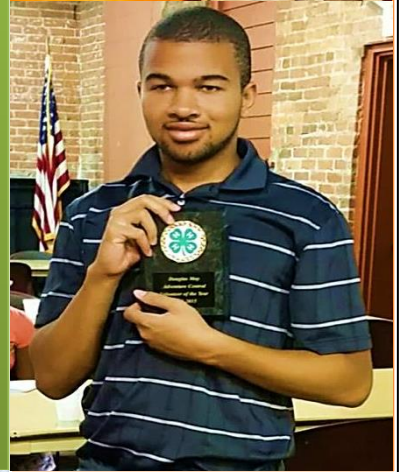


A Partnership between Five Rivers MetroParks, The Ohio State University Extension and 4-H at Wesleyan MetroPark

Adventure Central Volunteerism



2021



2222 N James H McGee Blvd, Dayton, OH 45417, #937-278-2601

Adventure Central

Volunteer Orientation Packet

Overview

Adventure Central is an education center for youth ages 5-18 located at Wesleyan MetroPark in Dayton, Ohio. This program is an innovative partnership between Five Rivers MetroParks, The Ohio State University, and 4-H. Adventure Central serves as a hub for out-of-school time programming for school-age youth with after-school programs, clubs and camps. Youth spend time with volunteers reading, getting help with homework, working on hands-on projects and most importantly forming positive relationships with a caring adult.

Mission

To promote positive youth development education and leadership skills using an environmental foundation in a welcoming, safe, fun, active setting that utilizes volunteers and community resources with adult and youth interaction.

Adventure Central *Partner* Missions

Five Rivers MetroParks Mission - *Conservation, Education, Recreation*

Five Rivers MetroParks is dedicated to protecting Greater Dayton's natural heritage and to providing outdoor recreation and education experiences that inspire a lasting personal connection with nature.

Ohio State University Extension - *Outreach from the University*

Engaging people to strengthen their lives and communities through research-based educational programming.

Ohio 4-H Youth Development - *Positive Youth Development*

4-H youth development education creates positive environments for diverse youth and adults to reach their fullest potential as capable, competent, caring and contributing citizens.

In support of this mission we will:

- Provide formal and non formal community-focused experiential learning
- Develop skills and values that benefit youth throughout life
- Enhance career exploration and decision making
- Foster leadership and volunteerism in youth and adults
- Build internal and external partnerships for programming and funding
- Strengthen families and communities
- Apply research-based knowledge and land-grant university resources

Program Philosophy

🎯 Focus on the P's

- People-professional role models and caring adults engaged with youth
- Place-welcoming and safe with intentional learning environments to support program content
- Program-experiential activities consistent with program themes

🎯 Experiential Learning – “Learn by Doing”

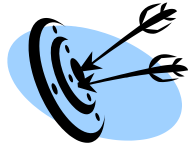
Move beyond simply doing activities to intentional experiences with learning objectives and processing questions.

🎯 Life Skills

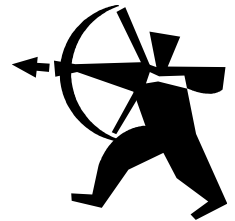
Create an environment for meaningful youth leadership and 21st Century skill development that will help youth become better citizens.

🎯 8 Key Elements of Positive Youth Development

Provide an environment based on the 8 Key Elements.



AIM high and stay on TARGET!!!



Program Content

🎯 Nature/Science

Connect people to nature through direct experiences with the outdoor world.

🎯 Healthy Lifestyles

Intentional efforts to improve knowledge, actions and behaviors related to nutrition and physical activity.

🎯 Reading Literacy

Integrate reading literacy into other program content in a fun and engaging way and help families enjoy reading together.

🎯 Technology

Utilize multiple media in a fun and engaging way to build workplace skills in staff and youth.

8 Key Elements for Positive Youth Development

1. A Positive Relationship with A Caring Adult

A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people. The caring adult could be called a supporter, friend and advocate.

2. A Safe Environment

Physically and emotionally- Youth should not fear physical or emotional harm while participating in the program experience whether from the learning environment itself, adults, other participants or spectators.

3. Opportunity for Mastery

Mastery is the building of knowledge, skills and attitudes and then demonstrating the competent use of these knowledge and skills. The level of mastery is dependent on the developmental ability of the individual child or youth. The development of mastery is a process over time and is increased with repetition.

