office.



5. DAILY DUTIES



Your primary role is to be a good role model for campers! You'll help them feel comfortable each day by helping them get started with activities and talk one-on-one with campers who seem to be shy. If you notice a camper sitting by themselves and not talking to other campers, take the initiative to go over and talk to them!

Holly or Delaney will lead each activity, but Teen Buddies may be asked to help with certain aspects of teaching campers, helping get the campers quiet, passing out supplies, and coming up with fun games for the campers to play!

Don't wait for anyone to tell you to get ready, just get ready!

- Grab your name tag
- Get your schedule from the office
- Check in with the counselors about morning duties, assignments and breaks.
- Be ready for camper check-in at 8:45

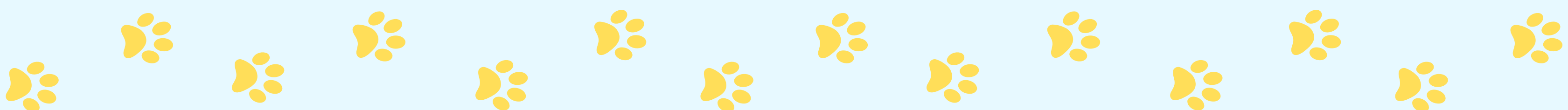
Be present and aware of where you're supposed to be all day long – the camp schedule is strictly timed.

Don't forget to have FUN!

6. CAMP RULES, SAFETY & EXPECTATIONS



1. Treat every person with kindness and respect
2. Behave respectfully at all times
3. Make animals feel safe and comfortable
4. Follow directions quickly - ask questions if needed
5. Make smart choices - think before you speak/act
6. Appropriate volume
7. No cellphones out unless given permission
8. No Teen Buddies allowed off campus
9. Do not handle the animals unless given permission from a staff member
10. Please DO NOT open the Adoption Doors FOR ANYONE before we are open. Get a staff member if someone needs assistance. This is for your safety and the safety of everyone here at camp.



7. WHAT TO BRING FOR CAMP



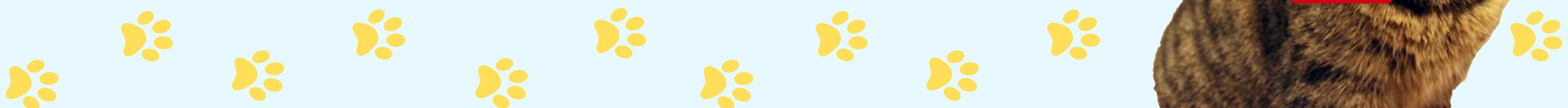
- Camp days are long and you will need plenty of energy – please bring a fulfilling meal for lunch and snacks
- Teen Buddies do not have access to a microwave so please bring a lunch that doesn't need to be heated
- A water bottle or canteen
- Sunscreen
- Change of clothes just in case it gets wet from rain or dirty from an animal



8. WHAT TO WEAR TO CAMP



- Wear your camp t-shirt each day of camp
- Always have your name tag on and visible – it's important for campers, parents, staff, and other volunteers to see your name at all times
- Do not wear any clothing that you wouldn't wear to a family gathering – you are representing FWACC when you are at camp and you should look presentable
- Wear clothes you can move in, bend in, run in, and still be comfortable. Remember: Kids + Animals
- Wear closed toed shoes – no sandals!



9. ANIMAL INTERACTIONS



Every Teen Buddy needs to feel comfortable interacting with the animals we include in camp, and do so in a safe and confident manner. This is important because it:

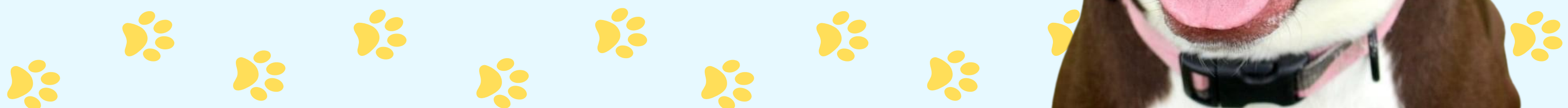
- Keeps our animals safe and comfortable
- Models proper animal handling skills to campers
- Decreases the risk of injury to animals and handlers

DOG INTERACTIONS DO'S

- Stay calm & in one spot
- Always let the dog approach you
- Pet from collar to before tail
- Always listen to the camp counselor!
- Don't hesitate to ask questions about appropriate ways to greet a dog

DOG INTERACTIONS DON'TS

- Don't pet the dog on its head
- Don't hug the dog
- Don't yell or scream around the dog
- Don't run
- Don't crowd/surround the dog



9. ANIMAL INTERACTIONS PT. 2

CAT INTERACTIONS DO'S



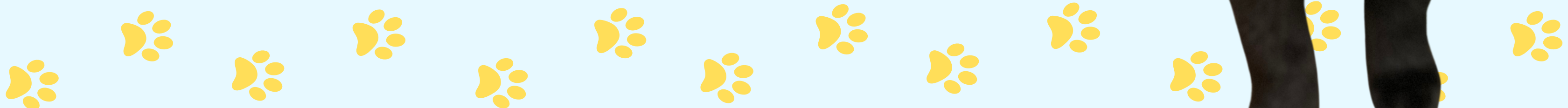
- Do stay calm & seated in one spot
- Do remain quiet
- Do let the cat approach you
- Do pet from collar to before tail
- Do leave shy cats alone



