**Required Trainings & Certifications**

*Leadership Staff, Program Directors, Program Coordinators, Building Supervisors*

* New Hire Orientation (first week)
* Online Child Abuse Prevention (before starting work with youth)
* Sexual Harassment (within 90 days of hire date)
* Blood Borne Pathogens (within 90 days of hire date)
* CPR and First Aid (next available class)
* AED (next available class)
* Concussion Training (next available class)

*Youth Development & Member Service Staff*

* New Hire Orientation (first week)
* Online Child Abuse Prevention (before starting work with youth)
* Sexual Harassment (within 30 days of hire date)
* Blood Borne Pathogens (within 30 days of hire date)
* CPR and First Aid (within 30 days of hire)
* AED (within 30 days of hire)
* Concussion Training (within 30 days of hire)

*Season Camp Staff*

* Day Camp Orientation (before starting camp season)
* Online Child Abuse Prevention (before starting work with youth)
* Sexual Harassment (before starting camp season)
* Blood Borne Pathogens (before starting camp season)
* CPR and First Aid (before starting camp season)
* AED (before starting camp season)
* Concussion Training (before starting camp season)

*Maintenance/Nutrition*

* New Hire Orientation (first week)
* Online Child Abuse Prevention (before starting work with youth)
* ServSafe (prior to beginning work in the kitchen)
* Sexual Harassment (within 30 days of hire date)
* Blood Borne Pathogens (within 30 days of hire date)
* CPR and First Aid (next available class)
* AED (next available class)
* Concussion Training (next available class)

*Program Volunteers* (those working in or around youth)

* Online Child Abuse Prevention (before volunteering)
* *Lifeguards*
* New Hire Orientation (first week)
* Online Child Abuse Prevention (before starting work with youth)
* Sexual Harassment (within 30 days of hire date)
* Blood Borne Pathogens (within 30 days of hire date)
* Lifeguard Certification (prior to start in rotation)
* CPR for the Pro Rescuer w/AED, Oxygen certification, and First Aid (prior to start in rotation)
* Concussion Training (within 30 days of hire)

**Annual Trainings and Acknowledgements**

The following trainings with be required annually:

* Child Abuse Prevention Refresher (all BGC staff and program volunteers)
* Blood Borne Pathogens (BGC staff)

The following policies will be read and signed annually:

* Code of Conduct
* Drug Free Workplace
* Bathroom Policy
* Transportation Policy
* Incident Reporting Policy

\**Redwoods offers many comprehensive, online training courses at no cost to our customers*