

School Age/Youth Summer Employee Orientation Users Guide



*The greatest part of each day, each year, each lifetime is made up of small,
seemingly insignificant moments.
But they are not insignificant, especially when these moments are models for
kids. ~ Barbara Coloroso*

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Purpose of the Modules

The purpose of the Summer Staff Orientation Modules is to help you prepare your staff to work with school age children and youth in a summer program. The modules may be used for any program and can be tweaked to fit your program or individual needs. There are eight modules available. While these eight modules do not cover EVERYTHING they form a solid introduction to the basic competencies needed to care for kids who are school age/youth.

Summer Tutorial Modules and Objectives

1. Professionalism –

Objective: Learners will review professional standards and assess their own performance

2. Positive Behavior Guidance

Objective: Learners will illustrate positive guidance and appropriate human relation skills.

3. School Age and Youth Development –

Objective: Learners will gain knowledge of growth and development in all areas, including individual differences and cultural influences on development.

4. Safety –

Outcome: Learner will examine safe, healthy environments, which include age appropriate, working equipment.

5. Environments –

Objective: To gain an understanding of supportive spaces for youth and supplying developmentally appropriate materials for play

6. Respectful Relationships

Objective: Learners will discover how to create a climate where staff and children can learn together through self expression

7. Programming for School Age Youth

Objective: Learners will demonstrate how to support school age children’s learning by creating fun and challenging activities

8. Special Needs –

Objective: Learners will develop an awareness of working with children with special needs.

Understanding the Modules

Each of the summer orientation modules are laid out in the same format. This will provide users with a seamless transition from one module to the next. Each module is intended to take approximately one hour when it is completed in entirety.

Each module consists of:

- Overall Objective**
- Terms and Definitions**
- Specific Objectives**
- Training Content**
- MN Core Competencies and NAA Standards addressed**
- Resources**
- Learning Activities including Application and Reflective Activities**
- Opportunities to check in with your supervisor**

Tips for Using the Modules

Each module is intended to take approximately one hour if it is completed in entirety. The full series consists of eight modules (see topics above) Pending the amount of time you have allotted for summer staff orientation, you may or may not use them all.

- **Based on the amount of time and the activities involved it is suggested that each module be worth 1 inservice hour.**
- **Modules may be mixed and matched to meet your programs needs**
- **You may have some modules that are assigned for ALL and some that may be individually assigned.**
- **The modules have been designed to support all employees who work with children and youth, and one suggestion is to have them available to all new staff.**
- **For an inclusive orientation series it is suggested that new staff members take a minimum of four modules to really identify with a variety of needs child and program issues.**
- **The modules have been designed so that staff members can do them individually, with peers or in small groups.**
- **The modules can also be used as workshops in larger groups. For example, begin with the orientation in a large group session on Professionalism. The module can be shown as a presentation and the activities can be done in small groups.**
- **The modules may be used in any setting, adapting language so that it is relevant. In some settings the language of supervisor may not be relevant.**
- **The modules were developed to be a starting point on a topic, the resources in each module will help the employee go deeper into a topic.**

