

U. S. OFFICE OF CIVILIAN DEFENSE
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VOLUNTEERS
IN
RECREATION

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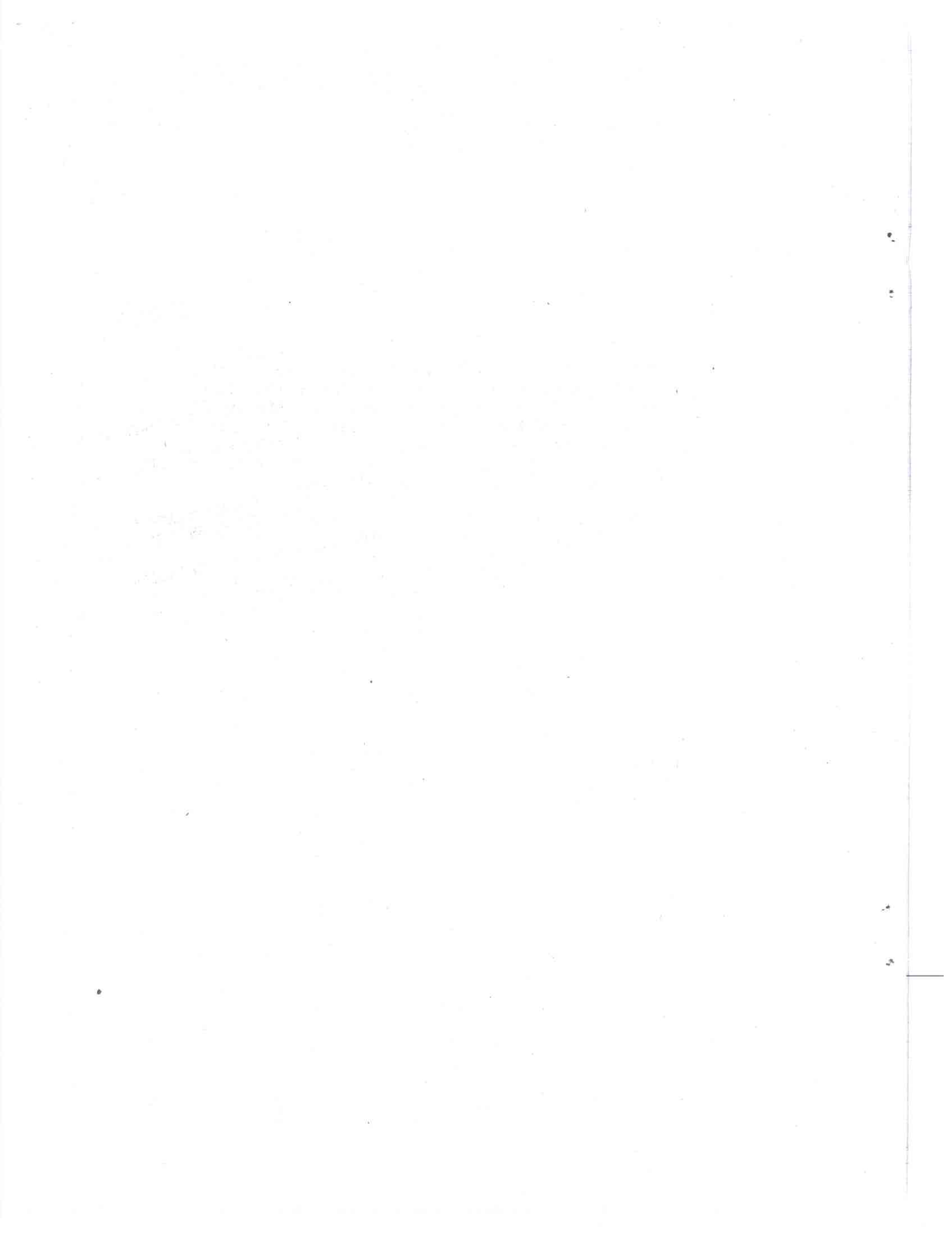
FOR THE USE OF EXECUTIVES OF CIVILIAN
DEFENSE VOLUNTEER OFFICES, EXECUTIVES
OF AGENCIES OR ORGANIZATIONS USING
VOLUNTEERS IN RECREATION PROGRAMS *

*The Recreation Section of the Federal Security Agency acknowledges the cooperation of the National Recreation Association in the preparation of this manual.

