



# 2018 Basic Summer Requirements and Expectations for Program Specialists

**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 ORIENTATION, PLANNING AND SESSION DATES:**

June 5, June 16, June 20-23, July 21, 2018 See details on page 2

### **Session dates are:**

Session 1: July Camp Session (5 wks.) June 25, 2018- July 27, 2018

Session 2: August Specialty Camp (1wk.) July 30, 2018 - August 3, 2018

Session 3: August Specialty Camp (1wk.) August 6, 2018 - August 10, 2018

**STAFF HOURS:** Specialist work hours 9:00 am- 5:00 **pm** weekdays on days when staff meetings are not held. The work hours are subject to change based on need and remain of equivalent of 40 hours per week. See reverse side for orientation and meeting hours.

**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:** Excessive body piercing, tattooing or body ornaments do not conform with dress code standards and uniform requirements. Staff are required to wear bathing suits during water activities and trips. T-shirts must be worn on designated days. Costumes must be worn on theme days. Sneakers are required at all times. Cell phones cannot be in the "on" position during work hours. Additionally, there are more dress code requirements that can be found in the staff guideline book.

## **COMPENSATION:**

A) **Weekly Base Pay:** Staff will be compensated bi-weekly based on seasonal salary divided by weeks of work outlined in the contract. Camp **WILL NOT** pay for absences and will make deductions as follows:

Deductions: \*Time missed will be deducted from base pay each week for missed meetings and/or unscheduled late arrivals, staff are subject to immediate dismissal for disruptive lateness and absences.

\*7 hours will be deducted from your weekly base pay rate each day staff is not present.

\*Up to 2 hours will be deducted from base pay each week for missed meetings and/or unscheduled late arrivals.

### B) **Additional Compensation for work beyond contracted hours:**

\*Each Pre (Sunrise) Camp duty (7:45-9:30 am) is compensated at \$18.00 per morning session.

\*Each Post (Sunset) Camp duty (4:30-6:15 p.m.) is compensated at \$18.00 per afternoon session.

\*Staff assigned to groups attending overnight camping trip are compensated at \$50.00 per evening.

C) **End of season stipend:** Staff who participate in required orientation and planning sessions, score more than 74% (80% for returning staff) on the staff manual exam and complete contractual obligations are eligible to receive \$300 (5 weeks) - \$370(7weeks) bonus in their last paycheck depending on length of season and orientation participation.

**PLANNING AND ORIENTATION:** Summer orientation program is a prerequisite to employment unless excused by the director: All specialist are required to score more than 70% on the staff manual test to be eligible for an the End-of-season bonus.

<b>ORIENTATION SCHEDULE</b>	Saturday June 5, 2018	Saturday June 16, 2018	Wednesday June 20, 2018	Thursday June 21, 2018	Friday June 22, 2018	Saturday June 23 2018	Saturday July 21, 2018
<b>ALL FIRST TIME STAFF</b>		10:00am-4:00pm					
<b>ALL July Specialist</b>	5:00-7:30 pm		10:00am-4:30pm	10:00am-4:30pm	10:00am-4:30pm	10:00am-4:30pm	
<b>ALL August Specialist</b>							12:30 pm-5:00 pm

**STAFF MEETINGS:** Meetings are part of your work requirement and are held as follows:

<b>MEETING SCHEDULE</b>	<b>Monday</b>	<b>Tuesday</b>
<b>Coordinators</b>	4:30-6pm	
<b>All Specialists by departments</b>	9:00-9:20	3:30-5:30

**PARTICIPATION IN CAMP EVENTS:** 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, and **Pre (Sunrise) /Post (Sunset) Camp session**. All staff must wear sneakers everyday, I.D. badges, staff shirts on trips and special days, and appropriate attire. **Current medical form must be on file prior to employment.** All adults directly in contact with preschool children must register with state finger printing authority.

**TRAINING AND EVALUATION:** A.C.T. 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 achievement of program goals. Staff may be required to acquire Red Cross First aid, CPR and/or RTE certification as a condition of employment.

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: \_\_\_\_\_