

Camp Runoia's General Information and Policies for Staff 2017

Camp Address – all year: Camp Runoia, PO Box 450, Belgrade Lakes, ME 04918 Phone (207) 495-2228 and Fax (207) 495-2287

Directors:

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

2017 Season - - Staff arrive for a week of orientation around June 20th and complete their responsibilities on August 16th.

Activities - - Runoia offers activities with an emphasis on waterfront: swimming, sailing, canoeing, wind surfing, kayaking; trips: canoe and mountain; ropes course: high and low elements; and horseback riding. In addition, tennis, archery, riflery, arts and crafts, music, soccer, performing arts, new games, photography, lacrosse, stained glass, water skiing and special activities round out our program. There are two camper teams in camp for the purpose of in-camp competition: Blue and White. Counselors' may bring personal sporting equipment but it is not to be used by campers. Counselors are expected to lead and participate in scheduled activities including: recreation swims, meal times, cabin time, activity classes, and trips. See Camp Runoia's *Typical Day Schedule* outline for more information. It is important counselors and staff feel comfortable and confident in and around lake water for any job at camp.

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 100 acres. Eight large sleeping cabins (with sinks, toilets and electricity), smaller cabins for older campers, staff lounge with phone area, TV, health cabin, shower houses, dining hall, lodge (library and piano), stables and riding arena, crafts shop, garages, administrative offices, tent camping area and boat house constitute the camp grounds.

Food: Meals are included in counselors pay "room and board". This includes three meals a day with three optional set snacks – usually carrot sticks in the morning, fresh fruit in the afternoon and milk and graham crackers at night. A sample day would be: Breakfast: choice of hot or cold cereal, yogurt, bananas, muffins (or other grain product), juice, coffee and hot chocolate. Noon meals: 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.

General - - Camp Runoia is located on Great Pond; the largest of the Belgrade Lakes. Runoia will open in June for the 111th consecutive season and will bring girls ages 7 through 17 from many states and several foreign countries together for the summer. The camp community numbers around 190, including staff and campers. Runoia is accredited by the American Camp Association, and maintains high standards of safety and program excellence.

Pay Scale and Expenses - - \$1700-\$3000 per season, based on experience, skills and level of responsibility. Room, board, and laundry service are provided. Counselors are responsible for filing their own income taxes. Staff members need to buy two sets of camp uniform (see uniform section).

Philosophy - - Runoia, with its beautiful location and well-rounded program, offers girls the opportunity to learn and grow as a 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. 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 age 21-28 years old. The primary prerequisite is to have a sincere feelings 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 English well and also be proficient in writing in English.

Uniforms and Appearance - - Casual summer clothes appropriate for children and your grandmother is the style around camp! Staff shirts will be provided for teaching time (9-5:30). Staff wear white "polo style" shirts, dark blue shorts or khaki shorts, sneakers and white socks on Sundays and formal days. Our special closing ceremonies require white polo shirt, navy blue shorts (not khaki shorts), white socks and plain colored sneakers (not bright colors like red, yellow, etc.). Our clothing catalog is available online on our website. Staff are expected to set the example of neatness. Clothing with 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. 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 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.

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.

Cars/autos Staff may have cars in camp to use on their time off. It is not advisable to loan your car to anyone. It is considerate to include other staff when you go out of camp. Only designated staff over 21 may use camp vehicles. All car owners should have an extra set of car keys in camp.

Computers Wireless internet access is available. No personal computer 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 contract. Salary will be prorated.

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

Emergency Leave In the case of an emergency, arrangements are to be made with the Directors before discussing with other counselors 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 Scholarship Fund).

Illness Staff will be screened by the nurse when they arrive at camp. Staff must report to the nurse at the first sign of illness and for medical treatment of injuries regardless of how minor. 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.

Camp Runoia Policies:

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. Worker's Compensation Insurance covers job-related accidents.

Kitchen/Food During the day while with campers, no gum chewing, soda drinking or snacking is allowed except for snacks put out by the kitchen. We serve plenty of desserts, candy and other special treats as well as morning and afternoon low-sugar snacks. Certain foods are available to staff after campers are asleep. There are refrigerator and pantry spaces available for staff to store food. Camp kitchen food is off limits.

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 provided receptacle.

Music –IPODS 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. Our oldest campers have the privilege to bring M3P players with no video to listen to respectfully at quiet times.

Night Duty and Evening Programs Approximately twice during the summer, each staff runs a program in the evening for the camp: a treasure hunt, soccer game, game show, talent show, etc. Staff is responsible for equal shares of cabin duty and campus night duty. Cabin duty includes putting your cabin campers to bed and supervising them for the night.

Phone Personal calls may be made during counselors' free time on the staff phone (phone number will be sent to counselors in the spring). All out-going calls on this line need to be made collect or by using a calling card. Cellular phones or the like are allowed for personal use in free time and not to be brought into the main areas of camp. You may use your cell phone in the staff area. There is WiFi in one area of camp. The camp phone is for emergency or business use.

Resignation If an employee feels they must break their contract, 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 direct deposit, please send a canceled check (U.S. banks only) to the Runoia office to the Office Manager's attention. The deadline to get direct deposit in June is mid-May.

Smoking and Alcohol Camp Runoia is a smoke-free environment; no tobacco products may be used or possessed at camp or on time off. Beer and wine, under Maine State laws are allowed in the Dining Hall area only after 10 PM. No hard liquor is 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 Each staff member is entitled to time off in camp and out of camp. Days off are scheduled at the beginning of the summer and consist of 5 days off with a minimum of 12 hours each week. There is an opportunity for one 24-hour period off during the summer and at least one night off after supper each week.

Use of Facilities and Equipment Staff may use facilities when they are free from responsibilities, with approval from Department Heads. Staff must abide by all the rules and regulations that apply to campers. Campers may not use sports equipment owned by staff and visa 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 We are pleased to have visitors come during the summer. They need to make arrangements with you before they visit and you need to inform the Directors of their plans. You are welcome to show them around camp as long as it does not interfere with your responsibilities. Visitors, including camp guests and parents may only use camp facilities with permission of the Directors. Visitors may not arrive at camp after dark and may not spend the night at camp.

Weapons and Fire Arms - all of camps fire arms are kept under lock and key. If by chance you are in possession of a fire arm, please notify the directors. The fire arm will 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 camping. Any discussion of these policies should be done professionally with Pam and Alex at an appropriate time and place. The full disclosure of Camp Runoia's staff policies is located in the Camp Runoia Staff Manual.