4. Opportunity to Value and Practice Service For Others

Finding one's-self begins with losing yourself in the service of others. Service is a way for members to gain exposure to the larger community, indeed the world itself.

5. Opportunity for Self-Determination

Believing that you have impact over life's events rather than passively submitting to the will and whims of others.

6. An Inclusive Environment

An inclusive environment allows a sense of belonging to develop, encourages and supports its members and offers encouragement with positive, specific feedback and honors diversity. Healthy groups celebrate the success of all members – taking pride in the collective efforts of all.

7. Opportunity to See One's-self As An Active Participant In The Future

The ability to see one's-self in the future is to harness the hope and optimism to shape life choices to facilitate the transition into participating in the perceived future.

8. Engagement in Learning

An engaged youth is one who is mindful of the subject area and in building relationships and connections in order to develop understanding.

***National 4-H Impact Study Critical Elements Work Group**Refer to card on volunteer badge**

Code of Conduct

All youth, staff, and volunteers are expected to know and follow the Adventure Central Code of Conduct. Number eight is often most challenging for our teen and adult volunteers, but we feel it is important to give the youth in front of us our full attention when serving them.

1. Show Respect To Everyone & Everything
2. Keep Your Hands To Yourself
3. Leave Other People's Things Alone
4. Use Clean Language
5. Walk Inside The Building
6. Hands-Up Is The Quiet Signal
7. If You See Trash, Pick It Up
8. Leave Cell Phones, Pagers, Video Games, Mp3/CD Players at Home
9. Food, Drink and Gum Stay At Home
10. Always Try!

Tips for *Interacting* with YOUTH

Help your student relax

Try to SIT NEXT TO YOUR STUDENT, rather than opposite; it's less intimidating. Reassure the student that you're in this together. You could also talk to the child about *your own* academic challenges and how you worked through them.

Build rapport with the student

Get to know the student - first LEARN THEIR NAME and then begin to inquire about their interests, friends, family, dreams, etc.

Set a few goals and PRAISE them for reaching those goals

Agree on goals with your student (i.e. "Today we want to read 10 pages.") and CELEBRATE those goals or small victories, even if it's just a 5 minute break. Also remember to praise students frequently but make sure it's GENUINE. Always end on a positive note.

You don't have to know ALL the answers

Don't feel as though you should always know the answers. We realize you can forget how to do 5th grade math. Take advantage of the available materials, resources and people AC has to offer.

Kids are IMPORTANT

Remember that by spending time with youth *you are* giving them an important message – that they are an IMPORTANT person and that *you care*. This can contribute to success in school as well as improve self-image.

Behavior *Management*

1. **Reinforce positive behavior** as opposed to focusing on problems.
2. **Structure activities** to limit opportunities to act out.
3. **Give specific details of what behavior needs to be improved** and, when possible, steps to achieve desired behavior.
4. **Address problems** if you are comfortable with doing so or **ask for assistance** first with your group leader then you may want to talk with Mr. B or Ms. Peaches.

Incidents, Issues and Accidents

What do you do in case of...

- **Life Threatening Emergencies on or off site – (follow MetroParks crisis plan)**
 - 1st Priority is to seek medical care by calling 911 or provide care as appropriate.
 - 2nd priority if at Adventure Central or another MetroParks facility is to contact a Ranger for assistance.
 - 3rd – If Center Director is not on site, contact via phone so they are aware of situation and can help with appropriate course of action.
 - 4th – Notify Regional Park Manager and/or Park Manager.
- **Severe Weather** – A watch is issued to indicate that a tornado or severe thunderstorm is likely to occur and since all severe thunderstorms are potential tornado producers, the same policies and procedures shall apply to both. When a watch has been issued, available radios should be tuned to the Weather Service frequency to monitor changing conditions. If an activity is being conducted outdoors, preparations should be taken to move indoors or to a safe shelter. If a tornado warning is issued:
 - **If Outdoors for a Program** – seek indoor shelter or low area.
 - **At Adventure Central** – seek shelter in the bathrooms.
- **Fire** – sound the nearest alarm and evacuate the building via the nearest exit. Meet at the far end of the parking lot at the trailhead. Each individual should take responsibility for counting his or her group.
- **Threatening Situation** – Rangers or 911 should be called and all participants and staff should follow the lockdown procedures, typically focusing on getting everyone into the building and in the classrooms with doors locked.
- **First Aid** – Call 911 if situation appears to be immediately life threatening. The AC Administrative Assistant serves as the point of contact for First Aid on site. All issues requiring first aid should be reported. When off site, administer first aid as appropriate and contact supervisor. In some cases, a law enforcement injury report may be required.
- **Behavior Issues** – follow Adventure Central's Behavior Management Guide and work with youth to address issues if you are comfortable. Ask for assistance from supervisors as soon as you feel uncomfortable with handling a situation or safety is a concern.
- **Van Use** – Before driving a van, new staff members must receive a van driving orientation, review and follow AC Van Safety Checklist and Equipment and Van Use Policy, and become familiar with the Youth Van Rider Expectations. In case of accident, call or radio supervisors immediately to follow appropriate reporting procedures.

