

# Camp Life

## Your Role

The entire camp staff shares the priority that the campers are the mission! Each staff member serves as a role model for young people to look up to and follow. Everyone has their own role in providing exciting and challenging learning opportunities. With each of us working together we can create experiences that will be forever memorable not only for our campers, but also for us.

## Full-Time Year Round Staff/Seasonal Administrators

The full-time year round staff at Camp Sloane YMCA is comprised of the Executive Director, Camp Director, Maintenance Director, Business Manager and Caretaker. These full-time, year round employees see to the recruitment of campers, hiring of staff, business operations and maintenance. There are a handful of seasonal administrators as well (Program Director, Camper Care Coordinator, Day Camp Director, Media Director). The Camper Care Coordinator is in charge of all parent communication during the summer and assists with tough camper situations, the Day Camp Director runs our Day Camp program and our Media Director is in charge of photos, videos and social media.

## Village Directors

Camp Sloane is organized into “Villages”- that is groups of tents totaling 20-50 campers and 8-12 staff. Village Directors provide much of the daily leadership of that village, including evening activities, village duty rotation, dealing with any problems that may arise and checking up on campers and staff throughout the day at their activities to make sure they are making friends and learning about themselves.

## Activity Directors

Activity Directors lead our program areas such as Waterfront, Small Crafts, Waterski/Wakeboard, Adventure, Athletics, Creative Arts, Performing Arts, Teen Leadership and Horseback Riding. This group has the needed technical expertise to successfully guide campers and staff through the summer program, developing lesson plans and coordinating staff scheduling (see Appendix D) as well as facility maintenance.

## Counselors

Leading and living with up to 7 campers (grades 3-11), counselors are role models, teachers, best friends, parents, nature guides, entertainers and inspirations to their campers. The position requires maturity and creativity, spiritual strength and a strong commitment to Camp Sloane mission and goals.

## Junior Counselors (J.C.s)

Junior Counselors are former campers who have completed our 2-year leadership program. It is their first paid opportunity at camp. At the start of the summer, JC's will work as co-counselors and activity leaders. But as the summer goes on, they may take on more responsibility as their comfort level goes up. JC's are an amazing resource as they understand the magic of camp and have experienced camp through a camper lens.

## Support Staff

Camp Sloane operates smoothly because of the efforts of many people. The Kitchen, Maintenance and Office Staff make up 20% of the camp staff and are keys to the success of camp. Support staff keeps the behind-the-scenes of camp running smoothly. All Support Staff members will be adopted by a village and they will be invited to participate in any and all program activities that they can and want to be a part of. Some support staff may also choose to live in their adopted village in the head tent.

## Camp Sloane Schedule

### 2-Week Session Schedule (Sessions 2, 3 & 4)

*\*Session 1 and 5 are our special one-week sessions. They do not include theme day, square dance or an overnight and campers only do four days of activities. Thursday evening is a theme night for all camp.*

#### Week A

##### ***Sunday***

9:00 AM BREAKFAST (If working intersession must attend with campers)  
Campers back to village – Roll flaps & clean tent

9:30AM Pick-me-up All-Staff Activity

10:10 – 11:30AM Final prep

11:30AM LUNCH

12:30PM Campers and Counselors to Villages  
Activity Directors + helpers to dining hall – All staff due at check-in assignments

1:00PM Check in begins

3:00PM Check in ends

3:30PM First Flag

3:30PM Tent Bonding, Head Checks, Village Activities

5:40PM Eventide

5:55PM Flag lowering

6:00PM DINNER (Dining hall procedures)

6:45–7:30PM Tent Photos (at Day Camp- check schedule for your Village time slot)

7:00PM Village Campfires + s'mores

8:30PM Evening Vespers

All staff in village

##### ***Monday Fun-Day – Wear neon colors & crazy costumes! All activities with Village.***

7:15AM Wake up, wash up, dress and begin tidying tent

7:25AM Morning Meeting – Supervisors

7:45AM Waiters and waitresses to dining hall

7:50AM FLAG

8:00AM BREAKFAST

8:30AM Back to village – Roll flaps and continue tidying

8:50AM Shared Responsibility Area

9:15 – 10:05AM 1<sup>st</sup> Activity Period  
1-week camper water ski and riding lessons (check registers)

10:15 – 11:05AM 2<sup>nd</sup> Activity Period

11:15 – 12:05PM 3<sup>rd</sup> Activity Period

12:15PM Waiters and Waitresses to dining hall

12:30PM LUNCH

1 – 1:30PM Oval – All camp recess

1:30 – 2:30PM Rest Hour – write letters home, mail delivered

2:40 – 3:30PM 4<sup>th</sup> Activity Period

3:40 – 4:30PM Commercials and Activity sign ups – All Camp to PA and then to Dining Hall

