



CAMP ONDESSONK

"Teaching What Matters Most"

3760 Ondessonk Road
Ozark, IL 62972
Phone: 618-695-2489
Fax: 618-695-3593
www.ondessonk.com

Dear Staff Member,

Congratulations, you've been selected to be a member of Camp Ondessonk's summer, 2011 staff! You will find your staff agreement packet enclosed. Your employment will not be considered valid until you submit your signed letter of agreement and completed paperwork. **Please note the deadlines listed under each item.** This packet contains the following:

- **Letter of Agreement:** This must be signed and returned **within 2 weeks upon receipt.** Please note that you may be reassigned to other job assignments during your term of employment that are not covered in this Letter of Agreement. While an effort will be made to honor your original job assignment(s), it may be necessary to reassign you according to the needs of camp.
- **Health History and Examination Form: This is very important... Because Ondessonk is an American Camp Association camp, you will not be allowed to work without it. Please be aware of the distinction between the Health History and the Health Exam portions of this form.** The Health History portion (first three pages) must be completed prior to or immediately upon your arrival at camp. You must also provide proof that you have been examined by a licensed medical professional within 24 months of your start-date. The Health Exam section (back page) can be used to satisfy this requirement. If you are a returning staff member who has in the past submitted a Health Exam form (back page) that was completed within the 24 months prior to this summer's term of employment, you do not need to submit a new Health Exam form. However, you will still need to submit an updated Health History form (first three pages). While the provided Health Exam form is preferred, a comprehensive form from your licensed medical professional may be used as a substitute. Further, comprehensive Health Exam forms used for other purposes such as school, sports, or other jobs may also be used as a substitute. If you are unsure of whether or not a Health Exam form that you have previously submitted to camp is still valid, it is your responsibility to contact Camp prior to your arrival to determine your Health Exam status. **Please Note: There will be an opportunity to have a Health Exam performed by a licensed medical professional at a time still to be determined during Orientation (May 29 – June 4).** The cost of this service is still to be determined but will likely be under \$75. If you have health insurance that covers physical exams, the medical clinic performing the exams will bill your insurance but any co-pays required must be paid PRIOR to the exam and a copy of your insurance card must be presented prior to the exam. If you would like to have your physical performed at camp during Orientation, please email or call me by May 20, 2011 to make an appointment.
- **Federal Form W-4 (2011):** Please return your completed form with your Letter of Agreement.
- **Illinois Form IL-W-4:** Please return your completed form with your Letter of Agreement.
- **Form I-9:** Please return your completed form with your Letter of Agreement.
- **Job description overview for each of Ondessonk's summer positions.**

The following additional paperwork and documentation must be presented upon check-in at the first day of orientation:

- **Official form(s) of identification that will legally establish your identity and employment eligibility:** This is required by federal law. Most people submit their social security card & driver's license. A complete list of acceptable documents is included in this packet. **You will not be allowed to work without completing this requirement.**
- **Your Health Insurance Card:** This is required of those that have health insurance. If you do not have health insurance, please know that payment for non-work related injuries and/or illnesses will be your responsibility. All staff members are eligible to receive the care of Ondessonk's on-site medical staff and volunteers. When sickness or injury requires, you may have to leave camp to see a local medical professional.
- **Your verification form to show that you have completed the online child protection refresher at: <http://safeandsacred-diobelle.org>.** Save your user name and password. complete the "Professional Boundaries & Behaviors" course on line. You must have access to a printer to print the CERTIFICATE OF COMPLETION which MUST be printed immediately at the end of the session. *First year staff will complete a training on site.*

If you have any questions, please contact me by phone or email. We are looking forward to a great 52nd summer and we are glad that you'll be a part of it!

