

IA Employee Overview

Target Audience: New and Returning Employees of Day Camp and Aquatics Department

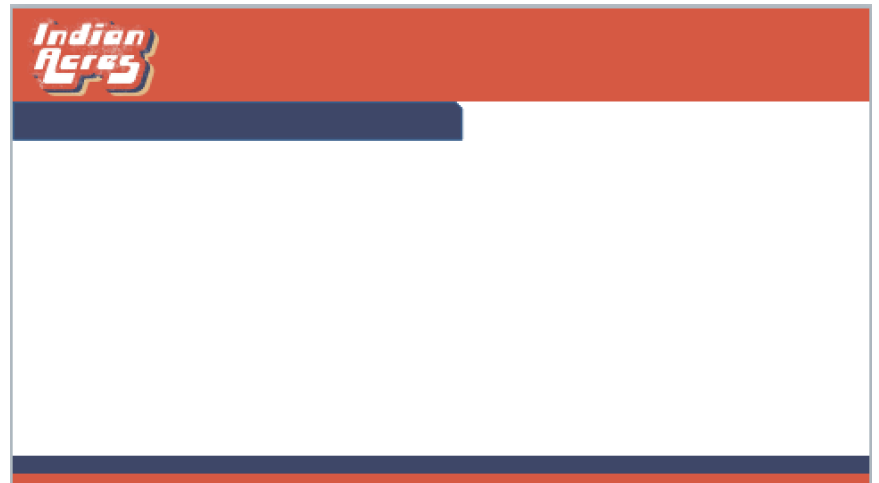
Learning Objectives:

1. Describe the requirements of the job.
2. Demonstrate the procedures to report absences.
3. Explain how compensation works.
4. Demonstrate an understanding in the topics of timesheets, uniforms, supplies and parking.

Seat Time: 15-20 minutes

Outline:

- Welcome
- Navigation
- Objectives
- Job Description
- Job Requirements
- Knowledge Check
- Compensation
- Other Employee Information
 - (Timesheets, Uniforms, Supplies, Parking)
- Knowledge Check
- Summary
- Quiz
- Congratulations



Directions:

Font:

- Roboto Black (Headings and Titles)
- Roboto (subheadings and text)

Color Palette:

- Hex Code: #D65943
- Hex Code: #3E4768
- Hex Code: #E1BA89
- Hex Code: #FFFFFF



Global Comments

- Use custom color scheme for shapes throughout (see Color Palette); white font on colored background / black font on white background
- Hex code: #3E4768 or #FFFFFF can be used on font in special cases (congratulations slide, to set directions apart from a question, or to enhance visual design)
- Title Page will conclude custom color palette and Maclin Security Management Logo (see asset library for logo)
- All slides will have the custom top border
- Title bar (and applicable direction/subtitle bar) set on the black custom border (see above)
- Use Classic Player in Storyline.
- Title slide will have the lock/keyboard picture as the background set to 75% transparency
- Text in [brackets] should not appear on the slide or be recorded in voiceover (VO)
- Seekbar visible and controllable for learners on all slides and layers; Menu is “free” in the Player properties.
- Slide numbers with letters (ex. 1.8a) indicate layers for corresponding slide number
- Slide dimensions are 16:9 ratio with slide size (1280:720)
- Any time photos or assets are mentioned below, please check the Asset Library.

Module Resources/References: [include links or titles of attachments that will go in the Resources tab]

Notes for Reviewers:

- Please focus on the accuracy and completeness of the content during this review cycle. “Page breaks” for the online course will be adjusted after the content is edited.
- Questions for reviewers are indicated with **green highlighting**. All questions will need to be resolved before programming can begin.
- Remember, the text in the “narration/voiceover” column will be narrated audio.
 - There will be “connecting” words and phrases that would not appear in a written procedure. If the wording seems awkward to you, try reading the text aloud to see how it fits, then make changes if it still seems necessary.
 - Formatting is merely to aid the voiceover talent: remember, learners will hear – not see – this text.
 - Capitalization is not important in the “narration/Voice Over” column, but is very important in the “Visual/Display” and “slide text” columns.
- Optional Tip: Hiding the top and bottom margins of this document (double-clicking between the pages to “Hide/Show White Space”) will enable you to go through the storyboard more smoothly.