CONTENTS

FOREWORD

- I. NEED FOR VOLUNTEERS IN RECREATION
- II. TYPES OF VOLUNTEERS AND WHAT THEY CAN DO
- III. LOCAL ORGANIZATION OF VOLUNTEER RECREATION SERVICE
- IV. HOW TO TRAIN VOLUNTEERS
- V. APPENDIX



FOREWORD

The health and welfare services now provided by national, State and local agencies must be strengthened and extended so as to meet the needs of all our people in time of war. One of the tasks of the Office of Civilian Defense is to bring the additional strength of citizens able and willing to offer their services in this field to both public and private agencies through the Volunteer Offices.

The Office of Civilian Defense is charged with the responsibility of keeping informed of community problems arising from the impact of military and industrial defense effort, and taking necessary steps to secure the cooperation of appropriate departments and agencies in dealing with such problems. To the Office of Defense Health and Welfare Services has been assigned the duty of serving as the coordinating center for wartime health and welfare services and the further duty of making available the assistance of specialists in health and welfare activities.

Because of the need of coordinating volunteer effort in health and welfare services with the work of existing agencies, the Office of Civilian Defense and the Office of Defense Health and Welfare Services have cooperated in the preparation of this Manual.

I. NEED FOR VOLUNTEERS IN RECREATION

In a time of war, when normal strains are multiplied many times, everyone needs healthful recreation more than ever before. Our soldiers on leave, workers in our defense industries and their families need increased opportunities for "play". All the people in every size community need new outlets for self-expression off the job.

As far as possible, it is highly desirable to encourage them to become participants in, rather than spectators at, the recreational events that promote health and well-being.

There is a recreation job for every one of us in our home communities.

The breadth of scope of the recreation program gives opportunities for everyone to volunteer and to exercise his talents and abilities in one of the most useful and most enjoyable phases of the civilian defense effort. This manual is designed to show how volunteers may be used in local recreation programs, the classifications of volunteers best suited to recreation service, and the ways in which these services can be performed most effectively.

II. TYPES OF VOLUNTEERS AND WHAT THEY CAN DO

It is a virtue of the recreation program that volunteer service can be rendered by practically all types of business, professional, athletic, or artistic people:

A. Professional People

1. Accountants can audit books, make cost valuations of projects.
2. Physicians can examine people who wish to take part in athletics
3. Architects can advise on selection, planning, and renovation of facilities
4. Landscape gardeners can advise on layout and maintenance of playgrounds, settings for outdoor parties, instruct gardeners
5. Teachers can train volunteers and leaders
6. Technicians, such as airplane designers and radio men, can lead special interest groups
7. Lawyers can serve as consultants
8. Writers can publicize recreation activities through the press, radio and co-operating organizations. Produce posters, etc. Prepare pamphlets on trips and tours, housing facilities, etc.

B. Business People

1. Business men and women can manage money raising campaigns, contact community agencies for sites and recreation facilities, get advertising space, lead hobby groups. Collect and index catalogues, pamphlets and other informational material on recreation. Conduct information services on housing, tours, amusements, etc. Serve as committee members

2. Stenographers, typists, and other office workers can contribute secretarial help, keep records, help conduct information services and act as receptionists for committees

C. Athletes

1. Athletic directors and recreation leaders can organize games and competition
2. Coaches and athletes, professional and amateur, can serve in training, coaching, and refereeing in sports activities

D. Artists

Since a good recreation program encompasses almost every form of artistic expression, volunteers are needed with talent and training in:

1. Music (instrumental and choral)
2. Painting
3. Sculpture
4. Stage production and design
5. Arts and crafts
6. Dancing
7. Photography

E. Home Makers

Volunteers who are experienced in home management but have no special recreational skill can perform a number of services:

1. Supervision of children in play centers
2. Welcoming to the community such newcomers as service men and defense workers and their families, offering them hospitality in their homes, meals, etc.
3. Preparation and serving of food for special events and club meetings

4. Collection and distribution of play materials
5. Collection of books, magazines, etc. for hospitals, clinics, camps, ships, etc.
6. Service as hostess or chaperon at social functions
7. Recreation planning for shut-ins, the aged and sick

F. Farm Men and Women

People living in rural areas and farm communities can contribute to the recreation program through the Grange, 4H Clubs, Farm Security Administration, etc.

