

## Camp Runoia General Information and Policies for Staff 2022

### General Information:

#### Contact Information:

**Mail:** Camp Runoia, PO Box 450, Belgrade Lakes, ME 04918

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**Phone:** (207) 495- 2228 **and Fax:** (207) 495-2287

**Directors:** Pam Cobb Heuberger: pam@runoia.com Alex Jackson: alex@runoia.com

**2022 Season** - - Staff arrive for orientation to start Runoia's 116th season around June 12-14 and complete their responsibilities on August 9<sup>th</sup>.

**Activities:** Runoia will offer a variety of activities including waterfront, arts, field sports, target sports, horseback riding, games and special activities. Counselors' may bring personal sporting equipment but it is not to be used by campers. Counselors and staff are expected to lead and participate in scheduled activities including: recreation swims, meal times, cabin time, activity classes and basic health and hygiene programs. See Camp Runoia *Typical Day Schedule* outline for more information.

**Directors:** Pam Cobb Heuberger, fourth generation camp director in the Cobb Family, owns and co-directs Runoia with a team of seasoned directors. Alex Jackson, directs daily programs and co- directs overall camp management. Assistant directors will be coaching staff in their jobs and helping campers to have successful camp experiences. Camp Runoia has been owned and directed by the Cobb Family since 1960.

**Facilities:** Runoia has almost a mile of lake shoreline, and fields and woods on approximately 130 acres. Eight large sleeping cabins (with sinks, toilets and electricity), smaller cabins for older campers, staff lounge with phone area and TV, health cabin, shower houses, dining hall, The Lodge (meeting space with library and piano), The Den (performing arts and games), Barn, stables and riding arena, tennis courts and sports fields, target sports areas, climbing tower and challenge course, arts and crafts shops, garages, administrative offices, tent camping area and The Boat House and waterfront area constitute the camp grounds.

**Food:** Meals are included in counselors pay "room and board". This includes three meals a day with three optional set snack times – in the morning, in the afternoon and milk and graham crackers at night. An example of a typical day's menu would be: Breakfast: a hot dish, choice of hot or cold cereal, yogurt, bananas, muffins (or other grain product), juice, coffee and hot chocolate. Noon meal: lasagna, garlic bread, salad OR at another meal: baked chicken, rice and green beans – skim milk and wheat bread is available at this meal, fruit (canned or fresh for dessert). Supper: grilled cheese sandwiches, tomato soup, crackers, veggies and dip and apple crisp, cake or brownies for dessert. Please feel free to discuss dietary needs with a director. Applicants with strict dietary requirements or eating disorders (or a history of the same) need to evaluate if they can handle a structured meal plan of camp food. Food may be served cafeteria style or family style.

**General:** Camp Runoia is located on Great Pond; the largest of the Belgrade Lakes. Runoia will open in June for the 116th consecutive season. Typically, the camp community numbers around 200, including staff and campers. Runoia is accredited by the American Camp Association, and maintains high

standards of safety and program excellence. For the 2022 season Camp Runoia will be taking guidance from the CDC, ACA and State of Maine best practice guidelines for Covid-19.

**Mission Statement:** Our mission is “Building lifelong skills and empowering campers and staff to live in harmony with themselves, each other, and with nature.” We look through the lens of our mission throughout our work and play with campers and each other.

**Pay Scale and Expenses:** Salary typically ranges from \$2000-\$3000 per season, based on experience, skills and level of responsibility. Room, board, and laundry service are provided at no charge to counselor staff. Counselors are responsible for filing their own income taxes.

**Philosophy:** Runoia, with its beautiful location and well-rounded program, offers girls the opportunity to learn and grow as members of a community. Individual development is emphasized in a non-competitive atmosphere. Each person is challenged to do their best and to contribute to the total community. Tradition plays an important role in the camp program where fun, learning and adventure are key elements. Large group gatherings may be modified for the safety of everyone in the community. Experiential and outdoor education combined with a model of progressive teaching help campers build activity skills. Race, creed, sexual orientation, and social-economic status are not factors in determining acceptance to our programs.

**Staff Prerequisites:** Most applicants must have completed their freshman year in college and be 19 years of age. Many of our counselors are aged 21-28 years old. The primary prerequisite is to have a sincere caring and concern for children, and have a genuine desire to share with children through teaching, supervising, and living with campers in the camp setting. Applicants should have average swimming skills and the ability to instruct at least one camp activity. Applicants need to be able to speak and understand English for physical and emotional safety in the camp community.

