

# Camp Cedar - General INFO for Support Staff- 2012

## CORRESPONDENCE

**Winter Address (until June 7<sup>th</sup>):**

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 7<sup>th</sup>):**

Camp Cedar 112 Camp Cedar Road Casco, ME 04015 Summer  
Phone: (207) 627-4277 Summer Fax: (207) 627-4152

## CAMP DATES / TRAVEL

**ARRIVAL AND DEPARTURE DATES** Arrival to camp for all staff members is expected by 5.00 p.m. on Friday, June 15<sup>th</sup> (international staff from outside US/Canada are asked to arrive Thursday, June 14<sup>th</sup> to have time to rest from travel and become familiar with your surroundings). The campers will arrive on Saturday, June 23<sup>rd</sup>. 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 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. Do not. 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.

## CAMP LIFE

**ACCOMODATIONS** When you arrive, you will be assigned to a cabin and will share a room with 3-4 other staff members. The cabins are comfortable, wooden buildings with bunkbeds, electricity and plumbing.

**STAFF CLOTHING / EQUIPMENT LIST** We do not have a counselor uniform, except for Staff T-shirts. Everyone is required to buy 2 staff shirts, which we sell at our cost of \$7.50. Camp will provide 2 staff T-shirts as well for a total of 4. 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. 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. 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 (BUNAC, CCUSA, Camp America, CampLeaders InterEx, etc), you do not need to provide proof of insurance.**

**SPECIAL DIETS** Because we feed over 450 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 send 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.

**E-MAIL** We have several computers available in the staff lounge for email for use on your time off only. We suggest that you open an account (if not already done) with hotmail.com, yahoo.com or any mail service provider that can be reached via the internet. We will ask that everyone be very sensitive to the needs of others and limit you time online accordingly.

**TELEPHONE CREDIT CARDS** We have several pay phones for outgoing calls that can be used for collect & credit card calls on your time off. If you do not have a telephone credit card to use this summer, you may purchase a "Global Key Phone Card" at camp. These cards are in denominations of \$10 or \$20 and can be purchased at our camp office. Rates are very reasonable.

**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

### WORK SCHEDULES

Your schedule will depend on the job to which you are assigned. We will go over the specifics when you are at camp. Everyone will have some time off during the day and evening, and may take advantage of all the facilities available at camp. We hope that you will become fully involved in camp life and will participate in, or attend, as many of the summer's activities as possible.

Along with your work assignments and your free time, you will also be responsible for the upkeep of the cabins where you live. All staff quarters will be inspected regularly. We will set up a system so everyone shares responsibility for the cleaning of the cabins.

**DAYS OFF** We know that it is important to take time off and recharge throughout the summer. Built in to the schedule are regular days off. Typically there are trips out of camp that you can join to enjoy a local area site or to shop.

## 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 1:00am. 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'll need to be back by 1:00am.

## 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 sent a written Work Agreement, 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, sign and return as quickly as possible. 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 14th.

### **STAFF INSURANCE FORM**

Domestic and Canadian staff please fill out this form indicating your health insurance information and please send 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 send 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 send 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.

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