



CENTRUM CHAPERONE JOB DESCRIPTION 2020

Thank you for choosing to play a vital role in this workshop. This page will tell you what to expect, and how to prepare for your week at Centrum. **All Chaperones must register for the program they are attending so that we can arrange for their food and housing.**

Youth Safety- Centrum is dedicated to the safety of youth that participate in our programs. As a Chaperone, this is your highest priority. We aim to have at least two adults with students in all classroom sessions: a faculty member and a chaperone. We expect you to always be present in the classroom workshops and be an active participant. We will have some chaperones act as floaters to fill in for a chaperone if there is an unforeseen situation. **If any emergency arises that will take you out of the classroom, please call or text the Program Manager and Youth Assistant immediately.** You will receive a cell phone list in your packet of staff contacts and all chaperones when you arrive on site. **Our goal is that chaperones communicate about an emergency to the Program Manager, Youth Programs Assistant, freeing the faculty to continue to teach their class.**

As an active participant in the program we ask that you ensure the safety of all youth participating in the program, not just those assigned to you. If you see anything suspicious or concerning, please report it to the Program Manager immediately. We will meet with the chaperone group on-site to further discuss safety at our orientation. To ensure the safety of all students, and adults, to reduce the risk of the appearance of inappropriateness, all adults are advised to never be inside a room with a young person. If you find yourself in this position, open the door, request another adult accompany you to a student's room, or ask the student to step out into the hallway. To ensure you are not alone with a young person outdoors either, please follow our rules of movement around campus in groups of 3 or more.

A chaperone has several important roles to ensure the success of the program. One of the most important roles is to provide supervision to and from scheduled activities, during meal times and break times, and ensure students follow all Centrum and State Park rules. We also ask that you **communicate immediately with the Program Manager/Youth Assistant about any emergency that may arise.** As a coach to your students, we ask that you keep an eye on your group to help them stay engaged and respectful to all others. Your support in making sure all the students are doing their best will help the artist faculty focus on sharing all their knowledge and expertise so the students may get the best from their classes. If you see a student who is not giving 100%, take the time to see how you can encourage them using positive phrasing. **We provide support materials in your packet with positive suggestions for this practice.**

Chaperones also play an important role when they model creative risk taking and join in all of the activities. Please join in to the best of your abilities! When adults model being willing to try new things, it sends a powerful message to the young people around them. A chaperone who sits on the side without participating gives a message to the kids and faculty that they don't value the activity.

You will receive a detailed schedule when you arrive, which will help you to direct students to each activity. Please make sure that your students know where to go each morning and each afternoon. The faculty and staff of Centrum will also count heads to make sure that they arrive safely.

Chaperones are not necessarily paired with their own children. We try to balance the mix of chaperones and students in each class and ask chaperones to go where they are needed.

There must be at least one chaperone per group onsite at all times!

During the workshop day:

You will be assigned to a "Core" workshop group with students and potentially additional chaperones during activity periods. Please be aware of placing student needs first, and supporting the artist faculty. An artist may ask you to pitch in and help- please do! The artists are experts; follow their lead.

Chaperones are advised that cell phones are not welcome in class at any time. If you need to catch up on work, please arrange to do so outside of class time. Centrum programs throughout the week are cell-phone free zone for students. Use of cell phones to communicate with staff and other chaperones is key for urgent situations involving students. We advise texting as the best way to communicate as phone service is spotty here at Fort Worden.

When you register a student, you have agreed in the terms and conditions that your student will abide by the Student Contract. These are the behavior rules that you will be assisting in enforcing on-site. A copy of the student contract will be provided in your packet on arrival.

Please keep in mind that all of us are working together to create a positive sense of community in which everyone feels safe to take risks in their creativity and experience new art forms. We ask that you be mindful of your language- framing things in a positive way with a question. For example if a student appears to be disengaged, use words such as "how are you doing? Or What is going on for you?" rather than a critical statement or directive such as "what's wrong with you." As much as possible, avoid language that may put the student on the defensive or embarrass them in front of their peers such as "Don't do that!!!"