| Slide [1.1]/ Menu Title: Welcome | | | Objective: [#] |
|--|--|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Background is a picture of the clubhouse set to semi transparent.</p> <p>The Title is set to the heading font in a color within the color palette.</p> <p>At the bottom of the screen will be a navigation and Begin Course buttons</p> | <p>[Slide Title]</p> <p>Indian Acres Employee Overview</p> <p>[Buttons]</p> <p>Navigation</p> <p>Begin Course</p> | <p>Welcome to module 1 of the Indian Acres Employee Handbook overview. This is the first of a 5 module training for new and returning employees. Throughout this training you will be learning the employee handbook and all the pieces that go into being a successful I.A. employee. To learn how to navigate the course click the Navigation button. If you feel confident on the buttons of the course click the Begin Course button.</p> | <p>Buttons fade in with VO.</p> <p>Navigation button links to slide 1.2</p> <p>Begin Course links to slide 1.3</p> |
| Notes: | | | |

| Slide [1.2]/ Menu Title: Navigation (hidden from menu) | | | Objective: [#] |
|---|--|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Background is set to the the custom top and bottom border (see global comments)</p> <p>Comment bubbles show the learner where the following navigation controls are (menu, pause/play,, replay, seekbar, volume, next/previous)</p> <p>There will be an interactive button toward the bottom right</p> | <p>[Slide Title]</p> <p>Navigation</p> <p>[Comment bubbles]</p> <p>Menu</p> <p>Pause/Play</p> <p>Seekbar</p> <p>Replay</p> <p>Volume</p> <p>Next/Previous</p> <p>[Buttons]</p> <p>Interactive buttons</p> | <p>In order to successfully navigate this course, there are a few things you need to know. To the left is the menu bar where you can track your progress through the course. Next you will see the pause/play buttons. The pause button will pause the course at any time and you can click the same button to resume the course. Next to that is the seekbar to show you the progression on the slide. Then you will see the replay button which will be used to replay the slide. Next to that is the volume button. This will allow you to adjust the volume to your liking. in the bottom right corner are the next and</p> | <p>The next and previous buttons will be disabled but will be showing for the purpose of the navigation screen.</p> <p>The interactive button will take the learner to slide 1.3</p> <p>Caption bubbles will fade in with the VO</p> |

| | | | |
|---------------|--|---|--|
| | | previous buttons. These buttons take you back or advance you through the course. Finally, there will be interactive buttons throughout the course. Click the interactive button to advance to the next slide. | |
| Notes: | | | |

| Slide [1.3]/ Menu Title: Avatar Introduction (Hide from Menu) | | | Objective: [#] |
|---|--|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top and bottom border as seen in global comments.</p> <p>Barbara (the avatar) will appear and introduce themselves as the course guide. Barbara's speech will appear in a speech bubble.</p> <p>Use name variable</p> | <p>[Slide Title]</p> <p>[Barbara]</p> <p>Hello! My name is Barbara! Please type your name in the box.</p> <p>Welcome to Indian Acres! I will be your guide through the next 5 modules as you learn about the Indian Acres Employee handbook!</p> <p>This first module will be an overview of what it means to be an employee at Indian Acres!</p> <p>If you are ready to begin, click the next button.</p> | <p>Hello! My name is Barbara! Welcome to Indian Acres! I will be your guide through the next 5 modules as you learn about the Indian Acres Employee handbook!</p> <p>This first module will be an overview of what it means to be an employee at Indian Acres!</p> <p>If you are ready to begin, click the next button.</p> | <p>Next and previous buttons will be disabled at the start of the timeline and will be set to normal at the end of the timeline.</p> <p>Barbara will fade in at the start of the timeline.</p> <p>Barbara's speech bubbles will fade in with the VO.</p> |

Notes:

| Slide [1.4]/ Menu Title: Objectives | | | Objective: [#] |
|---|--|--|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top and bottom border as seen in global comments.</p> <p>Barbara will appear to the left of the slide pointing to the objective boxes.</p> <p>Boxes will be to the right of the slide, 1 box per objective and will be within the color palette.</p> <p>Barbara avatar will have 5 poses, forward and pointing to each objective.</p> | <p>[Slide Title] Objectives</p> <p>[Barbara]</p> <p>When you complete this first module, you will be able to:</p> <p>[Objectives]</p> <p>Describe the requirements of the job.</p> <p>Demonstrate the procedure to report absence.</p> <p>Explain how compensation works.</p> <p>Demonstrate understanding in the topics of timesheets, uniforms, supplies and parking.</p> | <p>When you complete this first module, you will be able to:</p> <p>Describe the requirements of the job.</p> <p>Demonstrate the procedure to report absence.</p> <p>Explain how compensation works.</p> <p>Demonstrate understanding in the topics of timesheets, uniforms, supplies and parking.</p> | <p>Next and previous buttons will be disabled at the start of the timeline and will be set to normal at the end of the timeline.</p> <p>Barbara's text and the objectives will fade in with the VO.</p> <p>Fade in and out Barbara so she appears to move.</p> |

