

# What you need to know about working on summer camp staff at Windham-Tolland 4-H Camp

**(Our 2021 moto is Flexibility and Creativity help us all stay Healthy)**

## The Living Situation:

Our cabins are rustic (no electricity, bathrooms in separate building). Counselors sleep in the same cabins as the campers. Each cabin holds 10 people, usually 1-2 Staff members and 1 teen leaders and about 7 campers. Number of staff and campers per cabin will vary based on the state's restrictions for resident camps.

## Daily Schedule:

### Daily Camp Schedule

Monday – Thursday

7:00 AM – Wake up

7:30 AM – Flag Raising

7:45 AM – Breakfast

8:00 AM – Day Camp Check-in

8:30 AM – Morning Meeting

8:45 AM – 1st Activity

9:45 AM – 2nd Activity (snack)

10:45 AM – 3rd Activity

11:45 AM – Free Time/Free Swim

12:30 PM – Lunch

1:15 PM – Rest Hour

2:15 PM – 4th Activity (Snack)

3:15 PM – 5th Activity

4:15 PM – Squad Time

5:00 PM – Day Camp Check-out

5:00 PM – Cabin Activity Time

6:00 PM – Dinner

6:45 PM – Flag Lowering/Time for Thought

7:30 PM – All Camp Evening Program

8:45 PM – Snack

9:00 PM – Evening Cabin Time

9:45 PM – Lights Out – Taps

THURSDAY EVENING PROGRAM

CAMP DANCE

FRIDAY'S SCHEDULE

Breakfast in Bed

8:45 AM – 1st Activity

9:45 AM – 2nd Activity (snack)

10:45 AM – 3rd Activity

11:45 AM- Lunch

12:45 PM – All Camp Activity

2:00 PM – Awards/ L & F

2:30 PM – Packing/ Video of the week

5:00 PM – Buffet supper; cleanup camp; flag lowering; "Time for Thought"

6:30 PM – Closing ceremony

Staff will fall into two categories during the summer of 2021. You will either be an activity specialist or a cohort counselor.

Activity specialist will be responsible for teaching a particular activity or activities all day. They will also be responsible for planning evening programs and theme week activities

Cohort counselor will be responsible for a group of about 16 campers, these staff will need to have a wide range of activity teaching skills. Staff will be expected to teach things like all sports, nature/outdoor education, fishing, arts and crafts, drama, and have the ability to keep kids engaged. Training for activity areas that you will need to teach

will be provided during staff training or before camp begins. You will have the support of at least one staff member that has expertise in these areas in creating lesson plans.

During meals you are to sit with the campers in your cabin/ cohort. We eat family style so making sure each camper is getting what they need is important.

During rest hour staff are in the cabins with their campers, unless they are also helping with Day Camp (more explanation a little later). During rest hour all camper are required to be in their cabins and quiet.

Squad time is a time when your cohort will compete or complete tasks as a group to gain points for your squad. Staff and campers are assigned to the same squad all summer long. This help with unity and family bonding within this group. It is key for staff to keep up the energy during this time and to participate fully. Campers can earn points for their squad throughout the week by doing a variety of things including but not limited to going above and beyond to help other and the camp as a whole.

Cabin time is a great time for you to connect with the kids in your cabin. This is a time for you and your kids to think outside the box and do something fun.

Time for thought is a time for reflection and to reset from the day. It happens after dinner and before evening program. It is a special time and a place highly respected and we expect counselors to help make it that way.

Evening program is put on by a small group of staff (planned during staff training). The activity is some sort of all camp program or game. Again, we encourage staff to think outside the box. We strive to make the night time activities something extra memorable for campers so they talk it up with their day camp friends the next day. Staff are expected to participate with their campers in these activities. Although activity staff will primarily responsible for implementing evening programs all staff will be part of the process during staff training.

### **Day Camp:**

Day camp is run simultaneously with the resident camp. The only difference between the day camp program and resident program is the campers go home at 5:00 pm. Each week staff will be assigned to work with day camp. You will be assigned to a cohort and will be with those campers all day. (See cohort info above)

### **Week 8: (Week 8 information may not be relevant if the state does not allow resident camps. If that is the case you will be given the parameters in which you will have to follow all summer.)**

Week 8 is a week that is just day camp. During this week you will need to be ready for the day by 7:15 AM. This means ready to teach for the day and breakfast eaten. You will be done for the day after the last camper has left for the day and camp is tidied up.

### **What am I going to eat?**

Staff are provided with Dinner Sunday night and three meals a day Monday-Friday plus three snacks a day.

#### **Breakfasts:**

- Common entrees: Pancakes, French Toast, Eggs, Bacon, Sausage etc.
- Always Available: Toast, cereal, oatmeal, yogurt

Lunches:

- Common entrees: Tacos, Baked Chicken, Hamburgers, Hot Dogs, Mac & Cheese, Chicken Fingers & Fries, etc.
- Always available: Salad Bar, Lunch meat, Fruit

Dinner:

- Common entrees: Lasagna, pork chops, Stromboli, fajitas, chicken parmesan, etc.
- Always available: Salad Bar, Lunch meat, Fruit

There is always a vegetarian option available at all meals and reasonable accommodations will be made for staff. (Must be notified in writing prior to the start of camp). Staff who have extreme dietary needs maybe asked to help supplement with their own food and accommodations for refrigeration can be made for those staff only. There is refrigeration available in the staff lodge for those who would like to have something of their own during time off. Although, we are not specifically a nut free facility, if we have a camper with a nut allergy there are no nuts allowed that week.