Meals: Our dining facility serves three meals a day, and Centrum provides additional light snacks. **It is your responsibility to supervise and/or check-in with your home group during meal times as well as your assigned "Core class" student group.**

During afternoon free time: You do not need to accompany students. However, we ask that you know where your students are at all times. We will repeat this often, but make sure students understand exploring Fort Worden is always done in groups of 3 or more. Students will be instructed to check in

with chaperones, but please be proactive in making sure you connect with each student of your group at mealtimes.

Please help us reinforce that **SAFETY IS OUR FIRST PRIORITY**. This is particularly important in and around the buildings. Fire is a major hazard in the Fort's wooden buildings, which means **absolutely no smoking, candles, or incense in the dorms. Poison hemlock is present along many trails. We will share information on how to identify this plant. Message is do not ingest any plants at the Fort.**

During the evening, the **night dorm counselors** are on duty beginning at 6:30 pm. Our dorm counselors have plenty of experience with young people. They work to create an inclusive community in the dorm. *It is your responsibility to be supportive of dorm counselors, dorm rules, and curfews.* The dorm counselors often establish what they call "wing time." They circle up and go through the day or just have a touch base conversation to see how their students are doing. You are not required to sit in on evening activities. This is your time to take a break.

Keep in mind that there is absolutely no alcohol allowed in the dormitories.

Taking participants off campus: In case of an emergency, permission to take any participant under the age of 18 off campus must be granted from the Centrum staff on duty (Program Manager or Night Dorm Manager). **No adult is permitted to take any participant under the age of 18 off campus at any time during the program week for anything other than an emergency, or out of the dorms during stated curfew times.** Such action shows disregard for the mental and physical health, safety and welfare of that minor. Groups that do not follow this rule will be expelled, without refund. Missing participants will be reported to the police.

If someone gets hurt: There is a medical kit in the dorm, in each classroom building, and also at the Centrum office. If someone is seriously hurt, please let the Program Manager/Youth Assistant/Day Dorm Manager know and arrangements will be made immediately to take care of that child, or to take care of the other students assigned to you if it is determined you need to accompany the child to the emergency room. Medical forms are on file at the Centrum office and the Day and Night Dorm Managers also have a copy. No drugs can be given to any student without first checking that student's medical form to make sure the parents have given their permission. **It is the home chaperone's role to support students in their home group dispensing medications on that student's medical form.**

If you are job sharing: there must be at least one chaperone per group of 4-6 students on-site at all times, from check-in until your whole group is checked out. The first chaperone here should pick up ALL the chaperone packets (one for each chaperone) and will have the key (if a chaperone of a different gender is taking over, they will get a key for a room in another wing in the packet) and a meal ticket to pass along. **This should be a face-to-face hand over. After the new chaperone takes over, they should check in with the wing Dorm Counselor and/or the Program Manager, depending on the time of day.**

Communication: Please bring any issues or concerns to the Centrum Program Manager, Day Dorm Manager, or the Dorm Night Manager. We are serious about creating a positive, inclusive community and will address any issues that come up immediately.

On the last day, please make sure your assigned and home group have cleaned up their dorm area. Any signs or posters (and all tape) need to come down. Any trash needs to be picked up, both in the rooms and the hallways. Linens should be folded and placed on the bed. Make sure you and your students check any drawers and under the beds to make sure nothing is left behind when you all pack up (cell phone chargers! Ipods!). **All room keys need to be returned to your dorm counselor. There is a \$25 key replacement charge assessed if keys are lost or not returned.**

Last but not least: Thank you! Thank you so much for being a chaperone at Centrum's programs. You make an incredible contribution and we appreciate your commitment. We know that it can be an exhilarating, exhausting week. Please remember to take care of yourself as well.

Please bring any questions or concerns to the Program Manager, Bonnie Showers. Cell: 206.999. 5421. Our goal is to solve any concerns right away!