Notes:

| Slide [1.5]/ Menu Title: Job Description | | | Objective: [1] |
|---|---|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top and bottom borders, see global comments.</p> <p>Barbara will appear to the right of the screen.</p> <p>Tab interaction will be set up with the job descriptions of Counselor, Lifeguard and Snack Bar. Each rectangle will be a different color within the color palette.</p> | <p>[Slide Title] Job Description</p> <p>[Buttons]</p> <p>Counselor</p> <p>Lifeguard</p> <p>Snack Bar</p> | <p>[Barbara]</p> <p>All employees are expected to properly and appropriately engage with members of Indian Acres Swim Club and campers of the Day Camp. As employees of IA, we expect you to demonstrate respect and professionalism to team members and management.</p> <p>Click on each tab to learn more about the different job descriptions.</p> | <p>Next and previous buttons will be disabled at the start of the timeline and will be set to normal after both buttons have been viewed.</p> <p>Counselor button will link to layer 1.5a.</p> <p>Lifeguard button will link to layer 1.5b.</p> <p>Snack Bar button links to 1.5c</p> |
| Notes: | | | |

| Slide [1.5a]/ Menu Title: Counselor (hidden from menu) | | | Objective: [1] |
|--|--|--|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Base layer will show through to this layer (everything except Barbara)</p> <p>A rectangle that matches the counselor tab will fill the majority of the slide. All text will be within the rectangle.</p> <p>Barbara appears on the right facing the text.</p> | <p>[Slide Title] Counselor</p> <p>Arrive on time and in uniform</p> <p>Interact with campers</p> <p>Wear staff uniform, close-toed shoes and proper swimsuit</p> <p>No cellphones</p> | <p>As a Day Camp counselor at Indian Acres, you are expected to arrive on time in uniform and eat breakfast at home. Your uniform consists of a staff shirt, close toed shoes and proper swimsuit. You need to interact with campers by knowing their names. When you teach swim lessons and noon lessons, be sure you are enthusiastic with your campers and remember that camper safety is our number one priority. You will absolutely have to know where your campers are at</p> | <p>Next and previous buttons will be disabled at the start of this layer until both buttons have been viewed.</p> <p>The rectangle will fly in from the top as if a file folder is opening.</p> <p>All text will fade in with VO</p> |

| | | | |
|---------------|--|---|---|
| | <p>Be enthusiastic</p> <p>Know where your campers are at all times</p> <p>Focus on campers</p> <p>Assist team leader</p> <p>Assist with craft</p> <p>Be aware of specific needs of campers</p> | <p>all times! This is a non-negotiable! Make sure you focus on your campers, not the other staff. Ensure to assist the leader as needed and help with craft. Be aware of individual camper needs like allergies, medical or behavioral needs.</p> | <p>Buttons will be clickable through the layer.</p> |
| Notes: | | | |

| Slide [1.5b]/ Menu Title: Lifeguard (hidden from menu) | | | Objective: [1] |
|--|---|--|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Base layer will show through to this layer (everything except Barbara)</p> <p>A rectangle that matches the counselor tab will fill the majority of the slide. All text will be within the rectangle.</p> <p>Barbara appears on the right facing the text.</p> | <p>[Slide Title] Lifeguard</p> <p>Arrive on time and in uniform</p> <p>Focus on swimmers</p> <p>Scan your pool</p> <p>Attend all in-services</p> <p>Perform routine duties</p> <p>Perform hospitality while in clubhouse</p> <p>Check every member into the facility</p> | <p>As a lifeguard at Indian Acres you are expected to arrive on time and in uniform. Your full focus and attention should be on the swimmers in your pool. You should be scanning the pool you are assigned to on a constant basis. Be sure to attend all in-services and perform routine duties. These duties include checking bathrooms, playground, tidying the clubhouse, emptying trash in the bathrooms and playgrounds. When you are in the clubhouse your sole duty is to perform hospitality tasks. These tasks include checking every member into the facility when they arrive. If a non-member comes in, you need to be able to tell them of their options of either</p> | <p>Next and previous buttons will be disabled at the start of this layer until both buttons have been viewed.</p> <p>The rectangle will fly in from the top as if a file folder is opening.</p> <p>All text will fade in with VO</p> <p>Buttons will be clickable through the layer.</p> |

