

Staff Preparations

Clothing/Laundry:

Since it will not be possible to launder your clothes during camp, staff should bring enough clothes to last for the entire time that you are at camp. To ensure that your clothes do not get lost or misplaced, make sure to label your suitcase/duffel bag with your first and last name.

Suggested Items to pack:

1. sneakers and/or boots
2. bathing cap
3. hat
4. water shoes
5. sleepwear
6. shorts
7. t-shirts
8. underwear
9. socks
10. sweat shirts
11. pants
12. rain gear

Required Item to Wear:

1. A WATCH! To ensure that staff gets to activities on-time, all staff must wear a watch at camp.

When choosing work clothes, please exercise good judgment and refrain from wearing the following **inappropriate attire**:

Sheer blouses/tops

Low cut blouses/tops

Halter tops – anything backless

Tube tops

Low cut tank tops

Thin strap tops/dresses

Blouses, tops and shirts must be of sufficient length to cover the waistline.

Mini skirts

Short Shorts (Daisy Dukes) are not permitted.

Leggings, unless top covers to mid-thigh

Distressed/Destroyed/Ripped Jeans

Pants are not permitted below the waistline (sagging)

Two piece bathing suit are not permitted (one piece is required)

Inappropriate footwear such as flip flops, slippers, heels, etc. are not permitted (sneakers and/or hiking boots with socks are required).

Bedding:

Staff should bring up their own bedding: sheets, blankets and pillows. Towels and washcloths will be provided by camp.

Toiletries:

Since camp will not be supplying staff toiletries, staff should bring their own toiletries. This includes any feminine hygiene products and over the counter medicine (OTC medicine will be stored in the nurses' office).

Electronic Equipment:

Staff may bring the following items up to camp, but may not use them during planned activities: hand-held electrical device, TV, DVD player and DVDs. Staff may bring their own cell phones up to camp but cannot send or receive calls while they are working; Staff may use their cell phones only while they are on break. Staff will be bringing these items to camp at their own risk; YCS is not responsible for these items.

Food:

Food and drink are not allowed in the cabins/rooms. Staff may bring to camp only dry goods (e.g. granola bars, chips, and crackers) and water in plastic bottles. Items such as Gatorade and vitamin water are not allowed. All dried goods and water will be stored in the camp storage room. To ensure that your food/water does not get lost or misplaced label all items clearly with your full name.

Locked Storage:

A locked cabinet will be available for staff to use for small, personal items. A log sheet will be used to monitor the check in/out of these items. Camp is not responsible for replacing lost or stolen items.

Orientation:

All staff is required to attend orientation held on the first night of camp. The purpose of this orientation is to further discuss important issues such as supervision during activities and bathroom visits, laundry pick up and delivery, break procedures, and incident reports. Several presentations will also be made: The YCS Camp Administrator will review various administrative and operational issues. The Happiness is Camping (HIC) Program Director will present information specific to the camp program and site. The Camp Nurse Manager will discuss various health services issues and procedures. And lastly, each Supervisor will review specific topics relevant to their respective staff and campers.

Applicants who have not worked in the YCS residential camp will be provided a brief overview to camp during their interview as well as receive a camp policies and procedures manual.

Applicants who have already worked in the YCS residential camp may obtain a camp policies and procedures manual by contacting Vickie Liendo at vliendo@yca.org or (201) 343-8803.

Transportation to Camp:

Before camp, you will be told which site to report to for the first day of camp and at what time. Some of you will be assigned to leave from your own site with your own residents; others will be assigned to other sites with their residents, such as Holley Center and Newark. If it is necessary for you to drive your personal car up to camp separately, arrangements must be made with Andrew Beckford for approval and parking instructions.