- **Youth Protection** – For organizational and personal protection, avoid situations where youth are left unsupervised or adults are alone with a single youth. If behavior or first aid issues require separating from a group, plan for your response appropriately (best to have multiple adults & multiple youth or at least three people). One option is always to send an adult for assistance or have an entire group seek assistance together. Further information can be found in the OSU Youth Protection Policy.
- **News Media** – For protection of staff and youth in programs, reporters with general questions about Adventure Central programs should be directed to the Center Director. They will then involve appropriate staff, volunteers and youth.
- **Collecting Plants & Animals** – Plants or animals should not be collected during Adventure Programs. Catch and release is appropriate as part of planned educational programming.
- **Other Situations** – There are many other issues that may arise and we do not expect volunteers and staff to know how to handle every situation. If other issues arise (first aid, behavior, etc.), seek assistance from supervisors or front desk staff and let them determine the best course of action. With some incidents, it is important for us to have assistance and a report filed by the Ranger Division. Our staff may handle other issues internally.

Lockdown Procedures

Outside Threat (Person in the area with a weapon, threatening or dangerous behaviors demonstrated, law enforcement vehicle or foot pursuit in the area, hazardous materials spill or hazardous conditions in the area.)

- **Call 911** if law enforcement has not already been notified.
- Announce/Yell “Lockdown - Outside Threat.” This announcement should be repeated several times.
- Lock all exterior doors, and windows.
- All children should be moved to the Great Room.
- Contact, in person and/or by radio, anyone in the play yard and outside the fence to have them report inside Adventure Center or (Park side) in the Nature Center, depending on the circumstances. Continue radio communication.
- Place a sign at the front door indicating the facility is in lockdown and to call Adventure Central for more information.
- A staff member and a Ranger (when available) will monitor the front door to assist anyone arriving or leaving.

Inside Threat (Immediate danger – Inside the building - Active shooter, violent intruder, anyone who may cause harm.)

- **Press the panic button** – The audible alarm will sound and law enforcement will be notified automatically.
- Announce/Yell whatever the threat is (“Man with a gun” or “Woman threatening to kill someone,” etc...)
- If possible, call 911.

Consider RUN – HIDE – FIGHT - Staff should assess their situation and consider their best option - Run, Hide, or Fight. This will depend on several factors, including where the staff member is, where the suspect is, where the children are, and the likelihood of successfully running, hiding, or fighting.

RUN - If staff and students are able to leave the building, exit the building by any means possible. Consider exiting from doors, windows, or other, non-traditional ways. Staff should try to have students meet at a predesignated area away from the threat, but it is most important to run away from the threat.

- If you cannot exit the room, encourage the children to run around in the room and continue running until they are told to stop by a teacher or police officer. When they are moving, they are a more difficult target for a gunman.

HIDE - If staff and students are not able to leave the building, consider hiding. If possible, lock and/or barricade doors to prevent or delay an intruder from getting in. Consider putting as many obstacles between you and the intruder as possible, such as desks, tables, chairs, cabinets, etc....

FIGHT – If staff is unable leave the building, and hiding is not a good option, then consider fighting. Use any “weapons” or distractions at your disposal. Strike the intruder with mop handles, chairs, desks, flagpoles, etc.... Distract the intruder by throwing balls, pens, staplers, shoes, etc....

It is very important to make it difficult for the intruder to commit acts of violence. Anytime you can disable, delay, or distract the intruder, you potentially save your life or the lives of others.

Lockdown Procedures Continued

Additional Considerations:

Law Enforcement Arrival – When law enforcement personnel arrive at the scene of an active shooter or highly disruptive person, they have to deal with that person first and make sure he/she is no longer a threat. They may even ignore injured people until they are certain the threat is over. It is essential that you cooperate fully with the law enforcement officer. If you do not follow their directions, they may believe you are part of the problem.