| | | | |
|---------------|---|---|--|
| | <p>Collect all guest fees (\$10/person)</p> <p>No cell phones</p> <p>Check cell phone into the office at the beginning of shift</p> | <p>purchasing a membership or leaving.</p> <p>Collect all guest fees of \$10 per person.</p> <p>At no time should you have a cell phone on deck or while in hospitality duty.</p> <p>Please be sure to check your cell phone into the office or designated area at the beginning of your shift.</p> | |
| Notes: | | | |

| Slide [1.5c]/ Menu Title: Snack Bar (hidden from menu) | | | Objective: [1] |
|--|---|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Base layer will show through to this layer (everything except Barbara)</p> <p>A rectangle that matches the counselor tab will fill the majority of the slide. All text will be within the rectangle.</p> <p>Barbara appears on the right facing the text.</p> | <p>[Slide Title]</p> <p>Snack Bar</p> <p>Arrive on time and in uniform</p> <p>Keep the snack bar clean and orderly</p> | <p>As a snack bar employee at Indian Acres you are expected to arrive on time and in uniform. As part of your job, you need to ensure the snack bar stays clean and orderly throughout your entire shift.</p> | <p>Next and previous buttons will be disabled at the start of this layer until both buttons have been viewed.</p> <p>The rectangle will fly in from the top as if a file folder is opening.</p> <p>All text will fade in with VO</p> <p>Buttons will be clickable through the layer.</p> |
| Notes: | | | |

| Slide [1.6]/ Menu Title: Job Requirements | | | Objective: [1] |
|---|-------------|------------------------|--------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |

| | | | |
|--|---|--|--|
| <p>Custom top and bottom border as in global comments</p> <p>Barbara will appear to the left of the slide.</p> <p>There will be 4 boxes within the color palette with the headings on front.</p> | <p>[Slide Title] Job Requirements</p> <p>[Barbara] At Indian Acres, we have high expectations for our staff.</p> <p>[front of box 1] All employees must have</p> <p>[front of box 2] All employees must be</p> <p>[front of box 3] All employees must daily</p> <p>[Front of box 4] Counselors must:</p> | <p>[Barbara] At Indian Acres, we have high expectations for our staff. Click on each box to see the detailed requirements of each IA staff member.</p> | <p>The next and previous button will be disabled at the start of the timeline and then set to normal when the state of all boxes are viewed.</p> <p>Each box will have a normal, hover and viewed state.</p> <p>Each box takes the learner to the appropriate layer</p> <p>Boxes aren't on screen at beginning and fade in with the VO says "click on each"</p> <p>Add transparent box so they can't click early</p> <p>Barbara speech bubble fades in with VO and fade out when the VO says "click on each"</p> |
| <p>Notes:</p> | | | |

| Slide [1.6a]/ Menu Title: Box 1 (hidden from menu) | | | Objective: [1,4] |
|--|----------------------------------|--|---------------------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Base layer will show through to this layer (everything except Barbara) | [Slide Title] [back of box 1] | At Indian Acres, all employees must have three Indian Acres shirts purchased from the office (3 shirts ar \$45), appropriate | Buttons are clickable from the layer. |

| | | | |
|---|---|--|---|
| <p>A rectangle that matches the box number will appear on the same box as the box number as the base layer</p> <p>All other boxes will have front showing</p> | <p>Three Indian Acres Shirts, purchased from the office (3 for \$45),</p> <p>Work-appropriate swimwear (tankini or one piece, full coverage),</p> <p>Close-toed shoes</p> | <p>swimwear in the form of a tankini or one piece with full coverage, and close toed shoes..</p> | <p>Next and previous buttons are disabled until all boxes are viewed</p> <p>Text fades in with VO</p> |
| <p>Notes:</p> | | | |

| Slide [1.6b]/ Menu Title: Box 2 (hidden from menu) | | | Objective: [1,4] |
|---|---|--|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Base layer will show through to this layer (everything except Barbara)</p> <p>A rectangle that matches the box number will appear on the same box as the box number as the base layer</p> <p>All other boxes will have the front showing</p> | <p>[Slide Title] [back of box 2] in an IA uniform, swimsuit under your clothes</p> <p>flexible with schedules and age group assignments</p> | <p>At Indian Acres, All employees must be in Indian Acres uniform while working with swimsuit under your clothes and be flexible with schedules and age group assignments.</p> | <p>Buttons are clickable from the layer.</p> <p>Next and previous buttons are disabled until all boxes are viewed</p> <p>Text fades in with VO</p> |
| <p>Notes:</p> | | | |

