



SCA Commuter Crew Leader Handbook
Revised 2008

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Chapter 1- Introduction to SCA	Welcome, description of SCA, and the Commuter Crew Leader Position Description
Chapter 2- SCA Policies	Review of SCA policy and expectations
Chapter 3- Pre-Program Communication	Provides information on youth member selection and placement; and reviews the communication process between Crew Leaders and Crew Members

Chapter 4- Site Visit	Describes the tasks involved in organizing the program site prior to the arrival of Crew Members
Chapter 5- Transportation and Driving	This chapter provides information about driving logistics in an urban setting and a general overview of the Commuter Crew schedule
Chapter 6 – Environmental Education and Visitors	Overview of weaving Environmental Education into the Crew experience; General information about visitors to the Crew
Chapter 7- Budgets, Payroll and Policies	Reviews the financial aspects of managing your crew
Chapter 8- Managing Student Dynamics	Reviews stages of group development and ideas for managing the interpersonal dynamic of the crew
Chapter 9 – Recreational Trips (optional)	General overview about recreational trips that may or may not be part of the Commuter Crew experience
Chapter 10- Evaluation and Post Program	Describes Crew Leader responsibilities after the Crew program ends

Chapter 11- Risk Management	Review of risk management theory and activity specific protocols
Chapter 12- Incident Management	Review of SCA policies and procedures for field incidents

Appendix I- Checklist and Timeline	Rough timeline of SCA Commuter Crew program
Appendix II- SCA Terms and Crew Leader Apprentice Job Description	Program and organizational terms used throughout our programs
Appendix III- SCA Agency Coordinator Handbook	Agency coordinator specific information about organizing an SCA HS Conservation Crew (optional)

Organization of Materials:

All SCA Commuter Crew Leader Handbook chapters will be presented on the SCA Crew Leader website. As a Commuter Crew Leader hired for the forthcoming season, we ask that you read the entire Handbook and acknowledge this by signing and returning the signature form. Information for Regionally specific Commuting Crews is also available on the website.

- Chapters 1-3 provide general information about SCA policies and Pre-Program expectations, including contacting and communicating with student crew members and families.
- Chapters 4-9 provide information relevant to setting up your project site, working with the agency coordinator, daily crew operations, and post program follow-up.
- Chapters 10-11 cover safety and risk management procedures while running a crew.
- Appendix I-V provide additional reference material.

In addition to the SCA Crew Leader Handbook, all SCA Crew Leaders will receive an SCA Crew Leader Field Handbook at training. This format is a streamlined version of the full handbook with information specific to field operations.