1. Instruction in the care and protection of animals
2. Leadership in fishing and hunting clubs, planning of camping trips
3. Community activities such as group singing and square dances
4. Supervision and instruction in recreational home economics such as candy-making, sugaring off, herb-cultivation
5. Management of traveling libraries

G. Other sources of volunteers

1. Hobbyists
2. Married women who formerly served as recreation leaders
3. People with school or college experience in sports, dramatics, music, discussion groups
4. Older boys and girls associated with playground or community center activities
5. Students in college recreation courses who would like experience working under supervision

III. LOCAL ORGANIZATION OF VOLUNTEER RECREATION SERVICE

A. If a Civilian Defense Volunteer Office has been organized in your community, make your needs for volunteer personnel known to it. (If none exists, it is a worthwhile activity to advocate opening one.) Furnish the Civilian Defense Volunteer Office with the following specific information.

1. Exact nature of the jobs volunteers are to do and desirable qualifications for each job
2. Days and hours when volunteers are to serve
3. Where volunteer is to report
4. Name of person to supervise volunteers

The volunteer office will send prospective volunteers to your organization, leaving to your group the right of acceptance or rejection of these volunteers.

B. If there is no Civilian Defense Volunteer Office in your community, volunteers can be obtained in three ways:

1. If special or technical talent is desired, the volunteers should be sought out personally and their services requested

For instance, if your committee is seeking a conductor for a community orchestra, it should secure an experienced musical leader of first-class ability.

2. If special or technical ability is not necessary a wide-spread appeal can be made

For instance, if volunteers are needed to transport groups of children to and from play centers, appeals for help may be broadcast through talks to local organizations, over the radio and notices in the press.

3. Volunteers may be obtained through existing organizations:

- a. Agencies or city departments represented on the defense recreation committee
- b. The Junior League, whose members volunteer for service according to their individual ability and training .
- c. Organizations such as the American Legion, the Parent-Teacher Association, the Women's Club, Rotary and Kiwanis Clubs. Labor unions may be a source of help in constructing recreation facilities.

IV. HOW TO TRAIN VOLUNTEERS

It is the responsibility of the Volunteer Office to make sure there are training courses available.

A. Extent of training needed

Where the recreation task for the volunteer involves group organization or leadership, only those volunteers should be sought who have the same background of training that would be required of an employed professional.

When the volunteer has only partial experience or training needed for the job, supplementary training must be supplied to fit him for his task.

B. Sources of instructor personnel

1. Instructors for your training programs can usually be found in organizations experienced in training professional or volunteer staffs for recreation work. (A list of these organizations will be found in Appendix B)
2. Planning an organization for communities with limited resources necessitates finding local individuals whose vocations or hobbies equip them to be instructors. For example:
 - a. Public recreation officials
 - b. Public school personnel (directors of physical education, manual training, arts, music, dramatics)
 - c. Staff members in WMCA, YWCA, scout leaders, settlement workers and similar agencies
 - d. College extension department
 - e. Hobbyists (stamp collectors, photographers, coin collectors, flower gardeners, amateur carpenters, etc.)
 - f. Agricultural extension departments
 - g. WPA recreation leadership program
 - h. NYA and CCC supervisory personnel
 - i. Local athletes and former athletes
 - j. Church organists, choir leaders, group leaders, Red Cross (for swimming instructors)

C. Types of training institutes

Three general types of recreation training institutes have been successfully used in training volunteers.

1. The first is designed to train volunteers for service in a special type of facility or for a special group such as an institute for playground workers. This type of training program has four broad objectives:

- a. To acquaint volunteers with the value of playgrounds, the significance of play, the place of recreation in community life and other aspects of the philosophy underlying playground service.
- b. To familiarize leaders with the accepted procedures, rules, and operations of playgrounds and other recreation centers.
- c. To improve leadership skill in various activities including knowledge of the various play interests of different age groups, diversification of activities to sustain interest, etc.
- d. To develop technical knowledge of various games and activities.

