



Staff Preparation Guide



A How-to Guide for CYO Staff

Camp Don Bosco
1401 327th Ave NE
Carnation, WA 98014

Camp Hamilton
25405 Lake Fontal Road
Monroe, WA 98272

425.333.6135 | cyo@seattlearch.org

Table of Contents

WELCOME TO THE CYO CAMP FAMILY	3
GET TO KNOW CAMP, BEFORE SUMMER	4
ABOUT CYO SUMMER CAMPS	4
OUR MISSION	4
OUR PROUD HERITAGE	4
PREPARING FOR CAMP.....	5
WHAT TO WEAR.....	5
DO NOT BRING.....	5
CELL PHONES AND OTHER SCREENS AT CYO SUMMER CAMP	5
STAFF PACKING LIST	5
ARRIVAL AND CHECK-IN PROCEDURES	6
START DATES.....	6
WORK DAYS.....	6
OPTIONAL WORK DAYS.....	7
CHECK-IN:.....	7
CABIN ASSIGNMENTS:.....	8
TRAINING:	8
THE CAMP PROGRAM	8
TYPICAL DAILY SCHEDULE	8
OVERNIGHTS:.....	9
FAITH AT CAMP:	9
KEEPING IN TOUCH	9
MAILED CORRESPONDENCE	9
WIFI AND THE INTERNET	9
HEALTH CARE.....	9
MENTAL HEALTH SUPPORT.....	10
FOOD.....	10
MEALS	10
SPECIAL DIETS	10
DIRECTIONS TO CAMP DON BOSCO	10
DIRECTIONS TO CAMP HAMILTON.....	11

Welcome to the CYO Camp Family

We are so excited you that were selected to come work at CYO Camps this summer! Our two camps span more than 700 acres of forest land in the foothills of the Cascade Mountains which provide the perfect setting for our diverse, challenging and fun programs. You will make lifelong friends, learn about yourself and be a mentor and role model to your campers. You'll acquire new skills including group management, conflict resolution, first aid and more. You'll also teach the relevance of the Catholic faith while interacting and living in community with children and staff from diverse backgrounds. But most of all, you will grow and have FUN!

This handbook will help you prepare staff training and answer any frequently asked questions. We encourage you to read and become familiar with our guide. If you have any questions or concerns about this summer, please feel free to contact our **Camp Office at 425-333-6135** between 9am – 5pm Monday through Friday.



Also, please do not hesitate to let us know how we can ensure that your camp experience is exceptional. Again, thank you for choosing CYO Summer Camps. You are in our prayers as we prepare for an amazing summer. We look forward to seeing you on the first day of staff training.

God Bless and Peace!



Shaune Randles
CYO Camp Director

Get to Know Camp, Before Summer

- Join our [Facebook group](#). This is a great place to meet your coworkers and stay up to date on all things camp staff related.
- Camp Tours: please call 425-333-6135 to schedule a time to visit camp and see where you are going to be working.
- Read your staff manual that we send out in the spring.

About CYO Summer Camps

Our Mission

We challenge those who experience camp to live, learn, and grow in Catholic faith through time spent as part of our community and beyond.

We invite everyone to attend camp with the hospitality of Christ. Our camps are designed to help campers to learn more about the Catholic faith while living in community and doing fun activities. Any child whether Catholic or not will have a fun faith-filled experience.

Our Proud Heritage

CYO in Seattle was formed in 1950 by the work of Archbishop Connolly and Gordie Hamilton. Some of the original traditions have passed down for over 65 years! The camps are a ministry of the Archdiocese of Seattle.

Vision of CYO Staff: CYO Camp Staff are part of an incredible team that creates exceptional camp experiences for over 1,500 kids each summer. We work hard, play hard and pray hard. Some of the jobs you will be assigned to do will be incredibly fun like playing games in the pool, roasting s'mores and playing cards. Some jobs are not so glamorous like washing dishes, cleaning bathrooms, and staying up with a camper who is homesick. The great thing is that we all work together to get things done. Living and working at camp can be hard, but it's also very rewarding!



Preparing for Camp

What to Wear

At camp, we follow the rule of thumb that clothing needs to be ready to play. If you can't bend over and pick up a ball or run around in a game then it shouldn't be at camp. We also have a waterslide at Don Bosco and have boating at Hamilton so please pack swim wear that will stay in place (no bikinis for girls or speedos for boys). Please also do not bring clothing with inappropriate logos such as drug, alcohol, political or tobacco related references.