**Uniforms and Appearance:** Casual summer clothes appropriate for children is the style around camp. Staff shirts will be provided for teaching time (9-5:00). In 2022 ‘uniform’ days, staff may wear *any* combo of white or blue “polo style” shirts, dark blue or khaki shorts, and sneakers. Our clothing catalog is available online on our website. Staff are expected to set the example of neatness. Clothing with drug, alcohol or tobacco slogans is not to be worn while employed at camp – even on your time off during the summer. No badly torn jeans/clothing are allowed to be worn in camp. Counselors are to avoid extreme alterations to personal appearance, e.g., body piercing, tattoos, etc., during the season.

**Laundry:** Staff may send their laundry out with the camp laundry at no charge once per week. The laundry facilities available in camp are for the kitchen, Health Cabin, and emergency use only.

### **Camp Runoia Policies**

**Animals:** May not be brought to camp unless Pam or Alex have given written approval before camp opens. If an animal at camp creates an undue burden or puts anyone at risk, the solution will be dealt with on an individual basis. There are a few dogs at camp and although they are generally on a leash, kennel or run, they will be around camp.

**Arrival Dates 2022:** There will be limited arrival dates available to staff: June 14 is all staff training there will be training workshops and leadership training prior to this date. If you have to leave camp for personal reasons after you have arrived at work, you may not be able to return to work during this season. We expect that all of our staff and the majority of our campers will be vaccinated for covid 19 by June 2022.

**Body Art:** Staff are to refrain from alteration of appearance, e.g. piercing, tattoos, etc., during the season. Any body art or tattoos which management considers, in its sole discretion, to be an impediment to the quality of instruction or the safety and welfare of the children or staff must be suitably covered or removed.

**Camper Contact:** After camp is over for the summer, many camp adults keep in contact. Between email and the phone, many people enjoy carrying their friendships into the school year. As an adult in the camp community, your actions and behavior outside of Camp Runoia still reflect on camp and the safety of children. Please keep this in mind when you are in contact with friends outside of the camp season. We strongly recommend not having contact with campers via social media, text, phone, mail, or in person without permission from the camper's parents.

**Cars/Autos:** Staff may have cars in camp for personal use. It is not advisable to loan your car to anyone. Only authorized and designated staff over 21 may use camp vehicles. All car owners should have an extra set of car keys in camp. For junior counselors (JCs) under the age of 18, parents will decide if they may drive with approved Runoia staff or anyone on staff. If a staff member under the age of 18 has a car in camp or access to a parent car in camp, they may use the car with their parent's permission but may not drive any other people in the car.

**Computers:** Wireless internet access is available in the staff lounge areas. No personal computer or electronic equipment may be stored in cabins. Each counselor has access to a small locker for storing their personal valuables. Laptops can be stored in staff lockers.

**Dismissal:** Refer to your written employment agreement. Salary will be prorated.

**Diversity in Camp:** Each individual is treated with respect regarding their race, religion, country or origin, sexual orientation, disability, or culture. Poor judgment and/or behavior related to discrimination are not tolerated at camp and appropriate action will be taken. We are a warm and welcoming community.

**Emergency Leave:** In the case of an emergency, arrangements are to be made with the Directors before discussing with other counselors/staff/campers in camp.

**Gratuities:** As stated in our ethical agreement with the American Camp Association, staff members may not receive any gratuities. Parents and staff may contribute to the Betty Cobb Campership Fund (the Runoia Campership Fund).

**Illness:** Staff must disclose any illness prior to arrival. Email: [office@runoia.com](mailto:office@runoia.com) or call #207-495-2228. Staff may not arrive with a fever or cold/flu symptoms. Staff will be screened by the nurse or director when they arrive at camp. Temperatures will be checked at check in. Staff must report to the nurse at the first sign of illness and for medical treatment of injuries regardless of how minor. Expenses for treatment off

campus will be the staff members' responsibility using their insurance coverage. All staff are covered for work related injuries by workers compensation.

**COVID-19 health protocols:** All staff will be required to monitor their temperature and record symptoms for 14 days before arrival on the Runoia health app that will be sent to you daily. You will continue to monitor and record your temp and symptom list daily throughout the summer. Staff will also monitor and record the campers information in their household.

**Health screening and COVID-19 illness:** If you do not feel well, you will check in at the health team member in the tent outside the health cabin. If you do not have a fever, you will wait to see a nurse or doctor at the health cabin. If you have a fever, you will wait to see a doctor in the Patient Under Investigation area of the Isolation unit. If you have COVID-19 related symptoms, we will arrange for you to be tested and you will remain in the PUI area until test results are returned. You will have your meals there and be able to shower and rest.

If you test positive for COVID-19, you will move to the isolation unit and be cared for by our doctors while we will work with you to figure out a way to get home to recover. If you need a higher level of care as requested by our doctors or by you, you may go to Maine General or other local Hospital. If you are negative, you will move from the PUI and have a chance to rest and recover as needed in the Health Cabin beds.