Warm regards,

Evan Coulson

Camping Services Director
evan.coulson@ondessonk.com
618-695- 2489, ext 104





CAMP ONDESSONK

"Teaching What Matters Most"

3760 Ondessonk Road
Ozark, IL 62972
Phone: 618-695-2489
Fax: 618-695-3593
www.ondessonk.com

Dear Parents of staff members and LITs under the age of 18:

We are pleased that your son or daughter will be joining us this summer as a member of the Camp Ondessonk staff. We expect our staff members and LITs to execute their responsibilities with maturity, cooperation, and good judgment.

As the parent of a staff member or LIT who is a minor, you have been asked to sign your son or daughter's staff application and letter of agreement, thereby acknowledging your consent of his/her application and acceptance of a position at Camp Ondessonk. Though your child's days will be very busy, he/she will receive daily periods of time off during camp sessions. During these times, counselors are not allowed to leave Ondessonk property. Conversely, counselors are also given time off on weekends during which they *are* allowed to leave camp property. This, of course, means that with your permission, your son or daughter may be away from camp supervision during weekend time off.

The times that your daughter or son may potentially be away from camp are as follows: Saturdays at Noon until 11:45 PM and Sundays at 7 AM until 11:00am. All minor staff members are required to sign-out and sign-in with the on-duty camp administrator. If your 16 – 17 year old child will have a car at camp this summer, please be sure to emphasize the importance of following the Illinois State Graduated Driver License (GDL) laws. The GDL laws may be viewed at: www.cyberdriveillinois.com/departments/drivers/programs/gdl.html.

**If your minor son/daughter will be spending Saturday night somewhere other than Camp Ondessonk, permission must be given by YOU in writing no later than 5 PM on the Thursday prior to the applicable weekend. This permission must be arranged with Ondessonk's Camping Services Director. The letter must be dated, have the address/phone number of where the minor will be staying, and must include your signature.*

Staff members may also be assigned to an "on duty" weekend. On these weekends, your daughter or son may be assigned to Bus, Office, CIT, or Layover Camp Duty. Staff members who are on Bus Duty have their time off in the cities where the bus or van stays overnight before the return trip on Sunday. Minors are always assigned to be on bus duty with a carefully selected staff member who is at least 18 years of age. Individuals assigned to weekend duty at St. Noel are assigned to complete such tasks as answering phones and conducting tours for visiting adults and their families. CIT and Layover Camp Duty personnel supervise campers over the weekend and provide programming.

Your signature on this letter indicates your acceptance of Camp Ondessonk's time off policy. Please return the bottom portion of this letter with your letter of agreement. We are happy that your son/daughter will be a part of our Camp Ondessonk family this summer. If you would like further information regarding this policy, please contact feel free to contact me.

Sincerely,

Evan Coulson
Camping Services Director
evan.coulson@ondessonk.com
618-695- 2489, ext 104



Parent Signature: _____

Date: _____

Printed Name: _____

2011 Summer Job Description Summaries (ACA*HR-6)

Please note: Nearly all of these positions require unit responsibilities which include living in a unit with campers, supervising campers at meals, and supervising campers at evening activities.

Administrative Assistant: Oversees all employment documentation. Manages Late Arrival / Early Departure efforts. Plays a role in recruiting summer volunteers and provides leadership in coordinating summer volunteer efforts. Manages Lost and Found program. Reports Directly to the Executive Director.

Head Counselor: Supervises Unit Leaders; assists with special programs and activities for campers and some evening activities. Coordinates staff work projects in Boys and Girls season. Helps assure that ACA standards, including camper supervision standards, are being followed.

CIT Director: Coordinates Counselor-in-Training program including supervision and evaluation of participants. Responsible for following ACA standards.

Lead Health Care Provider: Provides day-to-day health care needs for campers and staff members. Oversight of the distribution of medications. Often, this position is filled by an RN. Regardless of training, the person filling this position must have a current Illinois license and be able to legally administer oral and I.V. medications. Examples include: RN, Nurse Practitioner, Physician Assistant, and MD. Responsible for following ACA standards.