We recommend that you do not buy new clothes for Camp – instead bring old, comfortable clothing that can get dirty and/or stained and that you won't care if it is lost or damaged. Please be certain to mark your name clearly on all articles.

Do Not Bring

Expensive items, pets, gum, fireworks, weapons of any kind (knives other than pocket knives, guns etc), Alcohol/drugs, personal sports equipment, and vehicles can only be used for camp purposes with a cleared driver's record.

Do not bring or pack any food that contains any nuts including peanut butter. Due to the number and severity of nut allergies, we will monitor the care packages and snacks coming into camp and have campers and staff turn in any nut products to be held in the office until the end of the week.

Cell phones and other screens at CYO Summer Camp

Camp is a unique and amazing experience. It's probably one of the few places on earth that you can unplug from technology and engage in God's creation. Campers are not allowed to have cell phones or other electronics so we do not allow staff to use their electronics around the kids unless it is for approved camp purposes. Cell phones are only allowed when you are off duty.

Staff Packing List

CLOTHING ITEMS

- Long jeans or pants
- Shorts
- T-shirts
- Rain gear
- Underwear
- Warm jacket
- Hat
- Socks
- Swimsuit (No bikinis or speedos)
- Sweaters or warm sweatshirts

- Pajamas
- Sandals
- Tennis shoes
- Waterproof shoes or boots

PERSONAL ITEMS

- Medications (will need to be stored in a locked cabinet to prevent accidental ingestion by campers)
- Dirty clothes bag or basket
- Sunscreen

- Insect repellent
- Personal toiletries
- Towel
- Storage tote of some sort
- Eagle of Catholic Camping if you are a former camper or staff
- Camera
- Musical Instrument

REQUIRED ITEMS

- Sleeping Bag
- Flashlight or head lamp
- Daypack/backpack
- Khaki pants or shorts for opening and closing day uniform
- Water bottle with name marked
- Alarm clock (battery powered, cell phones as alarm clocks aren't allowed)
- Watch
- Insect/rodent proof container for snack storage
- HAMILTON:** Long Sleeved Shirt and jeans for paintball
- HORSE STAFF:** Boots with a ¾" minimum heel (smooth sole) –Helmets are provided by CYO, but you can bring your own

OPTIONAL ITEMS

- Camp chair or Hammock
- Stationery/postcard/stamps
- Costumes
- Coffee Mug with Lid
- White cotton t-shirt for tie-dying
- Sheets
- Small crates or modular shelving to hold your stuff
- Pocket knife (required for horse staff)
- Special dietary supplements (please contact Danny if you have any special dietary needs
Daniel.grasseschi@seattlearch.org)
- Decorations for your cabin

ITEMS YOU CAN BORROW IF YOU DON'T HAVE OR CAN'T TRAVEL WITH IT (JUST LET US KNOW IN ADVANCE)

- Pillow
- Sleeping Bag
- Bible
- Rosary
- Pen/Pencil
- Kid's books

Arrival and Check-in Procedures

Please use the directions to camp on our [website](#) or at the end of this hand book and not your smart phone or GPS. Unfortunately, your GPS or smart phone will lead you to more rural roads that do not lead to camp.

Start Dates

- International Staff start: June 17th
- Directors start: June 18th
- Lodge Leaders start: June 19th
- All other staff start: June 20th

Work Days

- Staff Training: June 20-26
- Family Camp: June 28-30
- Week A: July 1-5
- Week 1: July 8-13
- Week 2: July 15-20



- Week 3: July 22-27
- Week 4: July 29-August 3
- Week 5: August 5-10
- Week 6: August 12-17
- Final Celebration: August 17

Optional Work Days

Please contact Megan at megan.raymond@seattlearch.org if you are interested in working these weeks.

- Week 7: August 19-23
- Week 8: August 26-30
- Family Camp 2: August 30- September 1

Check-in: is at 9:00 am on the first day of your employment at Don Bosco regardless of the camp you've been hired to work at. It is important to arrive promptly so we can begin training. If you need to arrive the night before due to travel times please contact us.

- You will need to bring your completed paperwork with you. This includes:
 - Employment agreement
 - W4
 - I9
 - Direct Deposit Form
 - Staff Health Form
 - Minors:
 - Parent signature on health form
 - Work authorization form signed by parent
 - Minor background check form
- You will need these things in your hand at check in:
 - Blank Check or print out of your bank's routing and account number
 - Copies of any certifications
 - I-9 Identification even if you have worked for us in the past. Please see attached list in back for what to bring.
 - Must have 1 from column A OR
 - Must have 1 from column B AND 1 from column C
 - International Staff:
 - Visa
 - Returning International Staff:
 - Paycard if you have it from last year
 - Social Security Card



Cabin Assignments: You will be given your cabin assignment at arrival. This assignment may change due to fluctuations in camper numbers. All cabin leaders at Don Bosco will rotate between Day and Resident Camp. All staff members will live in cabins with campers unless their job requires them to be up early for the day camp bus or cooking. There will be places that you can take your breaks separate from the camper cabins, but please keep in mind you will be sharing your space with other staff.