These protocols may be added to or altered as we prepare for the summer.

**Insurance:** Staff must carry their own health and accident insurance or be covered by their parents' policy. Many school insurance programs are for 12 months. Camp Runoia's Workers Compensation Insurance covers job-related accidents. If you think you have a job related accident, please let Pam or Alex know as soon as possible.

**Kitchen/Food:** If you have allergies you can provide your own snacks and have an individual crate you may access during snack time. We serve three meals a day plus three snacks a day.. There are refrigerator spaces available for staff to store food during evenings after campers have gone to bed. Camp kitchen food is off limits. You may want to bring a tote box with lid and your favorite snacks to have on hand for free time.

**Medical:** A completed medical form is required of all employees and must be current within the last 12 months. Any staff under 18 must have the Parents' Authorization signed. All medication, both prescription and over-the-counter, must be kept locked either at the Health Cabin and dispensed by the camp nurse as needed (this includes vitamins, head-ache medicine, etc.), in your locker or in a rentable, lockable medical bag. All medications (prescription and over the counter) must be kept locked. Expenses for treatment off campus will be the staff members' responsibility using their insurance coverage.

**Music:** We like to enjoy our natural environment rather than have music playing around camp (unless people are singing or playing instruments). Blasting music around camp reduces community and communication around camp. Camp assumes no responsibility for damage to or loss of equipment. Campers are not allowed to bring MP3 players with video (MP4). Our oldest campers have the privilege to bring MP3 players with no video. Staff and campers may listen to music in their cabins but may not

wear/listen through headsets/earbuds around camp.

**Evening Programs:** Each staff takes turns helping to run a program in the evening for the shack or camp group: a treasure hunt, game show, talent show, etc. Staff is responsible for equal shares of cabin duty. Cabin duty includes putting your cabin campers to bed and supervising them for the night. In 2022, cabin counselors may be running EP with their own household. Some nights it will be games, some nights it may be showers! Our EP coordinator will help you with your choices.

**Phone:** Cell phones or the like are allowed for personal use in free time and not to be brought into cabins or the main areas of camp. You may use your cell phone in the staff area. There is WiFi in staff only areas of camp and in the offices. The camp phone is for emergency or business use.

**Resignation:** If an employee feels they must break their employment agreement, it has to be discussed directly with the Directors. Other staff members may not be involved. Departures in the cases of dismissal or resignation will be made with as little disruption to the camp community as possible. A written statement of resignation will be required to be signed; salary will be prorated.

**Salary:** Staff will be paid every two weeks. If you would like a direct deposit, please send a canceled check (U.S. banks only) to the Runoia office to the Office Manager's attention.

**Smoking and Alcohol:** Camp Runoia is a smoke-free environment; no tobacco products including vape and e-cigarettes may be used or possessed at camp or on time off. Beer and wine, hard seltzer and hard cider are allowed in the Dining Hall area only after 10 PM. No hard liquor or hard liquor mixed drinks are allowed. Use of illegal drugs will constitute grounds for immediate dismissal. Appropriate action for underage drinking will be taken. ***Camp Runoia is not a "partying" kind of camp – be sure our camp matches your interests before you sign your contract.***

**Time Off:** Will be allocated to each staff member and will include nights and days off. It will be determined in May what covid safe activities may be participated in for staff time off.

**Use of Facilities and Equipment:** Staff may use facilities when they are not in use by program and staff are free from responsibilities, with approval from Department Heads. Staff must abide by all the rules and regulations that apply to campers. Cleaning protocols must be applied after use. Campers may not use sports equipment owned by staff and vice versa. The camp is not responsible for damaged equipment.

**Valuables:** Camp Runoia is not responsible for valuables brought to camp. We encourage you to leave valuables at home. Money, plane tickets, passports, etc. may be stored in your locker for safekeeping.

**Visitors:** The visitor policy will be determined in May. Visitors will not be allowed on site once camp is in session.

**Weapons and Firearms** - all of the camp's firearms are kept under lock and key. If you are in possession of a firearm, please notify the directors. The firearm must be locked up for safety over the course of the summer.

These policies have been established for the well being of the total community and support our philosophy of summer camp. Additional information on staff guidelines and procedures is provided in the Camp Runoia Staff Manual. All staff shall review and be familiar with the above policies and will sign and submit a Staff Policies Sign Off Sheet. In addition, staff should review and be familiar with the guidelines and procedures in the Staff Manual. Policies are subject to change as we navigate new phases of the covid pandemic.

Please contact a director if you have any further questions or concerns regarding these policies.