

Entry-Level Program Staff Certificate Competency Checklist

The following checklist is a comprehensive listing of the specific skills/knowledge sets that a learner who has completed the Entry-Level Program Staff Certificate can do by competency.

Overall Youth/Adult Growth & Development Competency Self-Assessment

I can*

- Explain the basic concepts of youth development*
- Define resiliency, risk factors, and protective factors*
- List and describe at least five developmental assets*
- Describe the relationship between behaviors you might use while working with youth and possible youth outcomes*

Overall Learning Environment and Curricula Competency Self-Assessment

I can*:

- Explain the importance of powerful, positive learning experiences.*
- Explain the concepts of experiential learning*
- Describe how to create physically and emotionally safe learning environments.*
- Describe how to adapt activities to different age groups and learning styles*
- Describe the benefits of positive feedback in learning*
- Recognize that children have different learning styles*

Overall Program Planning Competency Self-Assessment

I can*:

- Articulate specific benefits of programs designed to engage and empower participants*
- Describe modifications of activities and content for different developmental abilities*

Overall Evaluation Competency Self-Assessment

I can*:

- Describe program evaluation*
- Identify 4 or more different methods of evaluating programs*
- Describe the benefits of observations, assessments, and evaluations of programs*
- Define the Camp Program Quality Assessment (C-PQA).*
- Explain how the C-PQA can be used.*
- Apply the indicator behaviors in the C-PQA to my work.*
- Explain the importance of doing quick evaluations.*
- Describe the types of information that can be gathered with quick evaluations.*
- Conduct “quick” evaluations for immediate program checks and adjustments.*
- Explain the Importance-Performance Assessment.*

Overall Professionalism and Leadership Competency Self-Assessment

I can*:

- Describe key principles of ACA standards.*

- Explain the general concept of the ACA accreditation process.*
- State what I want to say and do to assist with conflict resolution situations*
- Relate what to do to be a better problem solver*
- Describe behaviors and characteristics of a professional who works with youth*
- Apply ways to speak in a professional manner.*
- Describe professional actions and behaviors, even while “off duty.”*

Overall Health and Wellness Competency Self-Assessment

I can*

- List resources for adding physically active games to my activities repertoire*
- Describe fifteen age appropriate physical activities*
- List and play activities that promote the health benefits of increased activity.*
- Identify ten strategies to reduce injuries and illness at camp (but with application to any youth development environment).*
- List at least five concerns and responses to health issues from an authoritative source.*
- Write a safety plan which details prevention of accidents which cause physical injury or incidents which cause emotional harm.*
- Define bullying and have at least three strategies for bullying prevention.*

Overall Risk Management Competency Self-Assessment

I can*:

- Integrate into my work ethic and routine habits, the basic concepts related to the decision-making process and the practice of exercising good judgment in the practice of risk management.*
- Describe and practice the techniques used in “vigilant scanning,” a prevention strategy.*
- Accurately complete an accident/incident form.*
- Identify common certifications associated with managing risks that are required/desired for camp and youth development jobs.*

Overall Cultural Competency Self-Assessment

I can*:

- Describe components of environments and experiences that promote respect and value and affirm diversity*
- Define and use inclusive and respectful language*
- Explain my level of understanding and comfort about cultures and people different from me*
- Define primary and secondary dimensions of diversity*
- List the 5 cultural dimensions*
- Identify websites from which to obtain information about youth demographics.*
- Intervene in bullying situations*
- Respond to statements and acts of bigotry*
- Increase their own empathy*
- Identify ways to increase empathy in groups of youth*

Overall Family-Community Competency Self-Assessment

I can*:

- Describe the larger family/community/cultural contexts, both positive and negative, in which my camp's participants live*
- Articulate the value of belonging to a camp community as a cultural experience that promotes positive youth development*
- Explain the common concerns of parents around separation from their children*
- Apply appropriate verbal and written forms of communication with parents/caregivers (casual, informal and formal)*

Overall Nature and Environment Competency Self-Assessment

I can*:

- Articulate the power of nature to improve social behavior.*
- List positive effects of nature on mental and physical health.*
- Describe the developmental benefits of natural experiences for children*
- Explain how natural experiences are being employed for their therapeutic powers.*
- Define "nature deficit disorder."*

Overall Business Management Competency Self-Assessment

I can*:

- Explain why youth development programs are businesses*
- Describe the importance of mission statements to businesses*
- Generate supply lists for activities, based on a budget*

Overall Human Resource Competency Self-Assessment

I can*:

- Explain what inclusion is and why it is important for me to understand when working with youth*
- Describe at least 3 tips that make me an effective staff member*
- Describe and apply at least 2 ways to build cohesion in a group*
- Explain how age and developmental stage are important to including everyone in my program*
- Describe the relationship between empathy and a positive program environment built on acceptance and respect.*
- Describe and explain why caution is needed for my social networking sites*
- List social networking behaviors that I may need to follow for my job*
- Explain the difference between constructive and mean-spirited criticism*
- Apply techniques that help me accept constructive criticism*

Overall Site and Facility Competency Self-Assessment

I can*:

- Describe ways to care for sites and materials to preserve usefulness and reduce waste*
- Recognize that common regulations, policies, and plans govern sites and facilities*
- Complete a maintenance request form*

*If you don't understand and cannot check these knowledge/skills as they relate to issues in a camp or youth setting, look over the materials again. If you still don't understand these concepts, find a camp professional to help you with your specific questions.