4:30PM R & R

5:35PM Leave for Eventide

5:40PM	Eventide begins
5:55PM	FLAG – Costume contest winner announced!
6:00PM	DINNER
7:15PM	Opening Campfire
	Activity Directors to dining hall for human computer
9 – 9:45PM	Vespers and lights out (depending on age group may be earlier) All staff are on duty until after Vespers.
9 – 11:40PM	Office duty – Supervisors
11:30PM	CURFEW – Off-duty staff back to village
11:40PM	LIGHTS OUT FOR STAFF

### ***Tuesday – Saturday***

*(Overnights happen on Wednesday and Friday evening. Square Dance is Thursday evening. Week A campers leave on Saturday between 10A-12P).*

7:15AM	Wake up, wash up, dress and begin tidying tent
7:25AM	Morning Meeting
7:45AM	Writers and waitresses to dining hall
7:50AM	FLAG
8:00AM	BREAKFAST – Find out your schedule for the week!
8:30AM	Back to village– Roll flaps and continue tidying
8:50AM	Shared Responsibility Area
9:15 – 10:05AM	1st Elective Activity Period
10:15 – 11:05AM	2nd Elective Activity Period
11:15 – 12:05PM	3rd Elective Activity Period
12:15PM	Writers and Waitresses to dining hall
12:30PM	LUNCH
1 – 1:30PM	Oval
1:30 – 2:30PM	Rest Hour – write letters home, mail delivered
2:40 – 3:30PM	4 <sup>th</sup> Period – Free Swim for Stu/Sen, Tent activities for Pio/Jun
3:40 – 4:30PM	5 <sup>th</sup> Period – Free Swim for Pio/Jun, Tent activities for Stu/Sen
4:30PM	R & R
5:35PM	Leave for Eventide
5:40PM	Eventide begins
5:55PM	FLAG
6:00PM	DINNER
6:45 – 8:30PM	Evening Activity
9 – 9:45PM	Evening Vespers
9 – 11:40PM	Office Duty - Supervisors
11:30PM	Curfew
11:40PM	LIGHTS OUT FOR STAFF

## Week B

### ***Sunday – Theme Day (Schedule may differ slightly depending on the session)***

8:00AM	Wake up
8:30AM	Morning Meeting
9:00AM	Pio/Sen Breakfast. Jun/Stu Chapel
9:30AM	Jun/Stu Breakfast. Pio/Sen Chapel
10:00AM	Theme Day Morning Activities
12:15AM	Waiters and Waitresses to dining hall
12:30AM	LUNCH
1 – 3PM	Check-in for new campers
1 – 2:00PM	Rest Hour – Letters and mail
2:10 – 4:30PM	Afternoon Activities
4:40PM	R & R
5:55PM	FLAG
6:00PM	DINNER
6:45 – 8:30PM	Evening Activity
9 – 9:45PM	Evening Vespers
9 – 11:40PM	Office duty – Supervisors
11:30PM	CURFEW
11:45PM	LIGHTS OUT

### ***Monday – Friday***

7:15AM	Wake up, wash up, dress and begin tidying tent
7:30AM	Morning Meeting – Supervisors
7:45AM	Waiters and waitresses to dining hall
7:50AM	FLAG
8:00AM	BREAKFAST – Find out your schedule for the week!
8:30AM	Back to village– Roll flaps and continue tidying
8:50AM	Shared Responsibility Area
9:15 – 10:05AM	1st Elective Activity Period
10:15 – 11:05AM	2nd Elective Activity Period
11:15 – 12:05PM	3rd Elective Activity Period
12:15PM	Waiters and Waitresses to dining hall
12:30PM	LUNCH
1 – 1:30PM	Oval
1:30 – 2:30PM	Rest Hour – write letters home, mail delivered
2:40 – 3:30PM	4 <sup>th</sup> Period – Free Swim for Stu/Sen, Tent activities for Pio/Jun
3:40 – 4:30PM	5 <sup>th</sup> Period – Free Swim for Pio/Jun, Tent activities for Stu/Sen
4:30PM	R & R
5:35PM	Leave for Eventide
5:40PM	Eventide begins
5:55PM	FLAG
6:00PM	DINNER
7:00PM	Evening Activity (Closing Campfire and Closing Ceremony on Friday)
9 – 9:45PM	Evening Vespers
9 – 11:40PM	Office Duty – Supervisors
11:30 PM	Curfew
11:40 PM	LIGHTS OUT

