

POD Shift Leader Responsibilities and Notes

- 1) During the week **prior** to camp, contact the other people in your shift to introduce yourself as shift leader and remind them of their shift day/time. Contact information is on the POD schedule. Ask everyone to provide you with their cell phone numbers. Please advise them to check in with you at the POD desk located in Domitilla Hall and remind them to bring snacks, food, & beverages as the cafeteria is not available to PODs. Also, remind them to dress appropriately for weather conditions (rain gear, insect repellent, sunscreen, sensible shoes, etc).
- 2) **During** camp week, please arrive 15 minutes prior to your assigned shift to get information from the previous POD Leader regarding any action items that need to be followed up on. (i.e. prep work for teachers or counselors, snack status, water cooler status, any miscellaneous notes). There will be a section in the POD Leader Notebook at the POD desk for such notes. If you have any questions, please see a camp Committee member. Contact info for Committee members is in the POD binder.
- 3) **Camp Phone Number is 781-768-8130.** This number will be given out to campers' parents in the event they need to contact camp staff. It is imperative this phone is answered. This phone is located in the lobby of Domitilla Hall, on the built-in desk just inside the door. If you do not know the answer to any questions, please take a message and contact a Committee member. Make sure a POD or Committee member contacts the camper's parent back!
- 4) Familiarize yourself with supplies on the table:
 - Large, white, 3-ring binder labeled "POD Manual" will have:
 - i. Camper information and directory, sorted by last name or by dorm
 - ii. Pick-up authorization forms
 - iii. Camper Group Schedules
 - iv. POD How To Manual
 - v. Camp Committee contact information
 - vi. Emergency phone numbers
 - vii. Evacuation procedures and maps
 - Blue 3-ring binder labeled "POD Leader" will have:
 - i. Late Check-In Log (orange sheets)
 - ii. Early Check-Out Log (green sheets)
 - iii. POD Leader Responsibilities and Notes
 - iv. POD Sign-In Sheets for each shift
 - v. Action Items/Notes Log sheets for each shift (yellow sheets)
 - vi. POD Responsibility Check Lists for each shift
 - Small white 3-ring binder will have Sign In/Out Log (pink sheets)
 - Games Sign-Out Log (blue sheets)

- 5) Snack inventory and general supplies are located in the storage area by the restroom behind POD desk. POD ID tags & lanyards, pens, tape, and other office supplies are in the drawers under the desk.
- 6) Make sure walkie-talkies are charged and ready and make sure everyone knows how to use them. See “How To” section of white POD Manual binder.
- 7) When your PODs start arriving, (re)introduce yourself, check their ID and check their name off the POD list. If the person showing up is not on the scheduler (usually a spousal switch), check the Master CORI/SORI list in the pocket of this binder. If the person is not on the Master List, please contact the Public Relations (PR) Committee member on the Committee contact info sheet.
- 8) Make sure you know where each POD is and to switch POD's tasks regularly so no one is in one place too long. Be mindful of those that have been in the sun or doing strenuous work (supply runs, water duty) and give breaks accordingly.
- 9) Remind PODs that they should not be on their phones/devices during their shift, especially if they are serving as crossing guards, supervising campers, or staffing either of the two POD desks.

Thank you very much for your help!