| Slide [1.6c]/ Menu Title: Box 3 (hidden from menu) | | | Objective: [1] |
|---|---|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Base layer will show through to this layer (everything except Barbara)</p> <p>A rectangle that matches the box number will appear on the same box as the box number as the base layer</p> <p>All other boxes will have the front showing</p> | <p>[Slide Title] [back of box 3] Arrive early and clock in</p> <p>put cell phones in designated area</p> <p>Actively engage, be courteous and professional</p> <p>Safety First!</p> | <p>Daily, Indian Acres employees must arrive to work early and clock in, put cell phones in the designated space in the office, actively engage with members, campers or staff in a courteous and professional manner, and look out for the safety of members, campers and staff.</p> | <p>Buttons are clickable from the layer.</p> <p>Next and previous buttons are disabled until all boxes are viewed</p> <p>Text fades in with VO</p> |
| Notes: | | | |

| Slide [1.6d]/ Menu Title: box 4 (hidden from menu) | | | Objective: [1,3] |
|--|--|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Base layer will show through to this layer (everything except Barbara)</p> <p>A rectangle that matches the box number will appear on the same box as the box number as the base layer</p> | <p>[Slide Title] [back of box 4] teach noon lessons for at least one, 2-week period (assigned prior to camp beginning)</p> <p>For additional hours you can teach additional</p> | <p>Indian Acres counselors must be available to teach noon lessons for at least one, 2 week period each summer. If you would like additional hours, you may teach Tiny Tot Time, adult consultations, and when applicable, private lessons. If you need to find a sub for any day or time, use the I Work app but this should be a rare occurrence.</p> | <p>Buttons are clickable from the layer.</p> <p>Next and previous buttons are disabled until all boxes are viewed</p> <p>Text fades in with VO</p> |

| | | | |
|--|---|--|--|
| <p>All other boxes will have the front showing</p> | <p>classes (Tiny Tot Time, adult consultations, private lesson)</p> <p>Use the When I Work app to find a sub for any day/time you cannot work</p> | | |
| <p>Notes:</p> | | | |

| Slide [1.7]/ Menu Title: Expectations for Absences | | | Objective: [2] |
|--|---|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top and bottom border as stated in global comments</p> <p>Barbara appears on the screen in the lower right corner larger than previous screens to seem as if she has moved closer.</p> <p>Transparent box in color palette</p> <p>Use arrowhead icon as a bullet and group the text and bullet</p> | <p>[Slide Title]</p> <p>Expectations for Absences</p> <p>[Barbara]</p> <p>Calling off work is not something to be taken lightly. If something happens and you need to call off, there are specific procedures you must follow.</p> <p>Must have verbal or written communication.</p> | <p>[Barbara]</p> <p>Calling off work is not something to be taken lightly. If something happens and you need to call off, there are specific procedures you must follow.</p> <p>First, you must have verbal or written communication from Abby Krows or Barbara Bracewell.</p> <p>If you do not have the verbal or written communication, you must show up to work at your scheduled shift. If you do not show up, it will be considered an unexcused absence which could result in no invitation for the following season or</p> | <p>Text and bullets group flies in from the right in line with VO</p> <p>Transparent box fades in when the Barbara speech stops</p> |

| | | | |
|---------------|--|--|--|
| | <p>Call off in case of emergency</p> <p>An emergency is death in the family or sudden illness.</p> <p>Counselors contact Abby Krows or Barbara Bracewell.</p> <p>Lifeguards contact Scott Garreau</p> <p>All communication should be through When I Work App</p> | <p>immediate termination for the current season.</p> <p>If you are still unsure about what do to, follow these guidelines:</p> <ol style="list-style-type: none"> 1. Calling off should be in case of emergency only. 2. Qualified emergencies are death in the family or sudden illness. 3. Counselors that have an emergency should contact Abby Krows or Barbara Bracewell in When I Work. 4. Lifeguards that have an emergency should contact Scott Garreau in When I Work. 5. Personal calls to management's cell phones are not to be used lightly. The majority if not All communication should be done through When I Work. | |
| Notes: | | | |

| Slide [1.8]/ Menu Title: Knowledge Check (hidden from menu) | | | Objective: [1,2,3,4] |
|---|--|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Custom top and bottom border from global comments | [Slide Title] Let's Check Your Understanding | [Barbara] Let's Check your understanding! Which of the following do Indian Acres | Barbara speech fades in and out with VO Learner gets 2 tries |