### ***Saturday – Check Out/Intersession Day***

7:15AM	Wake up, wash up, dress and begin tidying tent
7:45AM	Waiters and Waitresses to dining hall

<b>7:50AM</b>	<b>FLAG</b>
<b>8:00AM</b>	<b>BREAKFAST</b>
<b>8:30AM</b>	<b>Short Oval to say goodbyes</b>
<b>8:45AM</b>	<b>Back to village – Roll flaps and continue tidying</b>
<b>9:00 – 12:00PM</b>	<b>Check Out</b>
<b>12:15PM</b>	<b>Waiters and Waitresses to dining hall</b>
<b>12:30PM</b>	<b>LUNCH</b>
<b>1:00PM</b>	<b>Rest Hour (for Intersession Crew)</b>
	<b>Announcements (for non-working staff)</b>
<b>1:30PM</b>	<b>Finish Cleaning (non-working staff)</b>
	<b>Activity Directors to set up Horse Shoe for Check In</b>
<b>2:00PM</b>	<b>Afternoon Activities (for Intersession Crew)</b>
<b>3:00PM</b>	<b>Surveys and Free Time (non-working staff)</b>
<b>4:30PM</b>	<b>R &amp; R (for Intersession Crew)</b>
<b>6:00PM</b>	<b>DINNER (optional for non-working staff)</b>
<b>7:00PM</b>	<b>Evening Movie (for Intersession Crew)</b>
<b>9:30PM</b>	<b>Evening Vespers (for Intersession Crew)</b>
	<b>All in village (for Intersession Crew)</b>
<b>11:30PM</b>	<b>Curfew (for non-working staff)</b>
<b>11:40PM</b>	<b>LIGHTS OUT FOR STAFF</b>

## Staff Responsibilities

### Day-to-Day

- **WAKE-UP:** You must be up and ready before your campers. See that all campers are dressed for the day and ready for breakfast on time. The waiters for the day must be ready earlier. Check for bed-wetters! Make sure they attend to their personal hygiene and grooming. Flag-raising is at 7:50am. If you are the honor tent for flag-raising, make sure to have your song and announcements ready for flag.
- **FLAG:** This is a BIG DEAL! Every village gets a chance to raise/lower the flag and it is the honor tent of that village that gets the privilege. If you are a participant, make sure that your campers are paying attention to announcements and join in the song and fun of flag. If your tent is the honor tent, make sure that your campers are prepared with announcements and a song.
- **MEALS:** Sit with your tent group, make sure that everyone at the table gets food and helps the waiter with their serving duties.
  - Ensure that hands are getting cleaned before every meal. All tables have hand sanitizer on them. When you and your campers come into the dining hall, EVERYONE gets one squirt of hand sanitizer.
  - Health call is scheduled after every meal. If your campers have meds, make sure they go at the appropriate time. If your campers need to see the nurse, please help triage their reason. Use common sense when giving campers permission to go to health call. There will be a staff rotation for supervising health calls.
- **VILLAGE CLEAN-UP:** After breakfast, go immediately to village with your campers to supervise clean up and preparation for morning activities. Make sure tent flaps are rolled.
  - 8:45am – You leave village to take your campers to areas of shared responsibility for the day. This is an area of camp that is assigned to your village to make sure that it is clean.
  - 9:10am – You finish your area of responsibility and go to 1<sup>st</sup> activity period.
- **ELECTIVE ACTIVITY TIME:** Go promptly to your activity area for instructions from your Activity Director. Village Directors will get campers from areas of shared responsibility to activities.
  - After 3<sup>rd</sup> period, promptly return to village to supervise campers (every counselor goes back to village before lunch). Make sure campers are on time for lunch.
- **OVAL:** During oval, every counselor must be supervising the campers; this is NOT staff free time. The most dangerous time at ANY camp is unstructured time!
  - Make sure all of your campers have signed up for a 5<sup>th</sup> period activity.
- **REST HOUR:** Think of this as “feet off the floor time.” Campers should be in tents, resting, writing letters, playing quietly. You also may have shower rotations going at this time. You may have village meetings during this time and a snack will be passed around as well. You are still actively supervising during this period.
  - After rest hour, report to your activity area for 4<sup>th</sup> period. The Village Director will get campers off to their activities.
- **FREE SWIM:** Pioneers and Juniors swim together and Seniors and Students swim together. You will switch between the lake the pool each day. Campers can swim, relax, play games and hang out during

this period. If you are a lifeguard, expect to guard. If you are not, expect to be an active supervisor for the campers in and out of the water.

