

## EXPLORING POST 4009

### Standard Operating Procedures

#### 1. Objectives

The objectives of Post No. 4009 are:

- A. For Explorers to gain insight into and explore Skilled Trades Careers
- B. For Explorers to understand and apply safety regulations to have a rewarding and safe career experience

#### 2. Youth Participation

- A. Participation is open to all youth ages 14-20. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship is not criteria for participation.
- B. All participants must be enrolled as Explorers and agree to the code of conduct and Standard Operating Procedures.
- C. All applications are due 1/31/2024
- D. 10 youth will be selected for the Exploring post. Selected students will be notified via e-mail prior to the start of the program. Participants will be selected on a first come, first served basis. Any students not selected at this time can be selected to participate in the next program offering. (Dates to be determined)

#### 3. Advisor Participation

All Advisors are 21 years of age or older and are required to complete Youth Protection

Training prior to volunteer service with youth. Advisors are selected by the participating organization for involvement in the program. Color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship are not criteria for participation.

#### 4. Meetings

Meetings will take place from 4-6:00 pm on:

- Thursday, February 8
- Thursday, February 15
- Thursday, February 22
- Thursday, February 29
- Thursday, March 7
- Thursday, March 14

Explorers are expected to attend all meetings. Any changes or rescheduled activities due to inclement weather will be communicated to Explorers by the Post Advisors.

#### 5. Professional Responsibilities

##### A. Dress/Attire

Explorers will come to all meetings dressed in:

- Provided shirt
- Full length pants or skirt. There should be no tears, holes, etc. This is a safety concern and must be followed.
- Closed toe, flat shoes
- Weather appropriate attire as some activities will take place in our shop where garage doors open frequently.

Winter jackets, boots, hats,  
gloves/mittens, etc.

\*\*\* Please wear clothing that you are comfortable getting dirty as stains may occur.

B. Phone policy

Cell phones usage is not prohibited. We ask that students keep their phones put away for safety reasons.

C. Punctuality

- Explorers should arrive promptly at 4:00 pm in post attire. All Explorers must be escorted throughout the facility by Advisors, so it is important to be on time.
- All Explorers should be picked up promptly at 6:00 pm.
- Failure to meet arrival/pick up requirements may result in dismissal from the program.

D. Attendance

- All absences must be communicated to post Advisors prior to the scheduled meeting.
- Multiple absences may result in dismissal from the program.
- Any Explorers who are ill should refrain from attending the evening's meeting and contact the Post Advisor.

**6. Personal Protective Equipment (PPE)**

- A. Each Explorer will be provided their own PPE/safety items to wear during the Post meetings. All safety items must be worn as instructed by staff. Safety items will remain at SCR/Momentum Truck Group to ensure that they are always available for Explorers – these items will not go home.
- B. Explorers will not touch trucks, tools, and other equipment unless instructed to do so.

- C. There may be moving vehicles, so it is important that all Explorers maintain situational awareness and follow instruction given by Advisors.
- D. Explorers will be exposed to grease, lubricants, and other maintenance shop materials.
- E. Explorers who fail to follow safety procedures will be dismissed from the program.