



南加州中文學校聯合會中華文化青少年夏令營

輔導員職責

一・用餐時

1. 帶領全組同學按規定時間準時到達餐廳。
2. 帶領及協助全組同學領取食物。
3. 維持全組同學於用餐時秩序，不可大聲喧嘩。
4. 用餐後指揮並協助全組同學清潔餐桌上、下及四週，並將餐具及桌椅歸回原位。

二・用餐服務時

1. 帶領全組同學於開餐前十五分鐘到達餐廳。
2. 分配並指導全組同學從事準備工作（倒牛奶飲料，分配食物等等）。

三・上課時

1. 帶領全組同學於上課前五分鐘準時到達上課地點。
2. 幫助同學瞭解課程內容，並維持上課秩序。
3. 下課後應將教室桌、椅歸回原位。

四・營外或室外活動時

1. 隨時瞭解每位同學身體狀況，如有那位同學身體不適立即報告監護人。
2. 隨時注意同學之動向與安全，嚴禁接近危險地區。
3. 釣魚、划船、騎馬或至營外活動時，一定要跟本組同學一起行動，注意安全。

五・休閒時

1. 不可讓本組同學單獨在湖邊活動，應全組一起行動。
2. 利用時間編練營火晚會節目。
3. 確實掌握時間，不可遲到，遲睡或遲起，就寢後不可講話及走動。
4. 晚間就寢時，決不可再有個人私自活動的行為。

六・一般原則

1. 全組活動要向監護人報告，如有同學不守規應主動向監護人報告。
2. 對同學之要求要合情合理，規定時語氣要堅定，要嚴格也要有獎勵。
3. 隨時隨地跟同學在一起，並與監護人分工合作。
4. 如有緊急情況隨時報告監護人或營主任。
5. 配合監護人帶領並輔導同學參加各項活動。
6. 不得與任何人在房間獨處。除夜間睡覺時的寢室門以外，所有房門均須敞開。



Chinese Cultural Youth Summer Camp **Duties for Counselors**

General Rules of Conduct:

1. All activities must report to the guardian ahead of time
2. When campers behave inappropriately, report to guardians immediately.
3. Treat campers with reason, firmness and strictness yet with amiability.
4. If an emergency occurs, report it to the guardian or director immediately.
5. The purpose of a counselor is to help people and acquire leadership skills.
6. All doors are remaining open at all time, except sleeping quarters during the bedtime.

During Meal:

1. You must bring campers 15 minutes earlier to get cafeteria ready.
2. Assign campers specific tasks in order to prepare the table for meals.
3. Help campers get their meals.
4. Maintain a low noise level and proper manner of conduct.
5. After meals, help and direct campers to clean tables and floors.

For Classes:

1. Bring campers to class 5 minutes early to the assigned area.
2. Help instructor maintain order in the class.
3. Assist teacher in using teaching material.
4. Clean up classroom when class ends.

During Outdoor and Indoor Activities:

1. Be cautious of camper's state of health (Report to nurse if first aid is needed.)
2. Always be aware of safety precautions.
3. Always make sure all campers stay together.

During Break Times:

1. Campers may not go to lake alone.
2. Make use of this time for preparation of skit/play.

Other:

1. All campers must wake up and sleep at specified times.
2. After specified sleep time, campers may not talk or wander about.