The major part of the institute time is usually devoted to the last two purposes.

2. The second type of institute is for the training of workers in the conduct of different special activities where the outstanding need is to strengthen understanding of the significance of recreation and a knowledge of leadership principles and methods. Technical knowledge of the activity in which the volunteer is to participate is presumed in this type of program.

This institute usually comprises three to five sessions. A typical session opens with an address, forum, or panel discussion of a current recreation subject. This is followed by section meetings from small groups selected on basis of activity interest for practice discussions of leadership methods. The session closes with the entire group re-assembled for conducting activities under the leadership of those registered for the institute.

3. The Third Type of institute is usually conducted in larger communities or where an area training program is possible, and is restricted to a single activity such as music, dramatics, social recreation, and deals with methods and resources.

Many factors contribute to the success of an institute but the following are important items to keep in mind in planning and conducting one for volunteers:

- a. Subject matter - Topics for discussion should be related to major interests and needs of registrants and attractively presented, and should be carefully organized in advance for effective presentation.
- b. Instructors - Faculty members must be competent and sympathetic to objectives of course.
- c. Time - The course should be scheduled at a time convenient to those for whom it is given. Men can usually attend only in the evening. Number of sessions rarely exceed ten, usually there are fewer. Whether sessions are held on consecutive evenings or one evening a week will depend on local conditions.
- d. Place - The institute should be held in a building centrally located or easily accessible. The building should have facilities suitable for the courses given.
- e. Literature - Printed or mimeographed material related to courses given should be distributed to students. This saves unnecessary note taking in class and is useful for future reference.
- f. Attendance - Registration should be limited to the number who can be effectively handled.

D. How to keep volunteers interested through In-Service Training

Volunteer training must not stop with assignment to a particular task. It is essential that continued training and help be provided if the volunteer is to have the continued interest in the job which can come only from the knowledge of steadily increasing effectiveness and breadth of service.

In-Service training and supervision usually are more informal and personalized than pre-entry training. The most effective help is given where volunteers have an opportunity for day to day contact with professional staff workers of the organizations to which they are assigned.

Prior to assignment to a definite task volunteers should have an opportunity for observation of similar activities and practice work under close guidance. Personal conferences should be arranged periodically on the individual's work problems.

Additional methods for continued training of volunteers are:

1. Staff meetings.
2. Outlines for reading relating to the work of the volunteer.
3. Opportunities to observe similar work in different agencies.
4. Frequent observation visits by supervisory staff.
5. Resource materials
6. Clinics

V. APPENDIX

- A. SUGGESTED LIST OF PROJECTS IN WHICH VOLUNTEERS CAN BE USED
- B. SUGGESTED SOURCES OF ADVICE AND MATERIAL IN RECREATION TRAINING
- C. SUGGESTED SUBJECTS FOR TRAINING INSTITUTE COURSES

A. SUGGESTED LIST OF PROJECTS IN WHICH VOLUNTEERS CAN BE USED

1. For An Average Community

General Activities

Athletics, ranging from highly organized games of football through swimming, boating, canoeing, life-saving, aquatic games, skating, tennis, etc., to the simple activity of hiking.

Music, instrumental and choral

Painting and sculpture

Arts and crafts

Stage, radio, and puppet shows

Hobbies, such as photography, stamp-collecting, flower gardens

Dancing - partners as well as instructors are needed

Nature study, in which there is growing interest

Forum discussions and lecture programs

Social affairs, such as parties, picnics, barbecues, boat trips, organization of social clubs

Reading club

Library, to be organized in recreation center or in small community where there is no public library

Work With Young People

Serve as sponsor for playgrounds - visit them, attend special events, report needs, etc.

Serve as member of Parents' Council to safeguard standards on playgrounds, raise money for equipment, arrange community socials on playgrounds, serve as advisory to City Council

Get use of vacant lots - private and public - and clear them for play areas

Devise ways to light play areas

Make simple playground equipment such as sandboxes, teeters, etc.