| | | | |
|---|---|--|--|
| <p>Barbara enters in the same position as the previous slide to read the question and has speech bubble with text.</p> <p>Multiple Answer</p> | <p>[Barbara] Let's Check your understanding! Which of the following do Indian Acres employees have to follow? (Select all that apply)</p> <p>[Slide Text] Which of the following do Indian Acres employees have to follow? (Select all that apply)</p> <p>Wear an Indian Acres staff shirt, close toed shoes and an appropriate swimsuit.</p> <p>Be courteous and professional to all members and staff</p> <p>Ensure the safety of all campers and members.</p> <p>Arrive to work early and clock in</p> <p>If you need to call off get written or verbal approval.</p> | <p>employees have to follow? (Select all that apply)</p> <p>[Custom Feedback]</p> <p>[Correct] Nice Job! All the answers are correct!</p> <p>[Try Again] Nice Try! Try again. Remember, I.A. has high expectations for all employees</p> <p>[Incorrect] Nice try! All the answers are correct.</p> | |
| <p>Notes:</p> | | | |



| Slide [1.9]/ Menu Title: Compensation | | | Objective: [3] |
|--|---|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top and bottom border as in global comments</p> <p>Barbara appears at the right side of the slide pointing to the boxes on the left of the slide.</p> <p>All text is within the boxes</p> <p>Arrowheads as bullets like previous slide</p> | <p>[Slide Title] Compensation</p> <p>[box 1] Wages and pay period</p> <ul style="list-style-type: none">• All positions are part-time• Sunday-Saturday• Bi-weekly pay periods on Fridays via direct deposit <p>[box 2] Build Up Hours</p> <ul style="list-style-type: none">• Opportunities for extra hours include:• maintenance• Private lessons• IA Cafe• Babysitter List (not paid by IA)• Pet Sitter List (Not paid by IA) | <p>[Barbara]</p> <p>Let's talk about how you get paid! Your employment at Indian Acres is part time. The pay periods are from Sunday to Saturday and you will be paid bi-weekly on Fridays via direct deposit.</p> <p>If you want to work more hours, there are opportunities within IA and outside of IA. For example, you can work morning and evening maintenance duties, teach private lessons if you qualify to do so, work in the IA Cafe, and babysit or pet sit, these would not be paid by IA.</p> <p>If you are purchasing items for Indian Acres, you will be reimbursed, but there are guidelines that you need to follow.</p> <p>First, the purchase must be pre-approved. You will need to provide a receipt of the items purchased with your personal money and the reimbursement will appear on your paycheck. If you have a position where you purchase larger</p> | <p>Bullets fade in with VO</p> <p>Next button is disabled at start and set to normal at the end of the slide</p> |

| | | | |
|----------------------|---|---|--|
| | <p>[box 3] Reimbursed Expenses</p> <ul style="list-style-type: none"> ● Pre-approval ● Provide Receipt of items purchased with personal money ● Reimbursement for items on the receipt and will be on paycheck ● Larger expenditure positions will be given a credit card | <p>expenditure items, you will be provided a credit card.</p> | |
| <p>Notes:</p> | | | |

| Slide [1.10]/ Menu Title: When I Work App | | | Objective: [3] |
|--|---|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top and bottom border as stated in global comments</p> <p>Picture of home screen of When I Work App with Markers on Dashboard, clock in, schedule, work chat, timesheets</p> | <p>[Slide Title] When I Work App</p> <p>[Barbara] Getting paid is an important part of having a job! Click on each marker to learn about</p> | <p>[Barbara]</p> <p>Getting paid is an important part of having a job! Click on each marker to learn about how to use the I Work App to get paid!</p> | <p>Next and previous buttons are disabled at the beginning of the slide. the next button will be set to normal when all the markers have been viewed.</p> <p>Barbara and the picture will fade in at the beginning of the timeline on the slide.</p> |

| | | | |
|---|---|--|--|
| <p>Barbaba appears next to the image of the I Work App picture (smaller than the picture)</p> | <p>how to use the I Work App to get paid!</p> <p>Dashboard -Homescreen that the When I Work App will open to</p> <p>Schedule -Click on this button to view your schedule</p> <p>Time Sheets -Click on this button to view past time sheets</p> <p>Work Chat -Used to communicate with people regarding work</p> <p>Clock In -must clock in to be compensated for work -Start time begins when you arrive -Stop time will be at the start of a meal break or at end of shift</p> <p>i marker -Employee hourly rate based on skill and training level</p> | | <p>Zoom in on bottom part of the pic.</p> <p>The “i” icon has normal and viewed states</p> |
|---|---|--|--|

