



Pick from a Hat: Supervising Club Members

Time:

10+ minutes

Materials needed:

- Printed slips of paper
- Hat, bucket, etc.

Instructions:

Ahead of Staff Meeting:

1. Print out all of the slips of paper
2. Identify a hat, bucket, or other item to hold all of the slips in

During Staff Meeting:

1. Welcome staff and remind them of the importance of effective supervision in creating a safe and positive environment for Club members.
2. Show staff that you have a hat, bucket, etc. full of different questions related to supervision. Explain that the questions are meant to help staff think through how they will be actively engaged, problem solve, and think critically during Club activities.
3. Ask one staff member to randomly select one slip of paper.
4. Read the selected question aloud to the group.
5. Facilitate a discussion among your staff, allowing them to share their thoughts and strategies for addressing the selected question.
6. After discussing the selected question, encourage staff to consider how the strategies and insights discussed can be applied in their roles today.
7. Continue to repeat this activity until all slips have been chosen. Depending on the length of your staff meetings, this can be done over a course of many staff meetings, or during one.

Slips of Paper

Please see all slips of paper on the next page.

What activities do you have planned today and how are you planning to structure them?

How are you planning to stay involved in your activities, but still position yourself properly and lead your group?

What behaviors do you want to model for Club members today?

What scenarios might you encounter where you will need to use behavior management versus discipline?

How will you listen to your Club members needs during activities?

How will you adjust if your activity isn't going well? What is plan B and C?

How will you address behavioral issues while still supervising?

How will you hold the group accountable to your expectations during activities?

What is your plan to respond if someone is injured in your program area? How will you still supervise the group?

How will you communicate and request support without leaving your group during activities?

How will you adjust your plans if you are short staffed? Will your high-risk areas still be well covered?

How will you adjust your plans if you are short staffed? Does your emergency action plan change?

How will you adjust your plans if you are short staffed? Do you need to minimize the number of program areas available?

How will you adjust your plans if you are short staffed? Do you need to change the number of activities available?