Meeting Place – After evacuating the building, staff members and children should generally meet at the trail junction behind Adventure Central in the woods with access to three different trail routes. If this meeting place is not safe, continue moving away from the threat. Remember, you may have to exit the building out the front doors, so be prepared to find another suitable place to go to and gather after you have evacuated the building. After evacuating the building and gathering somewhere, you should be continuously prepared to move depending on the intruder's actions or under direction from law enforcement.

Taking Attendance – While it is important to keep track of the children, it is most important that they are away from the threat. Gather the children and take attendance when you can, but only when it is absolutely safe to do so. It is better for a child to run away from a man with a gun and get lost temporarily than to become a victim of the shooter.

- If any children are unaccounted for, then action should be taken as soon as possible to alert law enforcement and other staff members that the child is missing.

Notifications – When times permits, and it can be done so safely, consider contacting Dayton Public Schools Transportation Department (512-4010) to notify them of the incident and the lockdown.

- Make all other notifications to MetroParks and Ohio State University administrative staff in accordance with their respective Crisis Communications Plans.

All Clear – Staff should understand they are not safe until the intruder is no longer a threat. Do not attempt to enter the building until a law enforcement person or administration official has indicated it is safe to return.

DOING NOTHING IS NOT AN OPTION

Adventure Central

Adventure Central is a youth education center that targets urban youth, first grade through age 19 during out-of-school time hours. Adventure Central is a partnership between The Ohio State University Extension, 4-H Youth Development, and Five Rivers MetroParks. Adventure Central provides out-of-school time science/nature education and positive youth development activities for youth and families in the surrounding community. Program objectives include engaging youth in learning through hands-on activities with caring adults, improving academic behaviors needed for success in school, increasing developmental assets and increased parent involvement in their child's learning process.

General Responsibilities

With the support of Adventure Central staff, volunteers provide *assistance* for programs as described below:

Program Support

- Episodic or short term support.
- Not required to complete a full background check.
- Always under direct supervision of staff.

Volunteer

- Long term support of program (10 hours or more per year ongoing)
- Adults volunteering with youth independently or overnight.
- Required to complete a full background check.
- Official Five Rivers MetroParks Volunteer.

Specific Duties

1. Provides assistance for programming that serves to enhance the mission of Adventure Central.
 - **Homework Help** – assist adult leader with providing individual homework guidance.
 - **Free Time Help** – assist adult leader with providing supervision and/or participation during free time activities.
 - **Group Leader Assistance** – Read to group, work one-on-one or with whole group, help lead lessons, work on bulletin boards, etc.
 - **Kitchen Assistance** - Help prepare and serve food, as well as help clean up and assist in organizing youth working in the kitchen.
2. May participate in special events or projects involving Adventure Central.
3. Performs duties in a safe and efficient manner, to maintain a safe Adventure Central program or activities.

Physical Demands

The following physical demands are representative of those that are typically performed by a volunteer/ program support while performing the essential functions of this job. These physical demands are not considered to be job qualification requirements, but rather helps identify where and how a reasonable accommodation may be made when an otherwise qualified person is unable to perform the job's essential duties due to an ADA disability.

The volunteer frequently sits; and occasionally stands and walks, and occasionally climbs or balances; and stoops, kneels, crouches, or crawls. Volunteers regularly reaches with hands and arms and use hands to finger, handle, or feel. The volunteer frequently talks or hears. The volunteer frequently lifts items of negligible weight, but

occasionally lifts and/or moves up to or more than 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

Qualifications

1. Ability to work with youth and adults from diverse backgrounds.
2. Ability to plan and organize activities.
3. Interest in at least one of several skill areas: literacy, homework assistance, nature/science, gardening/horticulture, health/nutrition or computer technology.
4. Interest in working with youth in out-of-school time programs, which includes the ability and interest to share knowledge and experiences with youth.
5. Volunteers must be 18 years old and older.
6. Program Supports must be 12 years old and older.
7. Must successfully complete Adventure Central volunteer screening and orientation.

Supervision

Volunteers are supported by and are responsible to the Adventure Central staff. All questions or concerns should be addressed to Ms. Lois. If Ms. Lois is unavailable, Angela Collie or Nate Arnett should be notified with any questions or issues. Volunteer recruitment and/or application questions should be addressed to Jenny J. Hymans, Volunteer Coordinator.

Time Commitment

Adventure Central has a flexible program schedule to meet many needs.

