

## Hiring Policy for Camp Chickami 2008

### Summer Time Commitments:

We will be taking requests for time off during the summer; however, our first priority will be to properly staff the sessions. We will hopefully be able to accommodate everyone. Not being available for the whole summer will not necessarily jeopardize one's chance of being hired as we want to hire the best staff possible.

For those eligible (see below) we are asking for session commitments. If you need to miss days in a session, then you will not be able to work that session; however, you can be put on a substitution list in case someone is absent due to sickness or some other unforeseen excusable absence.

Due to our flexibility we will need any staff applying to be upfront about their availability especially if staff are requesting specific sessions. Once staff confirms availability with us, alteration of said availability can potentially affect employment for the summer especially if it is felt that the conflict is a result of not being upfront or was reasonably avoidable. Understandably, unexpected circumstances can arise leading up to and over the course of the summer, and this would be at which time the Camp Director will exercise his or her discretion.

### Orientation:

- Is mandatory for all staff working during the summer. Orientation for this summer is tentatively scheduled for June 21<sup>st</sup> and June 22<sup>nd</sup>. As it will be mandatory please be aware that it may also occur on June 14<sup>th</sup> and June 15<sup>th</sup> or June 19<sup>th</sup> and June 20<sup>th</sup> (depending on when school ends).
- There will be an additional high ropes and facilitation training that will be optional for any staff interested. That training will be determined after the orientation dates are set.

### Family Nights

- All staff, with the exception of activity specialists, will be expected to attend family nights (the Thursday night before the start of each session excluding the pre-camp week) and Carnival (the last Thursday of the fourth session). Exceptions may be made as per discretion of the Camp Director.

### Administration Members:

- Are expected to make a 9 week commitment. Any time commitment conflicts will be approved by the camp director.
- Will be expected to attend a family day (one weekend day from 11:00-6:00) during the summer.
- Will be attending one overnight during the summer either at Camp Chickami or at F.A. Day.

### Activity Specialists:

- Must make a 9 week commitment.
- Specialists will be able to take the last Friday of session 1, 2 and 3 off.
- Any time commitment conflicts will be approved by the camp director.
- Activity specialists may be asked to attend a family day (one weekend day from 11:00-6:00) during the summer.
- Activity specialists may be asked to attend Family Nights.

#### Senior Counselors:

- Will be required to work the pre-camp session (June 23<sup>rd</sup> – June 27<sup>th</sup>).
- Will have to work at least 2 sessions in addition to pre-camp week.
- Senior Counselors that cannot commit for the entire summer should choose to work sessions 1 and 2 or sessions 3 and 4. If you can only work sessions 1 and 4 or sessions 2 and 3, we will take it into consideration if it enables us to meet our staffing requirements.
- Will attend an overnight at either F A Day or at Camp Chickami if their unit is having one.

#### Junior Counselors:

- Will not be working pre-camp week.
- Will have to work at least 2 sessions.
- Junior Counselors that cannot commit for the entire summer should choose to work sessions 1 and 2 or sessions 3 and 4. If you can only work sessions 1 and 4 or sessions 2 and 3, we will take it in to consideration if it enables us to meet our staffing requirements. If you are available to work 3 out of the 4 sessions we will try to accommodate your request but we may only be able to offer you 2 sessions.
- Depending on the amount of qualified applicants we receive for first year Junior Counselor positions, we may only offer 2 sessions of work to allow as many people as possible to contribute to Chickami for the summer.
- Only second and third year Junior Counselors will attend an overnight at Camp Chickami if their unit is having one. When a Junior Counselor is attending an overnight, they will have the afternoon off.

#### Substitution Counselors

- This is a Counselor that will be making at least a two session commitment and will be available for some days during a session that they were unable to fully commit to. They may add their name to a substitution list.

#### Volunteering

- If you do not meet the eligibility requirements for the summer but would like to be part of the Chickami experience, we welcome you to volunteer your services. Volunteers will still have to be approved and have a background check.

#### Swim Instructors:

- Will be required to work the pre-camp session (June 23<sup>rd</sup> – June 27<sup>th</sup>).
- Will have to work at least 2 sessions in addition to pre-camp week.
- Pool staff that cannot commit for the entire summer should choose to work sessions 1 and 2 or sessions 3 and 4. If you can only work sessions 1 and 4 or sessions 2 and 3, we will take it into consideration if it enables us to meet our staffing requirements. Priority will be given to those instructors who can commit for the entire 9 weeks.
- Will have to work at least two over nights
- Will have to work family day on a weekend.

\*Any alteration or flexibility of the policy is left up to the discretion of the Camp Director.