Conduct all kinds of games

Prepare or build benches and seats for mothers and older people

Develop backyard play and organize inter-family play groups

Conduct classes in swimming, tennis, gymnastics, archery, etc.

Organize tournaments, coach teams, act as referee, umpire, judge

Get municipality to build swimming pool; build pool by damming stream; build pool for sailing boats

Organize trips to beach, parks, picnic areas; provide transportation for poor children; assist life-guards; start fly-casting contests

Set up day camps; teach children to cook out of doors

Arrange to get children into private and public summer camps

Prepare facilities for winter sports; flood tennis courts for skating and ice hockey; guard coasting streets and areas; secure permission to use private property for skating, coasting and skiing.

Teach skiing, ice sculpture; help build ice boats; organize skating carnivals

Lead and instruct craft groups in woodwork, weaving, carpentry, pottery, needlework, etc.

Organize trips to historic and other important centers

Help children make kites and conduct kite-flying contest

Help mark nature trail - make place marks

Form hiking, book, astronomy, and other clubs

Arrange pet shows, community circus, and lantern parades

Provide and direct such entertainment as puppet shows, story-telling, dramatics, music festivals, magic, radio programs.

Aid to Young Men Away In Camp

Includes writing weekly letters, sending snapshots, remembering birthdays; sending cookies, candy, cakes, Thanksgiving and Christmas gifts; making special items of clothing such as socks, sweaters; taking up collection to help boys from home furnish their company rooms; sending subscriptions to magazines and hometown newspapers

Information Service

Includes collecting and indexing catalogues, pamphlets, schedules and other informational material on recreation; preparing mimeographed or printed pamphlets on trips and tours, housing facilities, etc.; making contacts with community agencies to facilitate the use by outside groups of meeting places, gyms, etc.; conducting information services on housing, tours, amusements, other recreational activities; conduct trips and tours

2. For Industrial Defense Communities

Social Life and Entertainment

Parties for wives of newcomers so that they may get acquainted with one another and with their neighbors

Parties and dances for young people

Company dances with music; company smokers and department banquets

Special showings at local movie theaters for men on night shifts, Special provision for movies where facilities are lacking

Athletics

Service on plant recreation committees; organization of department teams, inter-department leagues, and city-wide leagues and tournaments

Securing space and facilities for bowling, softball, baseball, horseshoes, etc.

Golf tournaments where courses are available

Children's Play

Provision of play centers for children of workers including pre-school children

Arrangement of parties, picnics, and other activities

3. For Training Camp Communities

Physical Recreation Activities

Help secure for service men use of facilities in public and private organizations - gymnasiums, playfield, golf courses; secure additional facilities, secure loan of equipment; help raise money to buy or rent what is needed

Serve as instructor in golf, fencing, boxing, tennis, etc.

Organize and promote tournaments, leagues, field meets; water tournaments; serve as umpire, referee, judge

Arrange with commercial concerns for concessions in bowling

Help publicize activities in community

Social Activities

Plan dances for service men - in halls, churches, clubs, community centers, hotels; serve as hostess, chaperon, floor director, or dancing partner

Help decorate dance hall; prepare and serve refreshments; play in dance orchestra; call square dances, make costume for masquerade ball

Help arrange socials and parties in churches, lodges, clubs and homes

Plan picnics, hikes, boat rides, excursions. Provide transportation

Invite men in uniform to home for social or Sunday dinner

Musical Entertainment

Arrange for, or lead community singing

Sing solos or in quartets, play accompaniments, play in orchestra or string ensemble, etc.

Get loan of phonograph records; arrange listening groups on radio. Teach or coach musical activities. Arrange concerts for bands and choral groups from camp; arrange for men in uniform to play in church orchestras and to sing in church choirs. Organize music appreciation groups.

Dramatics

Organize and put on dramatic activities such as minstrels, pageants, plays, puppet shows in churches, schools, clubs.

Arrange for camp dramatic groups to put on shows in community.

Education-Recreation Activities

Plan and arrange for lectures, discussions, forums, concerts, special movies, etc.

Start hobby clubs for civilians and men in uniform or for service men only, such as camera, coin, stamps, nature of historical study clubs.