Wellness Coordinator: Provides organizational and procedural support to the Lead Health Care Provider. Works with Health Center Clerk to manage all camper health form filing and documentation. Provides overnight coverage of Health Center. Leads weekly camper health check in and out process. Conducts daily walking / check-in tours to offer basic preventative Health Center support to Unit leaders. Must be a highly organized and efficient team player. Must be 18 years of age or older.

Adventure Lead: Lives with and supervises 4 – 12 campers and 1 or 2 staff members. Supervises horse camp / horse adventure or rock-climbing / backpacking specialty programs (Rock/Backpack lead will also lead the 1 week Last Hoorah program scheduled for the last week of the summer). Lead Adventure positions require extensive backcountry and overnight camping leadership. Applicants with Certifications in Wilderness First Response, Wilderness First Aid, Life guarding, and CPR for the PR are preferred. Responsible for following ACA standards.

Adventure Staff (secondary or support): Assists Adventure Lead in the duties listed above. (Rock/Backpack second will work the 1 week Last Hoorah program scheduled for the last week of the summer). Applicants with Certifications in Wilderness First Aid, Life guarding, and CPR for the PR are preferred. Responsible for following ACA standards.

Unit Leader: Lives in unit and leads the supervision and activities of as many as 30 – 40 campers. Unit Leaders are responsible for the discipline, health, and safety of campers in her/his unit. Supervises all staff members assigned to Unit. Responsible for following ACA standards.

Activity Directors: Responsible for physical and programmatic aspects of individual activities. Must possess a working knowledge of ACA standards. Supervises and evaluates activity staff. Assists with CITs. Works with Program Director in developing and improving activity area. Develops in-service trainings and orders supplies as necessary.

- **Handicrafts Director** – Plans craft projects; maintains inventory and equipment.
- **Nature Director** – Assigns hike schedules; creates and plans all nature activities including Woodsmanship.
- **Range Director** – NRA certification and National Archery Association required; maintains equipment and inventory.
- **Aquatics Director** – Directs a staff of lifeguards and boating/canoeing instructors in the swimming and small-crafts areas. Current Lifeguard certification is required. Current LGI or WSI certifications heavily preferred or the completion of an Aquatics Supervision course.
- **Boating Coordinator** – Current lifeguard certification required. Is responsible for teaching basic skills. Also must develop and offer engaging and educational row-boating and canoeing activities.
- **Barn Manager** – Assists Equestrian Director in day to day horsemanship / trail-riding operation; develops riding schedule; supervises barn staff (CHA certification is required).
- **Council Coordinator** – Provides spiritual programming and services. Coordinates Sunday evening Mass and daily prayer services. Leads hour long Council classes.
- **Special Activity Coordinator** – Organizes and coordinates special activities, theme meals, and provides opening and closing campfire leadership. Provides logistical support for adventure activities. Must be 18 years of age or older.

2011 Summer Job Description Summaries (cont.) (ACA*HR-6)

Activity Instructors: Assist activity director in the facilitating activities and supervising campers in the given program area. Follows ACA standards and participates in in-service trainings.

- **Handicrafts Instructor** – Teaches a variety of crafts to campers on a daily basis
- **Nature Instructor** – Leads exploration hikes and teaches ecology concepts and outdoor skills to participants.
- **Range Instructor** – Teaches participants about the responsible and safe use of firearms and archery equipment and provides additional supervision at the rifle and archery range.
- **Aquatics Staff (AKA Lifeguard)** – Supervises campers in swimming lake; assists and provides supervision in watercrafts area.
- **Horsemanship Instructor (AKA Wrangler)** – Teaches participants basic riding skills. Leads and supervises trail-rides and performs daily barn chores.

