



## Applicant Fact Sheet

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# STAFF DEVELOPMENT

Staff are oriented to all aspects of the camp operation. These important meetings will better prepare you for your summer responsibilities, acquaint you with the facilities, introduce you to the Directors and other staff and answer any questions that you may have about your position. Specialist staff will have other meetings and trainings scheduled as indicated by the position.

- |                      |                    |               |
|----------------------|--------------------|---------------|
| • Thursday, June 17: | 4:30 pm - 8:00 pm  | New Staff     |
| • M-T-W, June 21-23: | 9:00 am - 5:00 pm  | Outdoor Staff |
| • Friday, June 25:   | 4:00 pm - 8:00 pm  | All Staff     |
| • Saturday, June 26: | 9:00 am to 4:00 pm | All Staff     |

**CAMP SEASON:** Monday, June 28th - Friday, August 20th  
Holiday on Monday, July 5th

## GENERAL CAMP INFORMATION

**SENIOR COUNSELORS:** Senior Counselors have generally graduated from high school and are college students, parents or teachers assigned to work with a specific age group of campers.

**JUNIOR COUNSELOR PROGRAM:** This program is designed for high school staff (entering 10th - 12th grades). Junior staff generally assist in a bunk and some JC's may also be assigned to a specialty area. The Junior Counselor Program also includes meetings and some special after-camp activities just for this age group.

**SPECIALISTS/SUPPORT STAFF:** All Sports, Aquatics, Outdoors, Arts, Health Center, Food Service and Transportation staff are hired to work in a particular area of camp. Some specialists will be responsible for program planning during the year and set-up of areas in the spring before camp begins.

**THE LEADERSHIP TEAM:** These are the staff in camp who supervise the various areas of camp operations. The team includes the Owners/Directors, the year-round office and administrative staff, Directors of each age level, Directors of the Arts, Sports, Outdoors and Aquatics programs, Special Events Directors, Transportation Director and Operations Director. All staff will be directly responsible to one of these Directors.

**TRANSPORTATION:** This is one of the most important and vital areas of our camp operations. Whether a driver or passenger, it is important to think safety at all times. Staff will drive their own cars, some carpool, some drive leased vans/buses and some will need camp to provide transportation for them. Camp leased vehicle drivers will attend a meeting in Early June to pick-up a packet of information and agree to visit all families by a designated date. Staff using camp transportation understand that they must be a Trans Counselor if needed. If assigned, you will be notified in mid May and will need to attend a training meeting at camp. Taking camp transportation and driving sometimes (other than in an emergency) is not an option as a seat cannot be "saved" and only used sometimes.

**STAFF HANDBOOK AND PACKET:** Each staff member will receive a Staff Handbook which should be read over before camp season begins. Addendums and other information will be given at Staff Development meetings. This material contains important information about policies, behavior management, supervision guidelines, schedules, emergency procedures, health concerns and more. All staff will sign a form stating that they have read the material and understand all of the information. All staff also need to understand that they are responsible for their actions and should not need to be reminded to follow procedures as outlined in the Diamond Ridge Staff Handbook/Manual and Addendums.

**PERFORMANCE ASSESSMENTS:** This form will be reviewed with each staff applicant during the interview and again at Staff Development. There should be no surprises as to what is expected of all staff during the summer at camp. The review process will be ongoing during the camp season.

**COMPENSATION AND PAYCHECKS:** All job categories have a base salary. Most staff receive three paychecks during the camp season when all responsibilities for that time period are met (required paperwork, reports submitted, copies of documentation are current, keys returned, etc.). The final check will be mailed by Friday the week after camp ends. Staff working less than 8 weeks may have a different paycheck schedule. The total compensation is divided into categories ("Salary A", "Salary B" and if applicable, "Transportation Reimbursement") with "Salary B" held until the final paycheck. If you are absent or late, all categories will be pro-rated for time missed. Should you decide to quit or if your employment is terminated for any reason, the "Salary B" will be forfeited and the balance of other categories pro-rated for the time worked. All new staff must submit a completed W-4 form for the purpose of tax withholding and all appropriate city, township, state and federal taxes will be withheld as applicable. Returning staff only complete if status changes. All final paychecks will be mailed to the staff member's home address.

**CALENDAR OF SPECIAL EVENTS:** Our eight week calendar is filled with special theme weeks and includes shows and entertainment, trips, game shows and physical challenges, award presentations and extended evening activities. Enthusiastic participation by staff can only help make all of the days at camp more fun and exciting for the campers. The staff who "go the extra mile" to wear a costume, special hat or fun, crazy clothing contribute greatly to a really fantastic time for all of the children.

