



LIGONIER CAMP & CONFERENCE CENTER

SUPER-IMPORTANT MEMO

- 1.) **Employment dates:** *Take special note of the dates on your employment offer.* Weddings, birthdays, family reunions must be taken on your weekly day off. If there are any days that you will need to schedule off ahead of time, please request them on the staff portal. We expect you will be here for the duration of your contract.
- 2.) **Physical exam & health info:** All staff must have a completed health form signed by a physician. If you have had a physical in the past year, and are unable to obtain the doctor's signature on our form, you may attach the doctor's medical exam records to the Ligonier Camp form. Staff arriving at camp without physicals will be scheduled at the local MedExpress and will miss a portion of training. ***Please attend to this prior to arriving at camp.*** Any visits to the doctor or hospital throughout the summer must be handled by the staff person's insurance company (except in cases of workman's compensation) and the copay must be paid at the time by the staff person. Ligonier Camp is not able to handle staff medical bills for illnesses or non work-related injuries.
- 3.) **W-4: Complete this digitally.** Be sure to fill out all portions. Please type in your responses, don't hand write them! ***You will also need to bring your Social Security card and a drivers license with you to camp (no copies). That's required to complete your I-9 Form to legally work here.***
- 4.) **Workers' Compensation:** Please read the attached packet to understand your responsibilities in the even that you require Workers' Compensation during your time at LCCC. There are two pages you need to sign and upload on the staff portal prior to your employment.
- 5.) **Criminal record check:** ***All staff members*** are required to have background checks per American Camping Association guidelines and Pennsylvania State law. ***Please see the attached information about what is required for your background check.*** If you are returning staff and had your background checks done last year, we will still require one nationwide check annually. **The cost is \$12, and will be done when you get to camp.**
- 6.) **Work Permits:** If you are under the age of 18 and don't already have a work permit, you must obtain one before your employment begins. **If you are a CIT under the age of 18, please read the attached information about obtaining a work permit.**
- 7.) **Voluntary disclosure statement:** This is an American Camping Association requirement for ***all staff, all ages*** for 2018. Please fill out and upload it on the staff portal.
- 8.) **Staff arrival times:**
Wilderness Staff (including Lake Staff and Wranglers) are expected to be at camp by **3:00 pm on Wednesday 5/30/2018.**
Leadership A-Team by **3:00 pm on Friday 6/1/2018.**
Counselors, Co-counselors, NL Counselors, and Support Staff by **3:00 pm on Monday 6/4/2018.**
1st Five CITs should arrive **by 3:00 pm on Saturday, 6/9/2018.**
2nd Five CITs should arrive **by 3:00 pm on Tuesday, 7/2/2018.**
- 9.) **Camp ready week: From Tuesday, May 29th - Sunday, June 3rd** we can use all the help we can get to prepare for the summer—let us know if you can make it! Room and board will be provided and this opportunity is a great way to meet some of the staff for the upcoming summer.
- 10.) **Musicians and singers:** If you are interested in playing or singing in our Club band, you need to attend practice held **Saturday June 2 beginning at 11:00 am.** We need people that play all types of instruments (especially guitar, bass, drums, vocals). Practice will be held at the camp. Let us know if you are attending.
- 11.) **Stipend:** Checks will be issued **two times** during the summer; once in July and on the last day of camp. Next Level Counselors will be paid once at the end of employment. CITs will also be paid once at the end of employment. We are unable to provide financial advances, so please plan accordingly.
- 12.) **Camp dedication service:** We will be attending a Camp Dedication worship service at First Presbyterian Church of Pittsburgh on Sunday, June 10th (NOTE: this does not include 2nd 5 CITs - we do a separate dedication once you arrive). We will wear our camp staff t-shirts (you will be given this) and a nice pair of tan casual pants or skirt and nicer-looking

shoes. **Please bring these items with you to camp.** A few things NOT to wear to FPC for camp Sunday: flip flops of any kind (we mean it!), ratty sneakers, capri pants, shorts, jeans, or giant foam finger. Also, every incoming and outgoing day of camp we will wear our staff shirts and nice tan shorts, skirts or pants.

13.) **Contact information:** Friends and family can write to you at the camp address of 188 Macartney Lane, Ligonier, PA 15658. The summer village phone number is 724-238-6820; this number should be used for **urgent calls and emergencies only**. The main camp number of 724-238-6428 *should not* be used for friends and families to leave messages for staff. Please plan on using your own cell phones for your long distant calling. We have wireless internet in our staff lounge for staff on days off.

14.) **Fitness:** Because of the rigorous nature of summer camping ministry, and because the terrain at Ligonier is very hilly, we would encourage you to arrive at camp feeling good about your state of physical fitness. No need to be a triathlete, but working on endurance and basic strength would be a good idea.

15.) **Nut Policy:** Our dining hall and camp store are both nut-free for the safety of our campers and staff who have nut allergies. However, we understand that staff members (particularly vegetarians) often like to have peanut butter or other nuts as a source of protein in their diet. We do permit staff to store and eat nuts in the staff lounge, but they are not to be removed. If you are allergic to nuts and would like more information on this policy, or if you have concerns, please contact us so we can adjust our policy as necessary.

16.) **Lifeguards:** Let us know if you are currently a lifeguard or plan on getting your certification prior to the start of camp. If you are interested in becoming a lifeguard for the summer, please let us know. There are some opportunities for lifeguard training prior to the start of the summer.

17.) **Off-property policy** (high school only): High school age staff need to have written parent permission to leave camp property, unless it is a Ligonier Camp sponsored activity. The Off Property Permission form permits CITs to travel off camp property for camp-approved events with college-age staff and is a requirement for all CITs to leave property.

One last item, there are still camper spots available for this summer, so if you have any little brothers or sister, nephews, nieces, cousins or neighbors ages 6-17, give us a call and we could send out a brochure or have them log on to our website www.ligoniercamp.org to register today!

God is going to bless our staff and campers in amazing ways in 2018.
We're looking forward to seeing you this summer!