- **TENT ACTIVITIES:** At the start of each week, you will choose activities to do with your tent. Some days you will be partnered with another tent and some days you might be on your own. These activities are a time to learn a new skill together, team build and get to know your tent campers. The activities range from climbing tower to canoeing to arts and crafts.
- **R&R/VILLAGE DUTY:** After 5<sup>th</sup> period it is Rest and Relaxation (R&R), which is supervised free time for the campers in village. You will be on village duty during this time to help with shower rotations.
  - This is a good time for campers to take a shower. Make sure they are showering EVERY DAY. The shower monitor **MUST** check behind every camper's ears for ticks and remind them to check themselves when they are in the shower. Soap and shampoo too!! Make sure they are changing underwear and socks. It is best to be active with them rather than just sitting in your tent. Be sure to get them to Eventide on time.
- **EVENTIDE:** Follow the rules of Eventide and make sure your campers are being quiet and respectful during this powerful time of day. Make sure to get to flag on time, especially if you are the honor tent lowering the flag. We work hard to get everyone a chance to lead an Eventide. When it is your turn, make sure that you are prepared with your speech/story.
- **EVENING ACTIVITY:** After dinner, return to village for evening program. Your role in evening program will vary depending on the activity. You might be asked to play a character, lead a group or supervise campers at a performance. No matter what, give it your all and enthusiasm!
- **VESPERS:** After evening program, there is another shower rotation (for older villages), campers get ready for bed and you will lead vespers with your tent. Vespers is a VERY important time of night for both you AND your campers. You are responsible for leading vespers into quiet time for your tent. If you are not on village duty, once your village director is satisfied that you have finished with your campers, you may be excused from village for the night until curfew for free time.

## **Other Responsibilities**

- Always know where your campers are. Take attendance and count kids constantly, whether in village or at your activity area. Report any missing campers immediately to a supervisor.
- Children will do **WHATEVER YOU DO!** Your attitude will be contagious to your tent group. If you look at activities, duties and situations in a positive way, so will your campers.
- Get to know your campers. Learn about their families, their pets, their friends, their likes and dislikes etc. You should be able to answer all of the *'Know Thy Camper'* questions found in Appendix P.
- Check that each camper has written home or elsewhere at least twice a week.
- Be active in helping your tent prepare for special activities, campfires, chapels, hikes, flag raising/lowering and skits.
- Dress up! If you are meant to be in a costume, you need to be in a costume. Whether it's Monday Funday, a theme dinner or theme day, dress the part!
- Be sure that each camper is following the rules and respecting others.
- Activity meetings and trainings will be at the discretion of the Activity Director. If you work a specialized area (waterfront, adventure, riding, etc.) you can expect to have weekly trainings to practice your skills. These trainings may occur early in the morning or later in the evening.
- Village meetings will happen every day and will be at the discretion of the Village Director.
- If you miss something because of a day or night off, it is your responsibility to make sure that you get the information that you need to continue being a successful counselor.
- Campers often need to be taken to the health lodge or bathroom during the night. It is the job of staff to supervise this whether you are on duty or not. Remember the rule of three (2 staff, 1 camper or 2 campers, 1 staff).
- There will be two supervisors on call (O.D.) every night until 11:45 PM. Should there be a problem during village duty or in the night, tell one of the O.D.s or your Village Director. Either the Program Director, Camp Director or Executive Director will be on call every night as well, with their radio/phone on. In an emergency, you should contact them.

**MOST IMPORTANT: The campers always come FIRST!**

***Camp and other staff come second and you come third. You get to be number one for 10 months out of the year, but for 2 months while you work at camp, you have to be able to put yourself third.***



# Staff Policies and Procedures

## Basic Expectations of Staff

Staff will at all times remember that they are role models for the campers! Each staff member is expected to conduct himself/herself in an ethical, moral and legal manner in order to set the best example for each camper. The staff member agrees that while he/she is employed by camp, he/she will adjust personal habits accordingly.

- Staff will at all times use good judgment and be aware of camper safety and well-being. Any staff member found in flagrant disobedience of a Camp Sloane safety policy or procedure will be disciplined appropriately.
- Camp Sloane YMCA reserves the right to require employees to be employed exclusively by Camp Sloane YMCA for all or part of the term of their contract.
- All staff members at Camp Sloane YMCA are required to submit to an annual background check. The employees "Contract for Employment" is considered by both Camp Sloane YMCA and the Employee to be conditional pending the results of this background check. Camp Sloane YMCA may at any time and at its sole discretion, terminate or restrict the activities of any employee on the basis of the findings of said background check.
- All staff members at Camp Sloane YMCA are required to provide Camp with a Medical Recommendation for Camp Employee, signed by a licensed health care practitioner (as defined by the State of Connecticut). All staff members are also required to provide a Health History Form for Camp Staff, which shall include a complete and accurate of the staff member's immunization record. Any staff member under 18 years of age must have the health form signed by a parent or legal guardian.