Training: You will be attending a seven-day staff training that covers everything from group management to child development. You will attend job specific training topics as well as spend time getting to know the camp routine and your coworkers.

The Camp Program

A well-rounded camp experience includes being exposed to a variety of educational and recreational programs. We feel that an important part of a camper’s experience is to have a choice of activities that meet the abilities of a variety of children. It is our goal to offer many fun, creative, and safe programs in accordance with the guidelines and standards of the American Camping Association.



Typical Daily Schedule

The schedule below should be used as a guide, circumstances sometimes call for changes in times and/or activities. We have designed the schedule to be a blend of prayer, high energy and more reflective camp activities, social time, big group activities and quiet rest time. As campers progress through our camp programs more challenging activities, adventures and choices are added into their programming. As a staff member your schedule may change with an earlier or later start to the day depending on the program you are working with. All staff get at least 2 hours off each day and often one night off of cabin responsibility a week.

Horse and Specialty Camps: Horse and specialty campers will spend extra time doing their specialty each day. The rest of the day is spent doing “traditional” camp activities. Some other specialty camps include: Splash (water and swimming-based), Take Aim (target-based activities like archery, laser tag and rock throwing), Outdoor Adventure (Outdoor living skills and Nature-focused), Build Discover Innovate (STEM-based), Zoo Camp (Animal-focused).

Tatonka: Campers 6th-9th grade explore the backcountry of Camp Hamilton by backpacking and camping throughout the property. They join the rest of camp for opening and closing day.

High School Camp: Teens select their activities for the week at Camp Hamilton and create their own schedule.

	Don Bosco Resident Camp	Don Bosco Day Camp	Hamilton
7:00am		First Bus Pick Up	Sunrise Activities
7:45am	Flag		
8:00am	Breakfast	Arrival	Breakfast
9:00am	Morning Prayer	Morning Prayer	Morning Prayer
9:30am	Program Rotations	Program Rotations	Program Rotations
12:30pm	Lunch	Lunch	Lunch
1:30pm	Program Rotations	Program Rotations	Siesta

2:30pm			Free Beach
3:30pm		Closing Prayer then Bus Departs	Choice Time
5:45pm	Flag		
6:00pm	Dinner		Dinner
7:00pm	Camp Wide Game	Work with Resident Camp	Camp Wide Game
7:45pm	Evening Prayer		Evening Prayer/Sundown
8:30pm	Campfire		
9:00pm			Campfire
10:00pm	Lights Out		
10:30pm			Lights Out

Overnights: Weather permitting, every camper grade 3 and up will have the opportunity to experience the adventure of an overnight campout. Cabin groups cook dinner over the fire, roast a smore, sleep out under the stars and enjoy an evening campfire.

Faith at Camp: "To Live, Learn and Grow in the Catholic faith" is more than words in our mission statement. Our camp community encourages all to live their faith authentically and continue to learn and grow as disciples. You will have the opportunity to grow in your faith as well. We have chapels at both camps with the Blessed Sacrament present available to you.



Some of the things we do at camp to foster the growth of our campers are... a summer-long theme based on Catholic teaching, morning and evening prayers, some traditional Catholic prayers, Graces before meals, worship songs, Adoration, Mass and so much more!

Keeping in Touch

Mailed Correspondence

Staff can send and receive letters, so be sure to pack stamps, envelopes, stationery or postcards. We have a tradition that if staff receive 5 or more pieces of mail in a day they are thrown in the pool or lake.

Letters and packages to campers can be mailed to the following address:

Staff Member's Name
Camp Don Bosco
1401 327th Ave NE
Carnation, WA 98014

Staff Member's Name
Camp Hamilton
25405 Lake Fontal Rd
Monroe, WA 98272

Wifi and the Internet

There are staff computers available at both camps to access the internet. Camp Don Bosco has high speed internet with WIFI available through parts of main camp. Camp Hamilton has WIFI at Discovery Lodge that is not high speed.