Typical program hours:

Traditional School Schedule (August – May)	2:30 p.m. to 6:30 p.m. Mon. & Wed.
	2:30 p.m. to 8:00 p.m. Tues. & Thurs.
Summer Camp Schedule (June – August)	8:00 a.m. to 5:00 p.m. Mon. – Thurs.

Scheduling

Volunteers can schedule their service by signing up on our physical volunteer calendar at the Adventure Central front desk, by calling Adventure Central at #937-278-2601, or by emailing our volunteer services inbox at ac.volunteer@metroparks.org.



Volunteer Orientation Packet Certification

This is to certify that I have received the Adventure Central Volunteer Orientation Packet. I have reviewed and understand the contents. I shall follow Adventure Central and the participating partners, Ohio State University Extension 4-H Youth Development and Five Rivers MetroParks personnel policies, procedures and guidelines while volunteering with Adventure Central. I understand that these guidelines are not to be construed as all-inclusive. I am aware that my failure to follow and uphold the mission, policies, procedures and safety guidelines may result in disciplinary action up to and including termination of my Adventure Central volunteer position.

I also understand that if any of the policies/guidelines are unclear, I should contact the Adventure Central Program Director or Director.

_____/____/_____
Volunteer Printed Name and Signature Date

I have read and understand the MetroParks Volunteer Policy handbook and I am willing to abide by these regulations. I understand that these guidelines are not to be construed as all-inclusive. I agree to abide by MetroParks Internet and Computer use policy. I also understand if any of the policies/guidelines are unclear, I should contact MetroParks' Manager of Volunteer Services (275-PARK) for clarification.

Volunteer Signature: _____

Print Name: _____

Date: _____

VOLUNTEER STANDARDS OF BEHAVIOR

These Standards of Behavior are accepted by volunteers who commit to Adventure Central and its partners as a condition of their volunteer status. The Standards of Behavior shall guide volunteer's behavior during their involvement in Adventure Central programs. Just as it is a privilege for Adventure Central to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with Adventure Central and its partners is a privilege and a responsibility, not a right.

The primary purpose of this Standard of Behavior is to ensure the safety and well-being of all Adventure Central participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of Adventure Central and its partners. Volunteers shall act with personal integrity.

Adventure Central volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold each individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional Extension staff while involved in the program.
- Accept the responsibility to represent their individual county Extension program and The Ohio State University with integrity.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and provide positive role models for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and OSUE as well as Five Rivers MetroParks.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not possess or consume intoxicating substances including drugs or alcohol while responsible for the care, custody or control of 4-H participants.
- Not engage in any act prohibited by law.
- Comply with all civil rights laws and policies, including but not limited to OSUE equal opportunity, anti-discrimination laws, nondiscrimination policies, and program participant policy.
- Perform duties in a responsible and timely manner as outlined in the position description.
- Immediately report any threats to the volunteer's emotional or physical well-being to the Adventure Central Extension professional.
- Accept the responsibility to promote and support Extension programs in order to develop an effective county, state, and national program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.
- Do their best to help youth thrive while exploring their 'sparks'.

I understand and agree that as a volunteer:

- In accordance with Ohio State University policy, Self-Disclosure of Criminal Convictions Policy 4.17, I am required to self-disclose criminal convictions within three business days of the conviction.
 - If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in activities and programs with minors. If the break in service is longer than 12 months, I must be background checked again.
- I will follow Ohio State University Institutional Data Policy, which specifies requirements for protecting institutional data, including but not limited to 4-H member and volunteer personal data.
- I will uphold and support the responsible and lawful use of social media. In so doing, I will not create or post social media content that is abusive, threatening, defamatory, obscene, harassing, or creates a hostile environment.
- I will report any red-flag behaviors, child abuse, sexual abuse, or neglect in accordance with university policy.
- I will not intentionally or purposefully place myself in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to sleeping quarters with participants.
- I will not, under any circumstances, physically, verbally, or emotionally abuse or fail to provide the basic necessities of care, such as food or shelter to participants.
- I will endeavor to provide a safe and healthy program/camp experience for all participants.
- My volunteer status is subject to immediate suspension or termination based on any act or omission that Adventure Central determines to be contrary to any portion of these standards or otherwise in conflict with the goals of OSUE and Five Rivers MetroParks at OSUE's and MetroParks' sole discretion.

I have read, understand, and agree to be bound by the **VOLUNTEER STANDARDS OF BEHAVIOR** outlined above.

Volunteer Signature

Date