

Rainbow Trail Lutheran Camp Program Assistant Annual Training Calendar

SEPTEMBER

TRAINING EMPHASIS: Initial training – week long scheduled

- See Schedule

TRAINING EMPHASIS: OM PHILOSOPHY

- Philosophy workshop – Exec Dir.
- Visit to restaurants in Canon City – their Philosophies
- Write initial part of OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Hospitality

- Hospitality workshop
- Read book “Raving Fans” and discuss
- Discuss need for Systems approach to hospitality
- Update our retreat check list together
- Write hospitality portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

OCTOBER

TRAINING EMPHASIS: Budgeting

- Budgeting Workshop - developing and implementing a budget
- Develop budget for an upcoming RTALC sponsored retreat
- Write budgeting portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Risk Management

- Risk management Workshop – Exec. Director
- View Camp White cloud video and discuss
- Write Risk Management portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

NOVEMBER

TRAINING EMPHASIS: Site and Facilities

- Maintenance Workshop – Site Manager
- Talk about preventative maintenance/PM plan, work orders
- Write Maintenance portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

DECEMBER

TRAINING EMPHASIS: Fund Development/Donor Relations

- Fund Development Workshop – Exec. Dir.
- Help with Christmas mailing
- Help prepare for Trailblazer events
- Attend Trailblazer dinner
- Write Fund Development portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

JANUARY

TRAINING EMPHASIS: Recruiting/Hiring

- Interviewing questionnaire/techniques Workshop – Exec/Asst Dir
- Hands on recruiting at Colorado Colleges
- Develop own interview questionnaire
- Write recruiting portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Working with a Board/Board Relations

- Board Relations workshop – Exec. Dir.
- Watch board training video
- Meet with our board chair
- Write Board portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Staffing

- Staffing (Year Round Approach) Workshop – Exec. Dir.
- Write Staffing portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

TRAINING EMPHASIS: Volunteers

- Volunteers in Your Program Workshop – Exec. Dir.
- Talk about Memorial Day, Work groups, Ambassadors
- Write Volunteer portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

FEBRUARY

TRAINING EMPHASIS: Programming

- Programming Workshop – Assistant directors
- Walk through our program philosophy – Village System
- Write programming portion of personal OM philosophy
- Philosophy piece reviewed by Full-time program staff

PHILOSOPHY WRITING: Finish written philosophy document.

MARCH

PROGRAM DESIGN: Design program of choice using philosophy statement. Develop program in its entirety including budget and marketing materials.

APRIL

TRAINING EMPHASIS: Resume writing and interviewing

- Resume and interviewing workshop – Exec/Asst Dir.
- Write new resume and have reviewed