| | | | |
|---------------|--|--|--|
| | | | |
| Notes: | | | |

| Slide [1.11]/ Menu Title: Additional Information | | | Objective: [4] |
|--|--|---|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top and bottom border as in global comments</p> <p>3 boxes will take up the majority of the screen</p> <p>Barbara will appear in the bottom right corner of the screen with a speech bubble.</p> | <p>[Slide Title] Additional Information</p> <p>[Barbara] There are just a few more things we need to discuss before the end of this module. These are Uniforms, Supplies and parking. Click on each box to read more details.</p> <p>[box 1 front] Uniforms</p> <p>[Box 1 back] Wear IA gear when you are on shift employees will purchase 3 shirts for \$45 from the IA Office</p> | <p>There are just a few more things we need to discuss before the end of this module. These are Uniforms, Supplies and parking. Click on each box to read more details.</p> | <p>Next and previous buttons will be set to disabled until the boxes are viewed.</p> <p>Each box will have a normal, hover and viewed state. The viewed state will have more information to imitate a card flipping</p> |

| | | | |
|--|---|--|--|
| | <p>Lifeguards will purchase a whistle on their own for from IA</p> <p>Lifeguards will purchase a red lifeguard suit from a place of your choice</p> <p>Counselors will purchase an appropriate swimsuit from a place of your choice</p> <p>[box 2 front] Supplies</p> <p>[box 2 back] Indian Acres will provide lifeguards with: lifeguard belt and supplies and rescue tube</p> <p>[box 3 front] Parking</p> <p>[Box 3 back] Employees will park in the grass lot on the south of the building unless it is roped off due to wet conditions. If this is the case, do not park in any business lot around IA; including the bank.</p> | | |
|--|---|--|--|

Notes:

| Slide [1.12]/ Menu Title: Summary | | | Objective: [#] |
|--|--|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom top/bottom boarder as described in global comments</p> <p>Barbara will appear to the left of the screen pointing to the boxes.</p> <p>Boxes will be within the color palette</p> <p>Barbara has 5 poses like on the objectives</p> | <p>[Slide Title]</p> <p>Course Summary</p> <p>In this course you learned:</p> <p>The requirements of your job.</p> <p>Procedures to report an absence.</p> <p>Ways to be compensated and how to use When I Work to get paid.</p> <p>The expectations of When I Work, uniforms, supplies and parking.</p> | <p>[Barbara]</p> <p>In this course you learned:</p> <p>The requirements of your job.</p> <p>Procedures to report an absence.</p> <p>Ways to be compensated and how to use When I Work to get paid.</p> <p>The expectations of When I Work, uniforms, supplies and parking.</p> | <p>Text fades in with VO</p> <p>Barbara points to each box with VO</p> |
| Notes: | | | |

| Slide [1.13]/ Menu Title: Quiz Intro | | | Objective: [#] |
|--------------------------------------|-------------|------------------------|--------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |

| | | | |
|--|---|---|---|
| <p>Custom Top/bottom border as described in global comments</p> <p>start quiz button</p> | <p>[Slide Title] Time to Check Your Understanding</p> <p>The following 5 slides will have questions to check your understanding. You need to score an 80% to pass the quiz. Be sure to screenshot and email a copy of your completion or print if off and give it to Barbara Bracewell or Abby Krows!</p> <p>[Button] Start Quiz</p> | <p>Time to Check Your Understanding</p> <p>The following 5 slides will have questions to check your understanding. You need to score an 80% to pass the quiz. Be sure to screenshot and email a copy of your completion or print if off and give it to Barbara Bracewell or Abby Krows! Click start quiz when you are ready.</p> | <p>Title and text fade in with VO</p> <p>Start Quiz button advances learner to slide 1.14</p> |
| <p>Notes:</p> | | | |

| Slide [1.14]/ Menu Title: Question 1 (hidden from menu) | | | Objective: [1,4] |
|--|--|--|--------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom Top/bottom border as described in global comments</p> <p>multiple answer</p> | <p>[Slide Title] Question 1</p> <p>What are characteristics of being an employee at</p> | <p>Question 1</p> <p>What are characteristics of being an employee at Indian Acres? (Select all that apply)</p> | |

| | | | |
|----------------------|--|--|--|
| | <p>Indian Acres? (Select all that apply)</p> <p>Arrive on time and in uniform</p> <p>Ensure the safety of campers, member and staff at all time</p> <p>dress in staff shirt, appropriate swimsuit and close toed shoes</p> <p>Cell phones should be on you at all times</p> <p>be courteous, professional and aware at all times</p> | | |
| <p>Notes:</p> | | | |

| Slide [1.15]/ Menu Title: Question 2 (hidden from menu) | | | Objective: [2] |
|--|---|---|--------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom Top/bottom border as described in global comments True/False</p> | <p>[Slide Title] Question 2 True or False? You must have written or verbal</p> | <p>Question 2 True or False? You must have written or verbal approval to call off for a shift.</p> | |