## Village Expectations

- Under no circumstances are female staff to be in Boys' Camp or male staff to be in Girls' Camp, day or night, unless authorized for program, security or other appropriate reasons.
- Staff returning from time-off away from Camp are expected to return, sign-in, and return to their own living area in accordance with this expectation.
- No food of any kind is allowed in tents as it attracts insects and rodents.
- All staff are to sleep and live in their assigned quarters.

## Curfew

Staff members are expected to be in their own living areas no later than 11:30 PM. All staff are expected to be in their own tent or cabin no later than 11:45PM, at which time "lights-out" and quiet are expected throughout the camp. The Central Area should be quiet and cleared by 11:30PM, at which time the Staff Lodge will be closed by the Officer of the Day (OD).

## Non-Negotiables

- **Alcohol/Drugs:** If you possess or drink alcohol or illegal drugs on Camp Sloane YMCA property, **you will be dismissed.** You may not return to camp intoxicated – if you do **you will be dismissed.** Only those 21+ may consume alcohol on their days off, as long as they are not returning to camp that night. Any violation of applicable laws of the state of Connecticut is **grounds for dismissal.**

- **Smoking:** Camp Sloane is a smoke free environment. There is **no smoking or vaping** anywhere on Camp Sloane YMCA property. This includes vaporizers and other smoking mechanisms. Smoking is grounds for dismissal.
- **Grounds for dismissal:** Major violations of rules, endangering others, drinking, drugs, smoking, child abuse of any kind, pranks, vandalism, violence towards campers or staff, repeated late arrivals and poor performance are all grounds for immediate dismissal.

## Warnings Procedure

We understand that for some of you this is a brand new position and there are going to be some things you don't get right the first time. For this reason, we have a step-by-step procedure for smaller rule violations:

1. **Verbal Warning.** These are for first infractions.
2. **Written Warning.** These are for second infractions and could result in disciplinary action.
3. **Grounds for dismissal.** This is for multiple infractions where you are not meeting the expectations of your job.

**The way to be successful at camp is DON'T GIVE US A REASON TO FIRE YOU!**

## Dress Code

**The Golden Rule of the Dress Code: Always be wearing what is appropriate for the activity that you are teaching and dress like a role model, not like your campers.**

To inspire a sense of professionalism and trust from parents and campers the following guidelines will be followed:

1. No inappropriate messages on clothing (re: beer, drugs, bad language, sexual messages, etc.) Inappropriate visible tattoos should be covered.
2. Clothing/swim suits should not be excessively revealing. Swim suits for male staff should be boxer style and female staff should wear a one piece or "tankini" whilst lifeguarding, swimming with campers or teaching swimming. Bathing suits cannot be worn in the dining hall. Dining hall attire must be a minimum of shorts and a t-shirt or tank top. Lifeguards must wear their lifeguard pinnies when guarding/teaching.
3. On Check-In days you must wear khaki (light brown) bottoms and your blue staff shirt or your white Best of the Best shirt. On Check-Out days you must wear khaki shorts/pants/skirt and your "I'm In" t-shirt.
4. Staff must have on footwear with, at a minimum, an ankle strap. Close-toed shoes must be worn during activity periods while working at athletics, horseback riding, adventure, outdoor education and hiking. Flip flops are prohibited on camp at all times except for going to, in and from the shower.
5. You **MUST** always wear your name tag and a smile!

## Relationships & Public Displays of Affection (PDAs)

Intimate friendships will occur. Do not allow these friendships to be a distraction from work. Campers should not be given information about special staff friendships. Dating relationships between Adult staff (18 and older) and Junior Counselors (those younger than 18) or campers will result in immediate dismissal.

It is not appropriate to have public displays of affection.

PDAs include:

- Any display of affection including but not limited to verbal or physical behaviors. This includes hand holding, kissing, touching in an inappropriate manner.

## Guests on Camp

Staff may only have guests visit them on their day off with prior approval from the Camp Director and under the following conditions:

- Guests must sign in at the office.
- Guests must be escorted at all times.
- Guests may not bring alcohol or drugs into camp.
- Guests are not allowed into the tents with campers.
- Guests may not interfere with staff responsibilities.
  
- Guests must be off property by 11:15PM.

## Time off vs. Free time

There are times where you will be off duty and can go off camp and times where you will be on camp enjoying some down time. These two things are very different.

