

## ACA STANDARDS ASSOCIATE VISITOR — JOB DESCRIPTION

### **Overview**

Associate visitors are persons who have completed the requirements of the Associate Visitor Course. They participate as a second (or third) person on a visitation team, conducting visits to verify a camp's compliance with all applicable ACA standards. A commitment to the role (participating in the visits to which you have agreed) is of critical importance as is communication and follow-through before, during, and after visits are completed.

### **Prerequisites**

1. Complete and submit the Associate Visitor Application.
2. Approval of application from Local Standards Chair.
3. Be a current ACA member.
4. Knowledge and acceptance of the Conflict of Interest Statement for ACA Volunteers. (See below)
5. Completion of the current Standards Course. (pre-requisite to the Associate Visitor Course)

### **Required Training**

1. Associate Visitor Course (and required prerequisites), including course instructor recommendation.
2. Visitor Update and/or Refresher every three years (minimum) or as determined by the National Standards Commission. (NSC)

### **Qualifications**

1. At least 21 years of age.
2. Maturity and good judgment.
3. Knowledge of and administrative experience in organized camping, preferably ACA-accredited camps.
4. Understanding of the mission of ACA and the purpose of the ACA accreditation program.
5. Basic knowledge of the application of ACA standards.
6. Understanding of the role of a camp professional.

### **Desired Competencies**

1. Demonstrated strong oral and written communication skills.
2. Demonstrated strong observation skills.
3. Demonstrated flexibility, patience, and objectivity.
4. Ability to respect, articulate, understand different points of view.
5. Ability to work as a member of a team.
6. Demonstrated ability to use positive conflict resolution steps.
7. Ability to relate well to a diverse field of camping professionals.

### **Responsibilities**

1. Assist in the interpretation of the Accreditation Program's purpose, background, function, and process.
2. Prior to the site visit:
  - a. Assist the lead visitor and designated camp contact in evaluating all aspects of the camp operation.
  - b. Review documentation for the Camp Self-Assessment, when possible.
3. Fully participate with the assigned visitor team in the on-site standards visit :
  - a. Observe all aspects of camp operation.
  - b. Assist lead visitor by scoring each standard "Yes," "No," or "DNA" on the score form, and ensuring all comments are recorded.

- c. Inform the camp director or administrator of the responses as they are recorded.
  - d. When appropriate, as a member of the visit team, provide feedback that will aid the camp personnel in developing and sharpening their own observation skills of their own program as related to the standards.
  - e. Complete an evaluation after the completion of each assigned visit.
4. Provide information in the Review or Appeal Process, as requested or needed.
  5. Maintain active visitor status\*

\*To maintain active visitor status: Visitors are expected to attend and complete Visitor Update Course and/or Refresher at least once every three years or as required by the NSC, and assist with one or more visits at least every other year. Also, must maintain current ACA individual membership.

### **Approval of Associate Visitor Status**

Approval of associate visitor status is by the LCOL/Board and is based on

1. Successful completion of required prerequisites and training.
2. Recommendation of the Associate Visitor Course instructor.

### **Conflict of Interest Statement for ACA Standards Volunteers**

*FROM GUIDING PRINCIPLES – LCOL – LO-8:*

1. All standards volunteers (trainers through associate visitors) will reveal any conflicts of interest with regard to their role in serving as a standards volunteer. Individuals will recuse themselves from participating in discussions and decisions relevant to their conflict of interest.
2. All standards volunteers (trainers through associate visitors) must not use their positions to obtain ACA employment for themselves, family members, or close associates. Should a member desire to be considered for employment, he or she must first resign their position. No volunteer may serve as a compensated staff member of ACA, Inc. or one of its Affiliates.
3. All standards volunteers (trainers through associate visitors) will not disclose or discuss with another person or entity, or to use for their own purpose, confidential or proprietary information gained through their volunteer work for ACA (e.g., accreditation approval issues).
4. All standards volunteers (trainers through associate visitors) will not receive compensation for their work. However, volunteers can be reimbursed for expenses related to participation in meetings and for other expenses incurred for the benefit of the field office or affiliate.
5. All standards volunteers (trainers through associate visitors) will not use the intellectual property (IP) of ACA to further any personal interests; or purport or imply ACA's IP to be their own. This includes all information in ACA's database, knowledge center products and services, logos, and any other statements or educational materials created by or for the American Camp Association.