| | | | |
|---------------|-----------------------------------|--|--|
| | approval to call off for a shift. | | |
| | True | | |
| Notes: | | | |

| Slide [1.15]/ Menu Title: Question 3 (hidden from menu) | | | Objective: [3] |
|---|---|---|--------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Custom Top/bottom border as described in global comments Multiple Choice | [Slide Title] Question 3 How do you get paid? Bi-weekly on Fridays by clocking in and out in the When I Work app Weekly on Fridays by clocking in and out in the When I Work App. Bi-weekly on Fridays by filling out a paper timesheet. | Question 3 How do you get paid? | |
| Notes: | | | |

| Slide [1.16]/ Menu Title: Question 4 (hidden from menu) | | | Objective: [4] |
|--|---|---|--------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Custom Top/bottom border as described in global comments | <p>[Slide Title]</p> <p>Question 4</p> <p>How do you get a staff shirt?</p> <p>I purchase any red shirt form a store of my choice.</p> <p>I buy an IA staff shirt from the IA office (3 for \$45)</p> <p>IA gives me my staff shirt</p> | <p>Question 4</p> <p>How do you get a staff shirt?</p> | |
| Notes: | | | |

| Slide [1.17]/ Menu Title: Question 5 (hidden from menu) | | | Objective: [3] |
|--|--|---|--------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Custom Top/bottom border as described in global comments | <p>[Slide Title]</p> <p>Question 5</p> <p>What are ways you can earn extra money?</p> | <p>Question 5</p> <p>What are ways you can earn extra money?</p> | |

| | | | |
|---------------|---|--|--|
| | Maintenance Private Lessons IA Cafe Clocking in at home | | |
| Notes: | | | |

| Slide [1.18]/ Menu Title: Results (hidden from menu) | | | Objective: [#] |
|--|--|-----------------------------------|---|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Custom Top/bottom border as described in global comments Name Variable and review quiz, continue and print results button | [Slide Title] Results Your Score: XX% Passing Score: YY% | <i>[Narration only on layers]</i> | Use a Result side to show Success layer 1.18a when timeline starts if results are equal to or greater than the passing score. Show Failure layer 1.18b when timeline starts if results are less than passing score. Base layer will be visible (show through) from Success or Failure slide layers. |

| | | | |
|---------------|--|--|---|
| | | | <p>Results variable reference shows the percent score only. Do not show the points variable reference.</p> <p>Built in graded quiz variable reference displays learner score where XX appears on slide</p> <p>80% to pass shown where YY appears on slide</p> |
| Notes: | | | |

| Slide [1.18a]/ Menu Title: Results Success (hidden from menu) | | | Objective: [#] |
|---|--|--|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| <p>Custom Top/bottom border as described in global comments</p> <p>Name Variable and review quiz, continue and print results button</p> <p>Green check mark</p> | <p>[Slide Title] Congratulations %name%! You passed!</p> <p>[Buttons] Review Quiz Continue</p> | <p>Congratulations! You passed! if you want to review the quiz, you can click the review quiz button. If you are finished be sure to click the print results button to submit your completed certificate. When you have do this, click continue.</p> | <p>review quiz button reviews quiz</p> <p>print quiz will print results</p> <p>continue advances to next slide</p> |

| | | | |
|---------------|------------|--|--|
| | Print Quiz | | |
| Notes: | | | |

| Slide [1.18b]/ Menu Title: Results Failure (hidden from menu) | | | Objective: [#] |
|---|--|---|--|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Custom Top/bottom border as described in global comments Name Variable and review quiz, try again button Green check mark | [Slide Title] Nice Try %name%! You did not passed! [Buttons] Review Quiz Try Again | Nice try! You did not pass. Click the review quiz button to go over your answers. When you are ready to take the quiz again click the try again button. | review quiz button reviews quiz Try again resets the score and sends the learner to slide 1.14. |
| Notes: | | | |

| Slide [1.19]/ Menu Title: Congratulations | | | Objective: [#] |
|---|---|--|---------------------------------|
| Visual / Display: | Slide Text: | Narration / Voiceover: | Animation / Interaction: |
| Custom top and bottom border as in global comments Barbara appears excited | [Slide Title] Congratulations! You completed the Employee Overview! There will be 4 modules following this to complete the Indian | Congratulations! You completed the Employee Overview! There will be 4 modules following this to complete the Indian Acres Employee Handbook Training! Make sure you email a screenshot or print a picture of your certification of completion. Click Exit Course to exit. | Exit course button exits course |

| | | | |
|---------------|--|--|--|
| | Acres Employee Handbook Training! | | |
| Notes: | | | |