Time off:

- Day off. You get one 24-hour period off per week. This is your 24 hours to do with what you wish. You are not on duty.
- Evening off. You get one evening off per 2-week session. This will start at 5:40PM and end at 9:30PM. You are able to go off camp for dinner/laundry etc. and are off duty during this time. You **must** be back in Village, ready to begin Village Duty at 9:30PM.

Free time (essentially any time that you are semi off-duty, but need to stay at camp):

- Intersession. If you are not working intersession you can enjoy everything camp has to offer, order takeout etc., but you cannot leave camp.
- Evenings. If you are not on Village Duty you are free to use your time between when Vespers ends (at roughly 9:30PM and curfew, 11:30PM) as you wish. Go to the staff lodge, take a shower or just get an early night. You cannot leave camp.
- During free time, you are still technically on duty i.e. if you are needed in an emergency, someone asks you to help them move something for an activity or there is a camper that is upset and only wants to talk to you, you are expected to still fulfill your counselor duties.

- A privilege of free time is being able to order takeout. Our local pizza place, Mizzas, will deliver for free to camp. Be prepared to tip the driver and if you place an order, you must be waiting in the camp parking lot until the food arrives. Takeout food can not be brought back to villages and all trash must be disposed of in proper receptacles.

## Day Off Procedures (Also see 'Van Runs')

- Staff will get one full day off (24 hours) per week plus one evening off (5:40PM–9:30PM) during 2-week sessions.
- Campers are never to be left alone unsupervised, even if it disrupts your time off schedule.
- All time off is scheduled by the Program Director & Camp Director. Staff may make requests for specific days off, but all final decisions will be made by the Camp Director and Program Director. Staff will receive the Day Off schedule before the start of Session 1.
- Time off will begin at Eventide (5:40 PM) and end at Eventide the next day (5:40 PM).
- After your day off you shall be on village duty that evening.
- Staff **MUST** be in village and ready to attend Eventide at 5:40PM. If you are late returning from your day off \$50.00 will be deducted from your contract.
- Before leaving camp all staff must sign out at the office. There is a sign out folder on the office porch by the swinging bench.
- Staff must sign back in immediately upon returning to camp.
- Camp Sloane will provide van runs to Lakeville, Millerton and either Torrington or Great Barrington, depending on the week. Please understand that campers come first and if an unexpected camper run comes up, shuttles may be delayed.
- Staff must sign up for specific van runs 24 hours in advance.
- If there is a large group of you who all want to go somewhere different that is within a 40-minute drive, you may request a special van run using a Van Request Form (see Appendix H). This is subject to approval by the Transportation Coordinator and Camp Director.

## Staff Lodge

The staff lodge is a privilege. It is a camper-free zone with wifi, games, a tv, bathrooms and a kitchen. It is the only tech-friendly place at camp.

- Campers are not allowed in the staff lodge unless otherwise approved.
- The entire Wallace building is considered the staff lodge, but the main hangout area is downstairs. If you need a quieter place to work or make a call, you can use the upstairs living room, but be mindful that it must stay neat and tidy as this is where supervisors meet every morning.
- There are lockers to store your technology and plenty of plugs for charging. There are also a couple of computers set up for basic needs. If something should go wrong with the WIFI, please notify the Camp Director ASAP.
- This is a shared space. Please keep it neat. There will be a cleaning rotation every day during Oval. If it is your village's turn to clean, make sure you participate. However, if you make a mess, clean it up right away. Your mother doesn't work here and your friends shouldn't have to clean up after you.
- The kitchen is a privilege. It will be locked up if it is used inappropriately or not kept neat.
  - Items in the fridge must have your name, the date it was put there and a smiley face (happy to share) or a frown-ey face (please don't touch). All food in the fridge will automatically get thrown away after a week.

- If you use the stove/oven, **YOU MUST REMEMBER TO TURN IT OFF! DO NOT** leave cooking food unattended.
- Throw away your trash. If the trash bin is overflowing, get a new bag. Again, don't expect someone else to take care of it for you.
- If you order takeout, you must go out to the parking lot to pick-up your food. They will not come to the staff lodge. Don't be the person who messes up our great relationship with Mizza's Pizzeria. And don't forget to tip your delivery person!

## Van Runs

For days off, we provide van runs to Millerton, Lakeville, Torrington and/or Great Barrington.

The times of these runs will be set at the start of the summer and you must turn up for your run on time, otherwise they will leave without you.

On the board between the big blue chairs in Oval, there will be sign-up sheets for the different runs/locations. You must sign up for an outward and returning van run so the driver knows how many people they are dropping off/picking up.

The sign-up sheets for the next day will be taken down in the evening, so you **MUST SIGN UP AT LEAST 24-HOURS IN ADVANCE**. If you haven't signed up, it is up to the driver of that run if they are willing to take you.

