

CAMP CEDAR

GENERAL INFORMATION FOR COUNSELORS – 2017

CORRESPONDENCE

Winter Address (until June 5th):

Camp Cedar 1758 Beacon St. Brookline, MA 02445
Winter Phone: (888) 844-8080 or (617) 277-8080
Winter Fax: (617) 277-1488
Email: jobs@campcedar.com

Summer (after June 5th):

Camp Cedar 112 Camp Cedar Road Casco, ME 04015
Summer Phone: (888) 844-8080 or (207) 627-4266
Summer Fax: (207) 627-4152
Email: jobs@campcedar.com

CAMP DATES / TRAVEL

ARRIVAL AND DEPARTURE DATES Arrival to camp for all staff members is expected by 5.00 p.m. on Friday, June 16th (international staff from outside US/Canada are asked to arrive Thursday, June 15th to have time to rest from travel and become familiar with your surroundings). The campers will arrive on Saturday, June 24th. The first week of orientation is used to help get you trained for the job and prepare for the opening day of camp (see Orientation Week below).

Please review the **STAFF CALENDAR** and the dates of your contract. If for any reason you must arrive late or leave before your contract is completed, you must arrange this with camp prior to arrival.

Once your arrival date is determined, please plan to arrive at camp by 5.00 p.m.

Departure from camp on the final date of your contract should be planned for **after** 1:00pm. Please realize that the Portland airport and bus station are an hour from camp and make your plans accordingly. Camp will provide transportation to the bus station or airport **after** 1:00pm on your final day of work.

TRANSPORTATION TO CAMP

There are several ways to get to camp; car, carpool, bus, plane (see suggested plane and bus routes on the **STAFF TRAVEL OPTIONS** Sheet. You are responsible for arranging your own transportation to and from camp. If you are coming by bus or by airplane to Portland, ME, we will be happy to pick you up at a pre-arranged time. Please reconfirm the pick-up date and time with us a few days prior to your arrival to be sure of a timely pick-up.

If you would like to try to carpool with another staff member from your part of the country or are having difficulty making travel arrangements, please let us know early so that we can try to help. International staff, please review the **INTERNATIONAL STAFF TRAVEL INFORMATION** sheet before making final arrangements.

DRIVING DIRECTIONS TO CAMP Please see the form labeled DIRECTIONS TO CAMP for the best route. Again, please plan to arrive to camp by 5:00pm unless otherwise discussed.

SHIPPING LUGGAGE TO CAMP If you do not bring your luggage with you, we suggest that you send it by mail or UPS. Be sure to mark it "STAFF" and send so it will arrive at camp before you do. The shipping address is Camp Cedar, 112 Camp Cedar Road, Casco, ME 04015.

ORIENTATION WEEK Our orientation program is 8 days in length and is mandatory. The orientation period has several purposes. We want you to become familiar with the camp, meet your co-workers, and we want to get to know you. We also need to accomplish some necessary work in preparation for the arrival of the campers. There will be organizational meetings, social meetings, and time to play along with the work. This is really the time for the staff to get to know one another and to develop as a team.

BUNK LIFE

ACCOMODATIONS As a counselor, you will be assigned to a bunk (cabin) and will have primary responsibility for taking care of the boys' in your bunk. Each bunk has approximately 8-14 campers and 2-5 counselors (depending on the age of the boys). Male counselors live and sleep in the bunk with the boys. Female counselors sleep in their own separate cabin. All bunks are comfortable, free standing, wooden cabins with electricity and plumbing.

STAFF CLOTHING / EQUIPMENT LIST We do not have a counselor uniform, except for Staff T-shirts. Everyone is required to buy 4 shirts, which we sell at our cost of \$15.00. Camp will provide 4 staff T-shirts as well for a total of 8. Though our dress code is casual, we do expect that you will dress neatly and appropriately. The STAFF CLOTHING/EQUIPMENT LIST will give you some idea of what to bring with you. You can use your own judgment about most of the articles listed. We provide sheets and pillowcases for everyone. If possible, you should bring three blankets or a comforter for a single bed, a pillow, and towels. We recommend that you bring a bedside clip-on light for reading at night after the kids have gone to bed. Please **DO NOT BRING ELECTRIC BLANKETS, STEREO SYSTEMS OR TV's TO CAMP.**

LAUNDRY You can choose to have your laundry done for you once a week in our own laundry facility. This **MUST** be done on the same day that the campers in your bunk/age group have their laundry done. Please bring a labeled laundry bag. Because we do a great deal of laundry every day, some of your things can get mixed in with others. So that you are able to get your clothes returned, it is imperative that everything you bring is clearly labeled. Nametags work better than indelible markers, which tend to wash out. There are also Laundromats in the local area where you could do your own laundry if you choose.

HEALTH We have a doctor and three nurses on staff. You have access to them if you have any sickness or injury. If you take any prescription drugs, bring a copy of the prescription with you.