Service Area Directors: Responsible for physical aspects of area. Must possess knowledge of and follow ACA standards

- **Trading Post Manager** – Ensures that Camp's Trading Post is stocked and staffed. Keeps records, sells products, orders necessary supplies, secures inventory, and re-stocks as necessary. Insures the cleanliness and sanitation of the Trading Post and surrounding areas.
- **Dining Hall Manager** – Coordinates meals in the Dining Hall. Maintains proper stocks of supplies necessary for meals and ensures cleanliness of Dining Hall. Leads the organization of meals, including announcements. Responsible for clean-up of Dining Hall after each meal. Provides assistance to Kitchen staff in preparing meals when possible.
- **Health and Sanitation Coordinator** – Responsible for making sure bathhouses are clean and that trash and recyclables are collected and properly disposed of. Provides leadership in Camp's composting and recycling efforts. Oversees daily cabin inspections. This position must be filled by someone with a good driving record who is at least 18 years of age and has strong supervisory ability.

Service Area Positions:

- **Maintenance Technician** – Assists in areas needed as determined by Camp Ranger. Skills in basic carpentry and general maintenance preferred. Willingness to learn and work hard is required. Some logistical support for adventure Activities. Due to the need to drive camp vehicles, maintenance Techs must be 18 years of age or older.
- **Trading Post Clerk** – Assists Trading Post Manager in the operation of Camp's Trading Post.
- **Office Assistant** – Assists the Office Manager and Camp Registrar with clerical tasks including, but not limited to, filing, copying, and data processing. Provides on-phone and in-person customer service to the families of campers, visitors, and service providers. Must have excellent telephone etiquette.
- **Kitchen Staff** – Assists Food Service Director in preparing and serving camp meals.
- **Health Center Clerk** – Responsible for maintaining accurate records, organizing post-meal health calls, and performing other clerical tasks.
- **Rotating Staff (L.I.T.'s)** – 16 – 17 year old first year staff. Rotates on a weekly basis from one work area to another as assigned. The position is designed to give first year staff members a well-rounded experience during the first year on staff.

SUMMER CAMP ORIENTATION

DATES: Sunday afternoon, May 29th through
SUNDAY morning, June 5th

Please do not arrive before Sunday at your scheduled check in time, thank you for your understanding.

- **CHECK-IN TIME FOR RETURNING STAFF MEMBERS:**
1:00 pm until 2:00 pm
- **CHECK-IN TIME FOR FIRST-TIME STAFF MEMBERS and LITs:** 2:30 pm until 4:00 pm
- **WHO MUST ATTEND:** Full attendance at long orientation is required of all staff members and LITs except those unable to attend due to school or other pre-approved reasons. If you are unable to attend orientation, please contact the Camping Services Director by phone or email.
IMPORTANT: All Staff members who must miss Orientation will be responsible for obtaining First Aid and CPR certification on their own as a condition of employment/placement.
- **PLEASE REMEMBER:** You **must** bring appropriate identification. Please carefully review the instructions on your Letter of Hire describing the acceptable forms of ID. You may hand deliver your health history / exam form and your Child Protection Refresher Certificate upon check-in. Staff members are paid \$240.00 for full attendance at Orientation.
- **LATE ARRIVALS / EARLY DEPARTURES:** Please contact Evan Coulson by phone or email to discuss this highly discouraged possibility.





Please don't forget to bring an item for the summer staff auction!

Each year at the end of staff orientation Camp Ondessonk hosts a live auction to raise money for the Camp Ondessonk Campership Fund. This is a fun event and supports a great cause!

Be creative, the biggest sellers are almost always hand made items. Other ideas: an old piece of Camp memorabilia, something fun to use during the summer, or a voucher for a kind gesture or service for your fellow staff members. Use your imagination and have fun with it!

Though donating an item for the summer staff auction is not required, it is encouraged. The Campership Fund creates an opportunity for several campers each summer to experience the unique personal, social, and spiritual growth that only a week at Camp Ondessonk can offer. Please consider helping us help kids go to camp!





