

General Duties & Responsibilities of All Specialists (From Staff Handbook)

Schedule: Responsibilities will vary based on specialty but all specialists will teach five to six 40-minute classes per day and will be required to submit weekly lesson/activity plans. Specialists will be assigned as needed to eat lunch with specific groups and be attentive to their campers on a rotating basis. Specialists will always have a working radio with them at all times

Food Allergies: Food items should never be given to campers without prior approval from the Director. NSDC takes food allergy precautions very seriously.

Rewards & Prizes: We do encourage the use of positive reinforcement, including giving non-food related rewards or prizes to campers. NSDC is happy to provide rewards or prizes, with at least one week's notice. Any specialist-bought rewards or prizes need to be approved by the Director.

Supplies: Any supplies or materials needed for activities must be requested at least one-week prior. These requests should be made in writing to the Director via email or hand-written note.

Stay on Designated Paths. Groups will take nature walks only with the Nature or the Outdoor Skills Specialists. Groups will NOT be crossing any rapidly flowing streams, rivers, etc. Specialists must always have a working radio. Prior to departing, notify a Director of:

1. Time of departure
2. Participants – group name and number of individuals.
3. Planned Route
4. Estimated time of return.

Upon their return, Specialists will ensure all participants are accounted for and then notify a Director.

Morning Arrival: Specialists will arrive by 9:00am, check-in at the Mess Hall, then go to their assigned area and prepare for the day's activities. Specialists should check their area for any damage or potential hazards and notify a Director right away of any issues.

Afternoon Dismissal: At the conclusion of the last class, Specialists should begin cleaning up their area. No garbage should be left inside or outside of your area. Bring all garbage to the dumpsters or arrange for it to be picked up by a Runner. Bring any "Lost & Found" items to the Mess Hall. Once their assigned area is clean, Specialists may check-out at the Mess Hall.

*All staff sign the Code of Conduct during their interview (text copied on page 15). Staff found negligent in their duties **will be notified, and steps to improve will be outlined, dismissal may occur if appropriate measures are not followed.** They are to enforce the Rules of Supervision and Safety.*