HEALTH AND ACCIDENT INSURANCE All staff members are completely covered by Workman's Compensation for any accident that occurs while performing camp duties. You are required to have health insurance and must provide a copy of your insurance information.

Please fill out the STAFF INSURANCE FORM (see NECESSARY FORMS / IDENTIFICATIONS) and send or fax it to us prior to your arrival.

****If you are coming through an international exchange program that includes health/accident insurance (Camp Leaders, CIEE, InterEx, Camp America, CCUSA etc), you do not need to provide proof of insurance.**

SPECIAL DIETS Because we feed over 500 people daily (with campers and staff), it is impossible for us to cater to special diets. Our menu is well balanced and nutritious, and we know that there is something served at each meal that everyone can eat. We usually have a salad bar and a pasta option at lunch and dinner.

CAR KEYS If you drive to camp we strongly suggest that you bring an **extra** set of your car keys with you, and give one set to us for safe keeping.

CAMP DRIVERS Only those who are 21 years of age with a clean driving record may be eligible to drive camp vehicles. If you are 21 and have a valid drivers' license, you must email or fax us a copy of your license, which we will use to run a license check, do determine your eligibility to drive camp vehicles. We will also ask you to take a Camp Cedar "driving test" so we are sure you are familiar with our vehicles. When not needed for camp business, our vehicles may be available during the evenings for local use by staff. ****International staff over 21 years of age must have an International Drivers' License if planning on driving staff.**

GUESTS You are welcome to have occasional visitors during the summer but they should not interfere with your work. Please do not invite guests to sleep at camp. We ask this for the complete safety of our campers. Let us know if you intend to have guests, and be sure to introduce them to us when they arrive.

CELL PHONES/TABLETS/COMPUTERS Staff members are NOT ALLOWED to use their personal electronic devices around camp or in your bunk. These devices are allowed to be used in your non-bunk housing quarters where wireless internet is provided, or in our staff lounge. Similarly, at scheduled times during the evening, personal electronic devices are allowed in our main office and "Big House" area. Campers are NOT ALLOWED to have personal electronic devices, nor are they allowed to use any belonging to a staff member. Please keep all said devices to yourself.

PERSONAL CASH AND VALUABLES We strongly suggest that only a limited amount of cash be kept at camp and recommend you bring traveler's checks instead of cash. Cash advances from your salary will be available regularly. We also recommend that you leave items of monetary or sentimental value at home. Cameras and all other equipment should be marked with your name (we have an engraver available at camp). Camp is **not** responsible for items lost or stolen at camp. A camp locker will be assigned to you for your valuables with a \$10 key to be returned to you at the end of the season when you return the key.

SCHEDULE / TIME OFF

ACTIVITY ASSIGNMENTS / DAILY SCHEDULE

We have activity guides for all camp activities, and part of the orientation is set aside for program planning built around these guides. We encourage you to bring ideas and drills so that we can incorporate them into our teaching plans. Please refer to the DAILY ROUTINE on the back of the calendar for a glimpse of a typical day. There are 6 periods a day. Some periods will be teaching, others may be coaching or refereeing depending on the activity. You are being hired to work primarily in a specific activity department (baseball, swimming, tennis, etc) and can expect to be assigned daily to that activity. There may be times and instances where you will be assigned to other activities as well. Please be sure to make camp aware of skills and experience you have outside of your primary activity.

RAINY DAY SCHEDULE

Rainy days at camp, though infrequent, can offer the opportunity to take a break from the regular schedule. Typically, indoor games substitute for the normal outdoor activities on rainy days. It can also be a terrific opportunity to teach a game (i.e card game) or skill (i.e. instrument) that you have. Please think of ideas for rainy days and bring them with you.

TRIP DAY

Several Wednesdays are Trip Days at Cedar. This is an opportunity for the campers and staff to leave camp and visit a local attraction or park. Trips go out to rivers for canoeing, the beach, water parks, hikes and more. You will have the opportunity to go on several of these trips and will share responsibility for supervising the campers while out of camp.

BUNK RESPONSIBILITIES

All counselors will be assigned to a bunk. Each bunk has approximately 8-14 campers and 2-5 counselors (depending on the age of the boys). These are the kids you will spend the most time with and likely form the closest relationships with. You and your co-counselors will be responsible for getting them going in the morning and putting them to bed at night. There will always be at least two counselors 'on-duty' in the bunk every night. When you are scheduled to be 'on-duty' in your bunk, you will be expected to bring

your bunk to the evening activity and evening snack, get them ready for bed, read a story and stay in the bunk to supervise them. There is a rotation that puts you 'on-duty' approximately every other night. On evenings that you are not 'on duty', you will be off starting **AFTER** 6th period (see DAILY SCHEDULE). Since all male counselors live and sleep in the bunk with the boys, while the female counselors sleep in their own separate cabin, on-duty female counselors are expected to stay in the bunk until they have been relieved by their co-counselors.

