



Volunteer Expectations

The board of the Eastern Iowa Horse & Pony Camp is appreciative of all volunteers and staff who are willing to commit time and energy to helping campers succeed and creating this successful camp. This information outlines the expectations and guidelines that volunteers must follow to create a safe and successful experience for all campers, mentors, volunteers and staff.

Volunteer Responsibilities

Every volunteer must register in the snack bar upon arrival. When entering the snack bar, the volunteer must register in the Volunteer Sign-In Log maintained on the counter top. The name of the volunteer and the date and time of service should be recorded. A volunteer badge needs to be picked up and worn at all times while volunteering at camp. At the end of the volunteer shift, the volunteer should report to the snack bar and sign out and return their volunteer badge and immediately leave the premises.

Volunteers should make outside arrangements for child care of non-camper children instead of bringing them to camp during their scheduled volunteer time. If you bring a non-camper child to camp during your scheduled volunteer time, you and the child will be asked to leave immediately. This is for the safety of everyone.

Volunteers shall exercise mature judgement in supervising campers and shall in all instances respect each camper's rights and privacy. Volunteers are expected to keep all camper information that they obtain while working as a volunteer for the camp confidential. Volunteers should discuss any concerns directly and exclusively to a board member.

Staff will provide directions for activities they want volunteers to execute. If a volunteer doesn't understand the activity assigned, he/she should ask for a demonstration and/or clarification from the staff or a board member.

Disciplinary action is the legal responsibility of the Eastern Iowa Horse and Pony Camp board of directors. Volunteers should not be put in a position of having to enforce discipline. If you are having a problem, immediately inform a board member.

Volunteers are expected to work with all students but should not work with their own child unless directed by staff. Camp gives the campers the chance to become a more independent and responsible rider.

Volunteers are not allowed to take photographs/videos while on the Dubuque County Fairground's property. We have an official camp photographer taking photos and videos documenting camp

activities throughout the week. Volunteers give consent for photographs, videotapes, or audiotapes to be taken by staff during the course of their assignment for use by EIHPC for publicity purposes.

If a volunteer suspects that a camper may be the victim of abuse or neglect, it should be reported to a board member as soon as possible. Volunteers are not allowed to share their observations with anyone other than a board member.

All volunteers are required to complete Hoof Beats, a volunteer training orientation provided by our camp prior to the start of their scheduled volunteer time.

Volunteers should treat all campers, mentors, other volunteers, staff and board members with respect at all times and stay on task while volunteering.

Volunteers should report any problems to a board member as soon as possible.

Only authorized users may drive the all-terrain vehicles at camp.

Volunteers serve at the discretion of the EIHPC board and can be asked to leave camp at any time.

Kitchen Volunteers

- Assist in preparing daily meals
- Assist in serving and cleaning up after all camp meals
- Sweep kitchen and dining room area
- Assist in snack bar if needed
- Notify Rodney, Sue or Kathy of any immediate problems as soon as possible

Barn Volunteers

- Assist with saddling/bridling camper horses, taking the opportunity to teach the campers proper saddling and bridling techniques
- Assist with tightening saddles and helping campers mount their horses
- Check horse water buckets and cleanliness of stalls while kids are at lessons
- Clean manure out of wash racks and pick up wash racks
- Keep aisles clear
- Pick up manure in barn aisles and in driveway
- Assist in the wash rack when needed
- Help young campers carrying water buckets or cleaning their stalls
- Volunteers should not work with their child, but allow other barn volunteers to assist their child.
- Make sure kids watch out for horses that kick
- Help clip camper horses if requested
- Teach campers to tie their horses
- Notify Nick, Matt, Jason, Ben, or Kevin of any problems as soon as possible

Daytime Chaperones

- Take roll call. Track campers who arrived late to E-cademy's
- Keep track of points awarded and deducted from the riding groups during the E-cademys
- Assist with any tasks assigned
- Make sure all garbage is picked up before campers leave their E-cademy hour
- Distribute camper's notebooks, if needed and collect them at the end of the hour
- Supervise campers during the entire E-cademy scheduled time
- Refill all water coolers including the ones down by the barns and arena
- Refill ice in the large white coolers
- Empty garbage containers and replace liners
- Haul all garbage and recyclable materials to the dumpsters behind the main bathrooms at the fairgrounds after all meals
- Supervise daily camper's chores (KP Duty & Dorm Duty/Grounds Clean Up)
- Supervise dorms during the day
- Notify Shawn or Katie of any problems as soon as possible

Arena Director

- Setup and tear down lesson arenas
- Direct riding groups to correct riding arenas
- Manage the campers during the lesson changes
- Pick up trash
- Put away training aids at the end of the day
- Notify Nick, Matt, Jason, Ben, or Kevin of any problems as soon as possible

Overnight Dorm Chaperones

- Report to the dorms at 9 pm. Take roll call for the evening
- Help campers get settled in for the night
- Lights out at 10 pm – Quiet Time
- Wake campers at 7 am
- Remain in the dorms from 9 pm to 7 am unless there is an emergency
- Confiscate all cell phones or electronic devices from campers and turn them into Rodney or Shawn
- Report any problems to the scheduled evening board chaperones as soon as possible

Nurse

- Remind campers of daily medications as directed by their parent
- Supervise any campers taking medicine and record on their med sheet
- Administer first aid to any camper in need
- Notify a board member of any problem as soon as possible