Arrange special library facilities for men in uniform; provide both general and technical books.

Help organize celebrations representing special features of community or city life.

Service to Camp

Collect books, magazines, musical instruments, game equipment if needed.

Help provide speakers, entertainers; arrange with morale officers for presentation of community dramatic shows.

Provide costumes and scenery for camp plays.

Prepare and send home-cooked specialties to convalescents in camp hospitals (if permitted); send flowers; read to and write letters for patients; give rides to convalescents.

Sew or mend for men off duty.

Teach special subjects in camp recreation program as requested by morale officer.

General Activities

Help educate public to be friendly.

Arrange transportation for sight-seeing trips.

Work in soldiers' and sailors' clubs supervising activities, serving food, leading specific groups or activities, acting as hostess.

Help prepare and arrange exhibits in show windows.

Raise money for program.

Help see that program for colored soldiers is adequate.

Check on undesirable commercial facilities

B. SUGGESTED SOURCES OF ADVICE AND MATERIAL IN RECREATION TRAINING

1. Boy Scouts of America
2 Park Avenue, New York City
2. Camp Fire Girls
88 Lexington Avenue, New York City
3. Girl Scouts of America
14 West 49th Street, New York City
4. Jewish Welfare Board
220 Fifth Avenue, New York City
5. National Catholic Community Service
17 East 51st Street, New York City
6. National Federation of Settlements
147 Avenue B, New York City
7. National Recreation Association
315 Fourth Avenue, New York City
8. U. S. Department of Agriculture, Extension Service
Washington, D. C.
9. U. S. Department of Labor, Children's Bureau
Washington, D. C.
10. Works Projects Administration, Recreation Division
Washington, D. C.
11. Young Men's Christian Association
347 Madison Avenue, New York City
12. Young Women's Christian Association
600 Lexington Avenue, New York City
13. General Sources:
 - Local public libraries
 - Local offices of public and private
recreational agencies
 - Public schools
 - Colleges and universities
 - Local Adult Education Centers

SUGGESTED SUBJECTS FOR TRAINING INSTITUTE COURSES

Recreation Administration

Recreation Values, Theories, Definitions, Origin of Recreation Movement, Recreation History and Trends

Types of Recreation Organization: Private, Commercial, Semi-public, Governmental

Relation of Governmental Recreation to other Recreation Organizations

Local Governmental Organization of Public Recreation

General Administrative Problems of Local Governmental Recreation: Planning, Budgets and Finances, Organization of Personnel; Responsibilities of Boards and Commissions, Relationship of Executive to Board, Essential Record-keeping, Fees and Charges

Recreation Program Planning: Program Content, Human Interest, Age and Sex Interests, Seasonal Programs, Indoor Activities, Outdoor Activities

Recreation Program Administration: In Outdoor and Indoor Centers; Community-wide Organization of Various Activities - athletics, music, drama, etc., Self-government

Conduct of Playgrounds and Community Centers

Areas and Facilities; Types, Standards of Selection, Design and Construction

Recreation Leadership: Volunteer and Employed Workers, Selection and Training, Job Analysis

Public Interpretation of Recreation

Working with Groups in Recreation

Social Recreation and Games

A Party for Strangers

A Party for 3's - too many women, not enough men, or vice versa

Sources of Materials, Program Planning, Techniques of Social Recreation and Game Leadership

Progressive Games Party

Preparing the Progressive Games Parties, Puzzles, Tricks and "Brain Teasers", The Open House Party

Musical Mixers and Folk Games for Adults

Relays in Social Recreation, Playground Games

Party for a Crowded Space, Less Strenuous Activities Games
for Hot Weather and Rainy Days, Small Parties, Campfire,
Club and Home groups

Square Dances

Methods of Improving Game Leadership, Organization of Social
Recreation Teams and City or County Councils

Recreation Activities For Girls and Women

A Brief Survey of the Entire Program for Girls and Women,
with Detailed Discussion of Activities and Methods for
Younger Girls

Leadership Methods and Discussion of Activities and Methods
for Adolescent Girls and Adult Women

Dramatics

Values and Purposes of Drama: On the playground, In the school,
In the church, In adult organization, In the little or community
theatre

Organization of Class into Groups to Present Project Plays In
Rehearsal Form the Last Session

Qualifications of a Play Director: For children, for beginning
adults, for little theatres

Selecting Plays: For children, for adults, settlements, churches
etc., for advanced groups (list of plays, royalties, publishers, etc.)