Our cooks try as best as possible to be flexible and help with your dietary needs, remember we are not a short order kitchen. Please note that flexibility will be even more difficult in 2021 based on the demands that the kitchen may have to follow that are beyond our control.

**Where do I stay on the Weekends?**

Staff are not allowed to stay at camp on weekends. We ask that local American staff host international and out of town staff. This allows everyone to get a break from camp and relax. We do have foundation members that will host staff if the American staff houses do not have space. American staff are not required to take staff every weekend but sharing the responsibility is helpful to everyone.

**Other Benefits:**

As a staff member at Windham-Tolland 4-H Camp your room and board is included, as well as access to internet (during time-off). A place to do your laundry is available for staff in an emergency. We expect staff to do their laundry during their time off on the weekends. Windham-Tolland 4-H Camp provides staff training for 2 full weeks before campers arrive and throughout the summer to help refill your toolbox and address challenges or conflicts that arise.

We work to have short one-on-one check-ins with staff weekly and at least 2 sit down performance reviews during the summer. The camp administrative staff works daily to be accessible, approachable, and supportive.

**Commitment:**

*Employment Dates for 2021*

Employment dates are June 7-August 16. Some positions may vary on start and end times based on training and the need for your position during our Day Camp only week (week 8).

All staff are expected to attend staff training and all weeks of camp. There are only a few mandatory weekend training sessions. We have a special training June 11-13. We usually finish by 12:00pm and have a little time off before returning for training on Monday. Sunday July 18<sup>th</sup> will be our mid-summer training session usually between 8am-12:00pm (also mandatory).

#### Time off:

Staff receive time off Friday Nights approximately 10:00 pm through Sunday at 11:00 am. Additionally, staff receive 2 hours a day off, typically between (9:45pm-11:45pm), if you have night duty you will receive your 2 hours off earlier in the evening.

#### The MISSION & VISION

##### *Mission of the Windham County 4-H Foundation*

The mission is to provide a setting and programs for the purpose of leadership training, environmental education, and recreation for youth and families to develop responsible citizens.

##### *Vision of Windham-Tolland 4-H Camp*

To cultivate opportunities for lifelong connections through culture, creativity and courage in an outdoor environment.

#### **The Fine Print**

You are serving in loco parentis so it is your responsibility to care for campers in place of their parents. Which may include but is not limited to (with provided personal protective equipment): cleaning up vomit, blood, feces, feminine products, or urine in the course of your job. Campers coming to camp may have social, emotional and physical needs as well. Some will be known ahead of their arrive; some not. You yourself must be in a safe emotional space in order to help these campers.

#### **Essential Functions of a Position at Windham-Tolland 4-H Camp**

Must be able to:

Read written documentation both on paper and on screen; listen to and comprehend oral communication; effectively communicate verbal and written communications; work up to 6 days in a row, with little rest; work with and have patience for children ages 6-17 years old for up to 24 hours a day; be comfortable and work effectively in an outdoor or natural setting; lift and carry up to 50 pounds; make decisions in high-stress situations; function and thrive in a community with very little personal space; respect and obey authority; live and work with other people up to 24 hours a day 6 days a week; utilize discretion when faced with sensitive issues; maintain personal hygiene and health (bathe, eat, and use the restroom without the assistance of others).

## **Frequently Asked Questions:**

### **How do I keep in touch with outside world?**

Cell service at camp is limited. We provide wi-fi for staff to use during their time off only. **Staff are not allowed to carry or use cell phones while on duty and around campers.** Technology use should be invisible to campers and is not allowed outside the staff lodge or in the main lodge during nighttime off. Just as we ask the campers to unplug, we ask the staff to do the same. Working at Windham-Tolland 4-H Camp is a great opportunity to slow down and reconnect with community around you.

### **What if I like to go running everyday?**

Staff may run during their time off or between 6:00 am-6:45 am this must be coordinated with your co-counselor.

### **Will I always have a co-counselor?**

Depending on enrollment numbers you could be the only staff member in your cabin. If this is the case you will have the assistance of one of our teen leaders.

### **What makes the WT 4-H Camp Staff Different?**

The staff at Windham-Tolland 4-H Camp are running the R.A.C.E. They are Respectful, Accountable, Compassionate, and Empathetic. Our family is built on respect and trust and is made up of bright, curious, creative, and engaging people from all over the world. A job at Windham-Tolland 4-H Camp is not viewed as just a job; but training for life. A position with us this summer will provide you with life skills, character building, an incredible amount of learning how to live in a community, how to motivate others, and more about yourself.

### **More Questions?**

We encourage you to check us out on the Website [www.4hcampct.org](http://www.4hcampct.org) and on Facebook. If you have question, please ask during your interview!

**Tips for your Interview:**

- **Time** Be ready to begin up to 15 minutes prior to your scheduled time. If we are running late or early, we will try to let you know. If you haven't heard from us 10 minutes after your interview was scheduled to begin, please call 860-942-3057

- **Practice** Test out Skype or Google Hangouts prior to using it with us. Be sure you know how to turn on your video and unmute your mic. We understand that sometimes there are technical difficulties; however, a practice run with a friend or family member will limit these.

- **Consider your background** What are we seeing behind you and does it represent you or does it communicate something about you (good or bad)?

- **Questions?** Have two or three well-thought out questions prepared because we will likely ask if you have any questions.

- **Eye contact** Position our video on your screen towards wherever your camera is. Look into the camera when you are answering questions. It may feel strange at first but it looks more professional that way.

- **Minimize disruptions** Try to set yourself up in a place where family, friends, roommates, etc., won't need to walk behind you.

- **Dress to impress** Don't wear your pajamas. Trust us on this one.