CAT INTERACTIONS DON'TS



- Don't pet the cat on its head or pull the tail
- Don't pick up the cats
- Don't yell or scream around the cats
- Don't reach into a cat's hiding space
- Don't throw cat toys around
- Don't let a cat out of its cage



9. ANIMAL INTERACTIONS PT. 3

SMALL ANIMAL INTERACTIONS DO'S

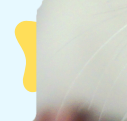


- Do stay calm
- Do remain quiet
- Do pet gently on their back with two fingers

SMALL ANIMAL INTERACTIONS DON'TS



- Don't touch their face
- Don't pick up the animal
- Don't yell or scream around the smalls
- Don't reach into their cage
- Don't poke your finger in the cage



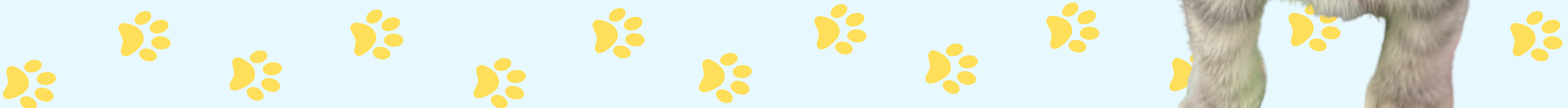
10. CLEANING THE ED CENTER



At the end of each day, you will work with the camp counselors to do the following:

- Sanitize the tables
- Sweep the floors
- Throw away any leftover trash
- Return totes and other materials back to where they belong
- Organize coloring items on each table

Some days, a dog trainer comes into the Ed Center that evening for a class, so we will need to put the tables and chairs away for her.



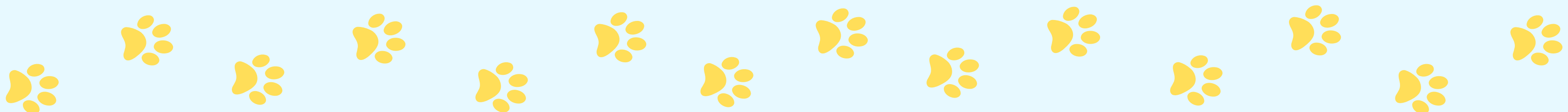
11. RESPONSIBILITIES AS A ROLE MODEL



As we mentioned, these campers will look up to you as a role model, so it is important to act like one at all times.

Here are some points to keep in mind:

- Please do not answer questions the counselors ask their campers – we want the campers to have plenty of opportunities to think about what is being asked and to share their knowledge. However, it is okay to reinforce the information counselors are sharing.
- Be friendly and generous with compliments
- Always show up to camp with a positive attitude and a smile
- Help campers feel included – invite them to join groups, look out for loner kids and sit with them or help them make friends
- Let counselors know if you think someone is being treated unkindly – we do not tolerate bullying in camp!
- SEE SOMETHING– SAY SOMETHING



11. RESPONSIBILITIES AS A ROLE MODEL PT.2



Make sure you **circulate!** This means you are talking to and helping every camper throughout the day, as well as making the effort to get to know all of them.

When walking places (pooch playground, to/from adoption center, etc.) with your class, we will ask you to be at the very front, in the middle, or at the very end of the line.

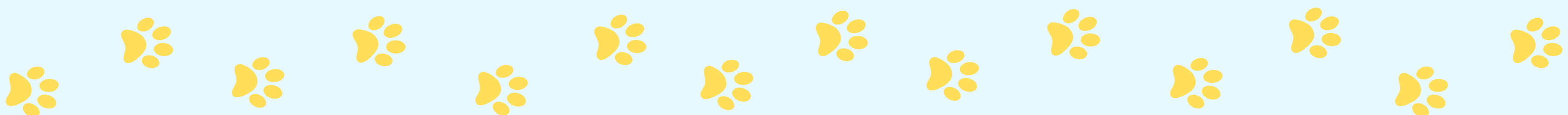
The only time you should be away from your campers is when you are taking a break or if you are completing a task the counselors have asked you to do.

GAMES, GAMES, GAMES!

Make sure you come to camp with some fun games in mind or are willing to facilitate games you've learned from the counselors.

Campers may need to play games during transition times, during breaks, or at the end of the day.

Examples: Mafia, poison dart frog, sharks & minnows



12. CONTACTS



HOLLY PASQUINELLI – CAMP DIRECTOR

holly.pasquinelli@cityoffortwayne.org

Office: (260) 427-5508

Cell : (765) 729-3323

DELANEY ATKINSON – CAMP COUNSELOR

delaney.atkinson@cityoffortwayne.org

Office: (260) 427-2590

Cell: (260) 908-0003

Text/call Holly or Delaney if you are going to be late or cannot attend a certain day of camp

If you are running late without notifying camp staff, please ring the doorbell to the left side of the adoption doors near the ground and staff will let you inside.

MAIN OFFICE

(260) 427-1244 Option 1

Use this number if you need to contact camp staff DURING camp