When a driver comes to pick you up, please don't make them wait. A lot of the driving will be done by Supervisors and they are very busy and they can't waste time waiting for you to finish your food/laundry.

When you are in a van, what the driver says, goes. You must wear your seatbelt at all times and behave in a sensible manner.

If you have a request for a specific van run i.e. you need to catch a certain time train or your group wants to try out a local hike, you need to fill out a Van Request Form (see Appendix L). It is up to the discretion of the Transportation Coordinator and/or the Camp Director if the extra request can be made.

Remember, campers come first. Sometimes unforeseen events happen at camp that require use of the camp vehicles. Your shuttle may be delayed because of this. Please be patient and understanding of the fact that we are working hard to accommodate you and the other folks at camp.

## Staff Activity Area Use

Staff may only use Activity Areas with permission from the Area Directors.

E.g. during your free time over an Intersession weekend you may want to try the Climbing Tower or take a kayak out on the lake. You can only do this with permission from the appropriate Activity Director.

If you use any equipment, you **MUST** put it back where you found it.

### Small Crafts/Waterfront

If you are going to be in the water or on the dock, you **must** have enough lifeguards (who are not swimming). The ratio is 1:8. You **must** also wear a life jacket.

There is to be no use of beach facilities after dark without permission from the Camp Director.

## **Adventure**

You **must** have someone from the Adventure team or another certified person present if using the Tower, Zip Line, High Ropes elements, Archery, Slingshots or Riflery.

## **Riding**

If you wish to ride, you may only do so with the Riding Director's approval. Riding Director or designated assistant must be present.

## **Staff Shower/Bathroom Use**

For safety reasons, we try our best to not have campers and staff in the bathrooms at the same time. This means staff must be up and finished in the bathrooms **before** waking the campers up (i.e. before 7:15AM) and staff may not use the bathrooms in the evenings until **after** campers have gone to bed (approx. 9:30-11:30PM).

On days off, staff may use the showers/bathrooms at any time there are not campers present, **except** between 8:00-8:30AM as this is when Maintenance staff need to clean.

There are bathrooms and showers that staff can use in the Wallace Lodge as well.

## **Maintenance**

Where possible, please try to do as much maintenance in your Activity Area/Village yourself, as our Maintenance team is very busy. E.g. if you need to cut some bushes back around your tents, come to the office and explain the situation to either the Camp Director or Program Director, get the garden shed key and get the cutters to cut the brush back yourself. Return the equipment immediately after using.

If something breaks that you cannot fix, or you need something doing on a larger scale, you need to put in a maintenance request (e.g. for a broken tent platform or bees nest you can't reach). The forms can be found in the Program Director's office (see Appendix I). Put the form in the Program Director's mail box and they will look over it and pass it on to Maintenance.

## **Evaluations**

During each session, Activity and Village Directors will do an 'Activity/Village Quick Check', observing each of their staff for a short period as they teach a class/interact with campers in Village. This will be recorded on a short form and shown to staff to discuss and give feedback (see Appendix J & K).

Twice during the summer, Supervisors will do a longer, more thorough evaluation on all of their staff, once mid-summer and once at the end. These evaluations will include more detailed feedback on all areas of performance. Supervisors will meet with each of their staff to discuss the evaluation and set some goals for the next session (See Appendix L).

Supervisors will be evaluated twice during the summer, once at the mid-way point and once at the end. These evaluations will be written by the Camp Director and Program Director and supervisors will meet with one or the other to discuss and get feedback. There will also be an opportunity for staff to provide feedback on their supervisors and for other supervisors to provide feedback on their peers.

These evaluations will be kept on file for three years and will be utilized for future job placement considerations, camp reference requests by outside agencies and to help in personal growth.

## Staff Laundry

**We do not have staff laundry facilities on camp.**

For your laundry, you have two options:

1. Send it away with the camper's laundry once every 2 weeks. You will be charged for this service and it will come out of your paycheck.
2. Take it with you on day off/night off. There is a Laundromat at the back of the local Pizza restaurant, Mizza's. It costs about \$5 and will take roughly an hour. We would recommend this option – you can do it on your evening off during a 2-week session so you don't have to focus your day off around doing laundry.

**No staff member should be using the washing machine/dryer in the Health Lodge.** This is for Health Lodge bedding and to wash campers bedding/clothes if they have wet the bed. If you are caught using the Health Lodge machines, you will get written up.

## Staff Vehicles

Staff parking is in the lower lot of camp. Driving is limited to loading and unloading before campers arrive. When campers are here cars **CANNOT** drive to the villages or the main office for any reason, you may not pass the gates to girls or boys camps at any time.