Health Care

A registered nurse is responsible for distributing medication and responding to emergencies at camp for the campers. If you are sick or injured it is your responsibility as a staff member to notify your supervisor

so they can arrange time off. The camp nurse is not available to diagnose and monitor staff member's illnesses/injuries and medications. You need to provide your own routine health care, not relying solely on the camp nurse.

Mental Health Support

Even though many of our camp positions have counselor in the title we do not employ any therapists at camp. It is important for you to get appropriate outside help as needed. Your supervisor can help with job conflicts and accommodations, but they are not a therapist. Please reach out to our employee assistance program if you need help beyond our abilities at camp. They are a great resource for you and it's free!

Employee Assistance Program: 1-800-311-4327

Food

Meals

Our camp food is very kid friendly while still being nutritious. Delicious, well-balanced, hearty meals feature plenty of camper favorites, fresh fruits, vegetables, and more. A salad bar is available during lunch and dinner. Both camps are outfitted with a coffee bar as a treat for staff. Many staff like bringing their own special creamers or sauces. Leftovers are available to staff on weekends.



Special Diets

We can accommodate most special diets at camp if we have ample time to prepare. Our camps do not serve any peanut products to ensure no cross contamination. We have successfully accommodated staff who are vegetarian, vegan, celiac and many more! Please contact Danny our Food Service Manager if you have questions or concerns about your dietary needs: daniel.grasseschi@seattlearch.org.

DIRECTIONS TO CAMP DON BOSCO

Camp Don Bosco is located in Carnation, approx. 45 minutes from Seattle and one hour from Tacoma

From I-90

- Exit #22 at Preston
- Follow the signs through Preston to Fall City
- At the stop sign in Fall City, turn right, continuing north. As you cross over the Snoqualmie River Bridge take a left at the traffic circle onto Hwy 203 (Fall City-Carnation Road)
- Continue approximately five miles to NE 11th. Turn right and follow the signs to Camp Don Bosco.

*Note: If you are coming from HWY 18 when you reach I-90 you must go west to get to the Preston exit.

From State Highway 520

- Continue past Marymoor Park, exit to the right onto HWY 202 (Woodinville-Fall City Rd)
- Take a left on to the Tolt Hill Road (Sign to Carnation Golf Course)
- At the intersection with Hwy 203 turn right (south), just over 1 mile
- Turn left onto NE 11th and follow signs to Camp Don Bosco

DIRECTIONS TO CAMP HAMILTON

(Do not use Google maps it will give you wrong directions) Camp Hamilton is between Monroe and Duvall, off of Hwy 203, approximately 1 hour from Seattle.

From I -5 Seattle

- Take 520 E past I-405 toward Redmond to the end. I-520 turns into Avondale Rd.
- Continue on Avondale Rd until you come the Woodinville-Duvall Rd (approx. 6 miles Avondale ends and there is a Safeway ahead of you)
- Turn Right onto Woodinville-Duvall Rd and continue on down to Duvall (approx. 6 miles). Turn
- Left onto SR203 (at the stop light in Duvall) and go for 3.5 miles

*Please note: Duvall is the last gas station and grocery store before camp – there is nothing between Duvall and camp)

- Leave Duvall traveling north on SR203. Speed limit will increase to 55mph.
- Turn Right onto Cherry Valley Rd (up the hill). (Please note that there are 2 Cherry Valley roads you will turn onto the Cherry Valley Rd 3.5 miles out of Duvall that is in Snohomish Country. NOT the Cherry Valley right after you turn onto Hwy 203 in Duvall. If you see a large Catholic Church you turned too soon)
- Take a Soft Right onto Lake Fontal Rd (as Cherry Valley meets Lake Fontal Road)
- Take a Left at curve as Fontal Rd turns into Kayak Lake Rd. (Stay on Fontal Rd)
- Country road ends and turns to gravel. Continue past yellow gate.
- Look for Camp Hamilton signs and brown gates.

From the North

- Take I-5 South to Hwy 2. Head east on Hwy 2 until you reach Hwy 203/N Lewis Rd in Monroe (Approx 14.5 miles).
- Take a right onto Hwy 203/Lewis Street you will proceed through old town Monroe and over the Skykomish river bridge where the speed limit will increase.
- Proceed past Cadman Gravel and turn left onto High Rock Rd (Do not turn on North High Rock Rd) (Approx 3.5 miles)
- Proceed up hill, turn left onto Lake Fontal Rd (2.2 miles)
- Take a left at curve as Fontal Rd turns into Kayak Lake Rd. (Stay on Fontal Rd)
- Country road ends and turns to gravel. Continue past yellow gate.

- Look for Camp Hamilton signs and brown gates.