**PROPER ATTIRE:** Staff must at all times serve as positive role models for the campers. Care must be taken when choosing the type of clothing to wear to camp. Official camp shirts, shorts, sneakers and ID badges are the dress at camp. Revealing clothing or swimsuits, inappropriate language or pictures on clothing, Crocs and sandals have no place at camp (pool staff may wear Crocs or sandals in the pool complex only). Female bathing suits must be one piece suits appropriate for camp and males must wear trunk style bathing suits (not Speedo type or shorts and underwear). All new counselors and specialty staff are given t-shirts and pool staff will be given one bathing suit. Staff shirts and IDs must be unaltered and are to be worn as received. Having body art/piercings will be discussed at the interview.

**PERSONAL PROPERTY:** The camp is not responsible for personal property and cannot make any arrangements to safeguard items. Cell phones, head phones and other electronic items are not to be used in camp, on trips or in camp vehicles during transit to and from camp. Purses, wallets, money, expensive jewelry and other valuables do not belong in camp. Valuable items should be left at home or in your car. Backpacks must be left in the bunk or specialty area and are not to be carried around camp

**CELL PHONES:** The use of your cell phone during the camp day or on a camp vehicle can be a reason for you to lose your job. In order for you to concentrate on your responsibilities, you cannot be using your cell phone... whether it's a call, a text, to check messages or log-on to the internet or Facebook. Should you use your phone and someone see you, the first time you will receive a written warning. The second time you will be fired. Should you need to make a call, speak with your Director for permission to go to the office. If someone needs to get in touch with you in an emergency, give them the camp number and someone in the office will find you.

**PAPERWORK:** There are a number of important forms that must be completed for all employees at Diamond Ridge Camps. It is imperative that all forms be returned complete and on time as indicated in the mailings.

- Transportation form with copies of registration and insurance information if driving your own vehicle.
- Transportation form if you need transportation.
- Copy of drivers license for all staff who have a license/permit.
- W-4 for tax withholding - for new employees or anyone changing filing status
- Local Services Tax Certificate
- Local Earned Income Tax Certification Form
- Voluntary Disclosure Statement
- Current photograph from new staff - e-mailed to camp for your Photo ID
- 2 signed copies of the At Will Agreement - one will then be returned to you for you to keep for your records.
- Health History & Immunizations record - put dates to the best of your knowledge.
- Exam Form - signed by Physician (if applicable)
- Staff Technology/New Media Agreement

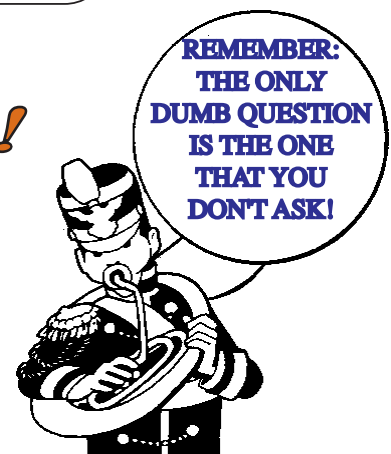
**FOR ALL MINORS:** Most forms must also be signed by a parent/guardian.

- Written Agreements
- Medical Release
- Permission to take over-the-counter medications
- Working Papers - needed by all minors who will not be graduating this year. It is the staff members' responsibility to do the necessary paperwork for the working papers.
- Transportation Form
- Staff Technology/New Media Agreement
- Voluntary Disclosure Statement

**TERMINATION OF AT WILL AGREEMENT:** Your employment could be terminated in the rare instance that an infraction occurs which would adversely affect the health, safety and welfare of a camper, fellow staff member, the camp facility and program, or that your performance is unsatisfactory. It is our hope that everyone will remain with us for the entire summer season. You and only you can prevent your termination.

WORKING AT CAMP WILL BE...fun...hard work...frustrating at times... tiring...hot...full of laughter...a learning experience...new friends...interpersonal skills that will last a lifetime...a test of your ingenuity and flexibility...a wonderful way to spend your vacation...an experience full of incredible memories that no matter how many pictures you show your friends or how many stories you tell them, you just cannot explain what you really did this summer!

***Make this the best summer of your life!***





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### **COPIES OF DOCUMENTS TO BE PROVIDED FOR ALL STAFF:**

- All staff must give permission for camp to do a National Sexual Offender Search.
- Staff must provide documentation for the following:
  - All staff 18 and older & MINORS must NOW have FBI Fingerprinting
  - All staff - PA Child Abuse Clearance & PA Criminal Record Check
- All staff must be able to provide documentation to complete the I-9 form which documents that you can legally work in this country. A sheet will be sent to you with options of acceptable documents.
- Copies (front and back if applicable) of any certifications for your position - i.e., Lifeguarding, CPR, WSI, Ropes Certification, EMT, Archery, Referee, etc.

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