



# 2018 Basic Summer Requirements and Expectations for Division Coordinators

**What can you expect?** The information below is by no means complete but does reflect basic expectations and requirements. Additional policies and procedures are stated in the staff manual. The following points are listed to **help you assess** whether you can meet basic job requirements and schedule. Staff **MUST** be present on orientation dates.

## **MANDATORY SESSION AND TRAINING DATES:**

**Pre-camp Planning Date:** To be arranged

**Planning and Staff orientation dates are:**

June 5,14,16, June 18-22, and July 21 2018 (See details on page two) as assigned by the camp director

**Session dates are:**

Session 1: July Camp Session (5 weeks) June 25, 2018– July 27 2018 and/or

August Camp Session(2 weeks) July 30, 2018– August 10, 2018

**STAFF HOURS:** Coordinators' hours are unlimited but should average up to 42-45 hours per week. Coordinators must be available for conferences with staff, parents and director as needed. They must participate in all special events and Festival Days. Coordinators supervise one Extended Day session each week until 6:15pm and lead predetermined staff meetings. Weekly hours vary at the discretion of the camp director: **8:45am-6:00 pm; Tues. 8:45am-5:00 pm; Wed. 8:45am-6:00 pm; Thurs. 8:45am-5:00 pm; Fri. 8.45am-5:00 pm.**

**WORKDAY:** Absences will not be tolerated. Doctor's note is required. No work, no pay unless approved by the Executive Director. A.C.T. is closed on Wednesday July 4, 2018 in observance of Independence day. In order to be paid for this day you must be present the workday prior to and after the holiday.

**DRESS CODE AND ACCREDITATIONS:** Excessive body piercing, tattooing or excessive body ornaments do not conform with dress code standards and uniform requirements. Staff are required to wear bathing suits during water activities. T-shirts must be worn on designated days. Costumes must be worn on theme days. Sneakers are required at all times. Coordinators must carry communications device (phones/walkie-talkies) at all times. Supervisory staff must meet Department of Health certification requirements. Unit Coordinators must have RTE certification, Swim Coordinator must have WSI., First-aid and CPR, preschool coordinator must have early childhood certification.

**COMPENSATION: Weekly base pay:** Staff will be compensated on a biweekly basis prorated at the stated seasonal salary. Work day includes attendance at required staff meetings and one post camp session each week (4:00-6:15pm).

A) Coordinators assigned to camping trip or extended night stay are compensated at \$100.00 per evening.

B) Coordinators get an hourly rate of \$22.00 per hour for pre-camp work (that is approved by the director) and time spent during orientation. An invoice from the coordinator is required within two weeks after the work is performed.

## PLANNING AND ORIENTATION

Participation in the camp's orientation program is a prerequisite to employment unless excused by the director:

- Division heads are required to develop an action plan and meet with director twice in May and once early June.
- Division heads are required to be present for appropriate pre-camp staff training/orientation sessions.
- Division heads must lead and plan orientation activities for respective staff one week prior to camp opening and are paid \$22.00/hour for administrative/pre-camp work.

<b>ORIENTATION SCHEDULE</b>	Saturday June 16, 2018	Monday June 18, 2018	Tuesday June 19, 2018	Wednesday June 20, 2018	Thursday June 21, 2018	Friday June 22, 2018	Saturday June 23, 2018	Saturday July 21, 2018
<b>Management Team</b>	9am- 5pm	9am- 5pm	9am- 5pm	9am- 5pm	9am- 5pm	9am- 5pm	9am- 5pm As Assigned	As Assigned
<b>Counselors/CITs</b>	10am- 4:30pm New Staff	10am- 4:30pm	10am- 4:30pm	10am- 4:30pm	10am- 4:30pm	10am- 4:30pm	10am- 4:30pm	Aug. Staff 12:30-5:00
<b>MiniACT Head Teacher, Ass't Teacher</b>	9am- 5pm			10am- 4:30 pm	1:00pm- 7:00pm	1:00pm- 7:00pm	10am- 6:00pm	10am-4pm
<b>Pioneer Staff</b>	10am- 4:30 pm	10am- 4:30 pm	10am- 4:30 pm	10am- 4:30 pm	10am- 4:30 pm	10am- 4:30 pm		
<b>Specialists</b>				10am- 4:30 pm	10am- 4:30 pm	10am- 6:00 pm	10am- 4:30 pm	

**STAFF MEETINGS:** Meetings are calculated as part of your work requirement and are held as follows but are subject to change:

<b>MEETING SCHEDULE</b>	<b>Monday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>
<b>CIT Coordinator</b>	8:45-9:15am	4:30-6pm	TBD	TBD
<b>Prep Counselors &amp; Coordinator</b>	8:45-9:15am	4:30-6pm	4:30-6pm	
<b>Voyager &amp; Pioneer Coordinator</b>	8:45-9:15am	4:30-6pm		4:30-6pm
<b>Mini-A.C.T. Coordinator</b>	8:45-9:15am	4:30-6pm		4:30-6pm
<b>Department Coordinator</b>	8:45-9:15am	4:30-6pm	TBD	TBD

**PARTICIPATION:** While staff are hired to fulfill specific work requirements, they are expected to contribute to all facets of our summer camp program. Active participation is expected in opening/closing meetings, assemblies, camp-wide events, trips, at least one Pot-Luck Supper and Pre/Post Camp session. All staff must wear sneakers everyday, I.D. badges as required, staff shirts on trips and special days, and appropriate attire. **Current medical form must be on file prior to employment. All adult personnel directly working with preschool children must register with state finger printing authority.**

**TRAINING AND EVALUATION:** ACT is committed to hiring diverse staff with relevant work and life skills. We train staff to provide enriching and valuable experiences to our campers. Staff training workshops are held throughout the season. Orientation sessions, staff meetings, supervisory conferences and observation sessions are held to assist each staff person meet work requirements and personal goals. A team effort is the basis for achieving program goals.

All coordinators are required to score above 80% on staff manual test.

Revised: January 2018

I have read and understand the information and responsibilities I must follow to fulfil my position at ACT summer camp program.

Print Name clearly \_\_\_\_\_ Sign \_\_\_\_\_ Date: \_\_\_\_\_