

## Experienced 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 Experienced Program Staff Certificate can do by competency.

### Overall Youth/Adult Growth & Development Competency Self-Assessment

I can\*

- Describe physical, cognitive, social, and emotional characteristics of different age groups
- Consider developmental issues when working with participants

### Overall Learning Environment and Curricula Competency Self-Assessment

I can\*:

- State the philosophy and goals of a camp
- Design an activity based on a camp's philosophy and goals
- Describe why there is a need to evaluate programs and activities for effectiveness
- Lead a reflection session with campers to help them gain a deeper understanding of their experiences.
- Use "teachable moments" to help campers integrate what they have learned into other aspects of their lives

### Overall Program Planning Competency Self-Assessment

I can\*:

- Describe an activity that includes opportunities for participants to have input, choice, decision-making, and reflection of opportunities within the program.
- Apply the steps for program planning that result in a specific activity or experience.
- Develop a program that supports the program's mission, goals/objectives, and desired outcomes.
- Plan an activity that includes opportunities for participants to have input, choice, decision-making, and reflection of opportunities within the program.

### Overall Evaluation Competency Self-Assessment

I can\*:

- Explain the importance of evaluation to others
- Identify information that evaluations can provide
- Describe the utility of evaluations for programs, participants, and staff
- Explain why logic models are important
- Identify the parts of a logic model
- Construct a simple logic model

### Overall Professionalism and Leadership Competency Self-Assessment

I can\*:

- Describe what it means to be a "young professional" within the context of the camping profession.

- Design a resume.
- Describe how to find professional development offerings of the American Camp Association
- Create and update my professional resource list.

### **Overall Health and Wellness Competency Self-Assessment**

I can\*

- Develop an action plan for accident prevention.
- Recognize potential unsafe features in activities.
- Analyze the details of accidents and incidents to create safeguards for prevention in future activities.
- Describe common injury and illness issues in camps and how staff can help prevent them
- Explain how nutrition is an important aspect to the overall health of children.

### **Overall Risk Management Competency Self-Assessment**

I can\*:

- Apply my knowledge of risk management to recognize and design preventative steps to minimize “almost accidents.”
- Explain at least one crisis management plan and can fulfill my role in its implementation.

### **Overall Cultural Competency Self-Assessment**

I can\*:

- Increase awareness of the unique and special traits about individuals and groups
- Describe methods of inclusion for diverse populations
- Write an activity plan that promotes group awareness and pride

### **Overall Family-Community Competency Self-Assessment**

I can\*:

- Describe the specific and special needs of family/community/cultural contexts for my camp’s specific population
- Conduct professional conversations with parents and members of the community and public that fosters cooperation and partnership to meet the needs of the campers we serve
- Develop activities that foster a powerful sense of membership and belonging in a camp community for all

### **Overall Nature and Environment Competency Self-Assessment**

I can\*:

- Explain experiential learning.
- Describe how to increase youth participation in nature.
- Explain the concepts of discovery and stewardship in the context of natural exploration.
- Write a nature lesson plan.
- Describe at least five nature-based activities I could lead.
- Make compelling arguments for outdoor programs.
- Appreciate creative expressions that can arise from natural experiences

- Describe general trends in outdoor participation.

### **Overall Business Management Competency Self-Assessment**

I can\*:

- Explain how to operate activities within a budget
- Describe the connection between performance, choices, attitudes, and actions to the success of the business

### **Overall Human Resource Competency Self-Assessment**

I can\*:

- Describe and apply positive communication techniques
- Apply practices that create a climate of inclusion and respect
- Describe and apply positive leadership behaviors that will contribute to my abilities when working with youth

### **Overall Site and Facility Competency Self-Assessment**

I can\*:

- Demonstrate knowledge of common site/facility regulations, policies, and plans.

\*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.