Keep in mind that we have a large number of international staff who do not have vehicles at camp. It is not mandatory, but it is always a nice though to offer rides to those on your day off who don't have a way to get certain places. If you do not have a vehicle at camp and you have an option to join in with someone who does, make sure to offer to help with gas as a way of saying thank you.

## Pay Schedule

All staff at Camp Sloane YMCA will be paid by direct deposit on a regular payroll schedule. Typically, this is a two-week cycle, with payment occurring 5 days after the payroll period (commonly known as the "two weeks, one week offset"). If you have a US bank account, please make sure Heidi, our Business Manager, has your current and correct bank details. International staff will receive a Cliq Debit Card, which your pay will go onto and you will be able to access this account at any ATM machine or use as a credit card at all establishments that accept Visa/Mastercard.

If you feel there is a discrepancy with your pay, please visit Heidi in the office.

## Guidelines for Staff Use of Electronic Devices

**Storage:** Store your device/s in a locker in the staff lodge. This is the **ONLY** place that staff devices can be stored. If devices are found elsewhere, they will be confiscated and you will have to speak with the Camp Director to have it returned.

**Charging:** There are multiple outlets in the staff lodge available for your use both with plugs and USB ports.

**Personal use:** Use of your electronic device is restricted to when you are off duty and not in the presence of campers. Electronic devices may only be used **inside** the Staff Lodge or off camp property during your time off. We strongly believe in the social benefits of the camp experience so do not allow ear buds/headphones to be worn around camp.



Staff are not permitted to carry or use a cell phone or any other personal electronic device at any time during the day or night when they are responsible for or in the presence of children.

Personal calls should be made during free time and NEVER if front of a camper.

**Exceptions:** Staff use of audio devices in support of a camp program is acceptable e.g. in the Dining Hall or to wake campers up in Village. We have a number of iPods staff can sign out to utilize for programming. They are kept in the Camp Director's office. Staff may also bring pre-approved audio devices to use while at camp. Devices and playlists must be pre-approved by the Camp Director or Program Director.

Camp Sloane YMCA is not responsible for the loss, theft or damage to any personal property belonging to a staff member, including cell phones, tablets, laptops and MP3 players.

## **Online/Social Media Policy**

Camp Sloane YMCA views digital content on social networking sites, personal Web Sites, and Weblogs and other digital medium positively and respects the right of employees to use them as a medium of self-expression. Camp Sloane YMCA, Inc. its agents and designees claim no responsibility for the actions of current or former employees in any digital medium.

However, if an employee chooses to identify himself or herself as an employee of Camp Sloane YMCA within any digital medium, some participants of such web sites or blogs may view the employee as a representative or spokesperson of the camp.

In light of this possibility, Camp Sloane YMCA shall take any and all digital content, whether directly or indirectly associated with an employee, into consideration regarding current and future employment. The privilege of Camp Sloane YMCA to consider digital content shall extend as far as current and future compensation consideration and disciplinary status, up to and including termination of contract.

Camp Sloane YMCA reserves the right to disclose any digital content to anyone, including our parents and families, appropriate government agencies and to subcontracted staffing services with whom both the employee and Camp Sloane YMCA have a relationship.

***As a condition of employment at Camp Sloane YMCA, the camp insists that both current and future employees observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or other employees, in any digital medium:***

- Employees are not to share personal email addresses, instant messaging identities or nicknames with campers at any time. This includes Instagram, Facebook, Snapchat, and other social media outlets.
- Employees should set their social media profiles to private or, at the very least, should not allow campers to 'follow' them on any social media channel.
- Employees may communicate with campers through social networking medium only when that medium is sponsored and operated by Camp Sloane YMCA.
- Employees agree to be respectful in all digital communications related to, or referencing the camp, its campers, and/or other employees.
- Employees may not use obscenities, profanity, or vulgar language on their social media accounts.
- Employees may not use any digital medium to disparage the camp, campers or other employees of the camp.
- Employees may not use any digital medium to harass, bully, or intimidate other employees or campers.
- Employees may not use any digital medium to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual



**harassment, and bullying, especially where it can be observed or participated in by campers.**

- **Employees may not post pictures of campers or other employees on a Web site without obtaining written permission.**
- **The use of our copyrighted camp name, any past or current logo, photos owned by Camp Sloane YMCA or any other content, digital or in any other medium, generated by Camp Sloane YMCA or similar content generated by the YMCA of the USA, is not allowed without express written permission. Camp Sloane YMCA reserves the right to pursue legal action in the case the conditions listed here are not observed.**