GENERAL INFORMATION FOR SUMMER STAFF MEMBERS

PACKING FOR CAMP: The following is a list of items you will need while working at camp this summer. **Because storage space is limited, please don't over pack:**

- **Enough camp appropriate clothing to last at least 1 week at a time.** The days are hot and the nights can be cool. Pack T-shirts, shorts, long pants, long sleeve shirts, socks, sleep-wear, underwear, a jacket, raingear, and a modest swimsuit (bikinis are not allowed; tankinis *are* allowed). You will have an opportunity to do laundry "in town" during your Saturday time off between sessions. When you are assigned to a weekend duty, you will be given an opportunity to do your laundry using Ondessonk's limited St. Noel facilities. Otherwise, there are **no** laundry facilities available for summer staff at Camp Ondessonk.
- **A few pairs of comfortable shoes appropriate to your work area.** Though the use of open-toe-shoes with heels may be appropriate in some situations, you must bring additional pairs of sturdy shoes for hiking, playing the Tuesday Night Game, etc. Open-toe-shoes without heel straps such as flip-flops are never appropriate outside of the shower house. *We recommend bringing at LEAST two pair of closed toe shoes...I'd bring 3.*
- **Sleeping gear.** Most people bring a light sleeping bag and / or a sheet and a blanket. You will be sleeping out under the stars at least once per week. Otherwise, you'll be sleeping in a single bunk-bed. You'll also need a pillow.
- **Personal items.** Don't forget to bring a couple of towels, at least two 1 liter water bottles, a watch, laundry detergent for the laundry mat in town, an alarm clock, a small day-pack, a flashlight, batteries, and personal toiletries and grooming items including sun block. It is recommended that you also bring a small pocket knife or multi-tool. If you must, you may bring a hair-dryer and/or curling iron. However, you will likely find that you do not need it. Please note that access to electrical power is extremely limited.
- **Optional Items.** The following is a list of items you should consider bringing: Camera, cell phone, long-distance phone card, laundry bag or basket, flip-flops for the shower house, musical instruments, a good book, and a mosquito net designed to go over a single bed. FYI, mosquito nets can be purchased at camp or you can just "wait it out" until one is abandoned by a camper at the end of a session.

OTHER THINGS YOU SHOULD KNOW:

- **Long pants and sturdy shoes are required for horseback riding.** Sturdy work or western boots with a heel are required of individuals working in the barn.
- **Dark colored long pants and long sleeve shirts** are a must for the Tuesday Night Game.
- **All clothing should be appropriately modest and should not contain references to drugs, alcohol, tobacco, sex, or profanity.**
- **The use of cell-phones at camp is severely limited by two factors:** 1) Service is nearly non-existent AND. 2) Time... If you have a cell-phone, you will not be allowed to use it for personal use while working. In fact, it must be turned off. Please alert your friends and family outside of camp of this so that they do not expect to be able to reach you 24 hours per day. Additionally, you will have very few daily opportunities to check messages and make calls. Don't worry because you won't miss your phone much after you become accustomed to the camp lifestyle!
- **Regarding Electronic items...** It is inappropriate to use devices such as laptops, walkmans, ipods, pagers (do these exist outside of Gray's Anatomy anymore?), cell-phones, and electronic games in the presence of campers. If you choose to bring any of these items, you will not be allowed to use them during work-time.
- **During time off, it may be possible for you to use the basement of St. Noel to gain internet access via Camp's WiFi.** This service is provided for your convenience; however St. Noel IS NOT the Staff Lounge. Get in, get connected, get back outside!
- **Paychecks are distributed on a bi-weekly basis. If you work the first half of the summer, you will receive your first paycheck on 6/15.**
- **WHAT NOT TO BRING:** Please do not bring drugs, alcohol, firearms, fireworks, large knives, and inappropriate literature. Further, it is recommended that you avoid bringing expensive jewelry and clothing.
- **Please alert your friends and family that the best way to address mail to you is as follows:**

	<input type="checkbox"/>
Your Name, Staff	Camp Ondessonk 3760 Ondessonk Road Ozark, IL 62972



CAMP ONDESSONK

"Teaching What Matters Most"

3760 Ondessonk Road
Ozark, IL 62972
Phone: 618-695-2489
Fax: 618-695-3593
www.ondessonk.com



Welcome Aboard!

We're glad you'll be joining us