Casting the Play: On the playground, in the adult group, in the
little theatre

Organization of a Drama Bureau, of a Drama Tournament, of a
Children's Production, of an Adult Production, of a Pageant

Theatre Make-Up - For children, straight make-up for adults,
old age make-up

Informal Drama: Pantomime, Life Situations, Puppets

Rehearsals for State Position

Acting Technique: For children, for adults

The Speaking Voice: The Mechanism, Voice Analysis, Correction
of Faults

The Stage: On the Playground, The Portable Stage, The Permanent
Stage, The Outdoor Stage

Stage Lighting: Making of Equipment, Principles of Stage Lighting

Stage Scenery: Types of Scenery, Making Scenery

Inexpensive Costuming: For children, for adults

Presentation and Criticism of Project Plays

Besides lecture and demonstration each period, the class will participate in rehearsals, rhythmic, voice work, making of model stages, posters, etc.

Arts and Crafts

Fundamental Principles of Design and Correct Uses

Fundamental Principles of Color and Correct Uses

Style: Its use in the crafts, reason for present and future changes

Creative Arts and Crafts, Organization and Financing of Arts and Crafts, Community Recreation Centers

The qualifications of a Successful Arts and Crafts Volunteer, Correlating Arts and Crafts with Other Recreational Activities

Methods and Desirable Crafts for the Foreign Born, the Adolescent Boy and Girl and the Adult; Use of Local Materials and Resources

Methods, Techniques, Standards, Adaptability and Organization of a Number of Fundamental Craft Courses

Nature Activities

Objectives: To make people realize that nature recreation should take its place alongside other cultural subjects such as drama, music and art;
To train leaders in the field of nature recreation;
To visualize the present situation in nature recreation;
To organize for future possibilities

Philosophy, Objectives, and Fundamental Concepts of a Recreation Program in Nature Activities

The Nature Program: Community Organization of Program, Nature Clubs, Gardening, Nature Camps, Nature Hikes, Nature Activities for Playground

Trends: Trails, Trailside Museums, Public School Camps, Forests, Arboretums

Visual Education in Nature: Zoos, Museums, Botanical Gardens

Nature Leadership: Selection and Training

Indoor Nature Programs: Nature Handcraft, Indoor Nature Games

Nature Collections and Nature Games

Nature Activity Resources: Local Museums, Parks, Exhibits

Conservation: Forestry, Game Refuges, Bird-Sanctuaries

Local Natural History: Hiking, Trips, Nature Walks, Books

In addition to regular classes, opportunities will be provided if desired for late afternoon or evening talks with colored slides, nature hikes, trips and campfires

Music

Easy Learning of Songs, Rounds, and other Simple Vocal Music Suited to Informal Singing

Ways of Improving Group Singing to make it Increasingly Enjoyable

Various Kinds of Singing Organizations - How organized and managed

Coaching in the Playing of Piano Accompaniments for Group Singing

Newer Developments of the "Rhythm Band"

Organization and Management of Orchestras, Bands and Other Instrumental Groups

Fundamental Ways and Means of Increasing Enjoyment in Listening To Music

Qualities, Attitudes and Methods of the Good Group Leader

Practice in the Basic Technique of Conducting or Song-Leading

Simple Festivals and Similar Projects

Rhythms and Other Simple Dancing

Taste in Music - What It Is, Its Relation to Enjoyment and Other Values, and How it is Cultivated

The Place of Music in the Present-Day Life of the Child, Youth and Adult

Athletics

Playground Games: Organization, Rules, Methods of Supervision

Play Equipment: Sources of Supply, Care and Maintenance, Avoidance of Hazards

Play Areas

Program Making: Organized Games and Exhibitions, Tournaments and Competitions, Formation of Athletic Teams and Leagues

Problems and Principles of Recreation

Leadership Techniques

Impromptu Recreation