DAYS OFF

We know that it is important to take time off and recharge throughout the summer. During the course of the summer, you will have 4 assigned days off in addition to one during orientation week. These days off dates are determined during the orientation week. We assign the days off to spread them over the summer and overlap as little as possible with bunk co-counselors or activity staff members. Any particular day off requests related to family functions, events, etc. should be made before camp starts as the days off schedule will not be able to be changed once it has been determined.

CAMP POLICIES

WATERFRONT The head of our waterfront is in charge of all waterfront activities. Camp is on a beautiful lake, and the waterfront is made available to the entire staff. There are a few rules that need mentioning. The **only** time anyone is allowed on the waterfront is **when a lifeguard is on duty**. Also, we always use the "buddy" system so no one may ever swim alone. Anyone at Cedar who wants to use the waterfront for swimming, boating or skiing must take a swimming test to make sure they will be safe in the water. The boats and water-skiing will be made available at assigned times for those who have passed the test.

SMOKING We strongly discourage smoking. Smoking is not allowed while you are working with our campers. The **ONLY** smoking allowed on campus is in the designated smoking area in the staff parking lot **AFTER TAPS (around 9:15pm)** and **ONLY** if you are off-duty. Smoking is not allowed in or near any buildings, including your cabins or wherever children are present.

ALCOHOL AND ILLEGAL DRUGS The drinking age in Maine, as in the rest of the U.S., is 21 and no one under age is allowed to drink at any time. Maine alcohol laws are some of the toughest in the US and are strictly enforced. **There is no drinking on camp property**. If you are of age, we expect you to keep your drinking to moderation. No one may return to camp intoxicated. Use or possession of illegal drugs is not allowed. Violation of any of these rules may be cause for automatic dismissal and/or appropriate legal action.

CURFEW At camp, we have a curfew for all staff of 12:30am. We need our entire team to be fresh and alert for the benefit and safety of our kids. If you go out of camp for an evening, you need to be back by 12:30am.

NECESSARY FORMS / IDENTIFICATIONS

The following is a list of forms and identifications needed from every staff member (explanations follow). Please return via mail or fax all forms as quickly as possible.

WORK AGREEMENT

Upon verbal agreement, you will be emailed a written Work Agreement via Docusign, which will indicate the agreed upon salary, end of season bonus and travel allotment if appropriate. Your salary will be made available for payment on a weekly basis. The end of season bonus and return travel allotment will be paid upon the successful completion of the agreement. Please read the agreement carefully, electronically sign and date, and return as quickly as possible via Docusign. We need to receive your signed agreement in a timely manner in order to hold your position on the staff. ****International Staff (except from Canada) will receive a slightly different work agreement, please contact us with any questions.**

DOMESTIC STAFF TRAVEL FORM

Staff from the US and Canada, please return this form as soon as possible. This information will allow us to arrange meals, plans pick-ups and help connect those interested in car-pooling. If you plan to arrive by plane or bus, please call us a few days in advance so that we can confirm your pick-up in Portland, ME. If you will be driving to camp and can offer a ride to another staff member, please indicate this on the form.

INTERNATIONAL STAFF TRAVEL INFORMATION

Staff from outside the US and Canada, please read this form. Please arrange to arrive to Portland, ME by the afternoon of Thursday, June 15th.

STAFF INSURANCE FORM

Domestic and Canadian staff please fill out this form indicating your health insurance information and please email or fax a copy of your insurance card as well.

STAFF MEDICAL FORM

This form must be completed before camp. A doctor's examination is required within 24 months of coming to camp. Check on necessary booster shots, including a measles vaccine with your doctor. If you do not have this form completed, you will need to have a physical, at your expense, when you arrive at camp. **Some international staff carry with them the completed medical form supplied by their exchange organization. This is acceptable, however, we would like you to complete the information on our form as well for your records and safety.

RELEASE AUTHORIZATION / DISCLOSURE FORM

This form allows camp to run a background check. This is done routinely with all members of our staff. If there are any questions about this policy, please contact us.

SOCIAL SECURITY CARD / BIRTH CERTIFICATE

Please email or fax (617-277-1488) a legible copy of your social security and/or birth certificate prior to your arrival with the exception of international counselors who will apply for a social security number upon their arrival.

DRIVERS LICENSE

Our insurance policy states that only those over 21 years of age with a clean driving record may drive vehicles belonging to, or leased by, Camp Cedar. We are also required to carry out a drivers' license check on all qualified drivers. Please email or fax a legible copy of your license. **International staff over 21 years of age must have an International Drivers' License if planning on driving.

CERTIFICATIONS

If you currently are certified in any of the following; Water Safety Instructor, Lifeguard, CPR, Heat Saver, Basic First Aid, Wilderness First Aid, Wilderness First Responder, please check to verify that the certification is up to date before coming to camp. Also, WSI's and Lifeguards must email or fax copies of their current certification cards in advance and bring their cards to camp.

* Although not a requirement for all staff, we strongly urge you to take a CPR and a Basic First Aid course at home before camp.

As always, please email (jobs@campcedar.com) or give us a call anytime with any questions.