

**SUMMER OFFICE**

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Elizaville, New York 12523  
PHONE 518.537.4000

**OFF- SEASON OFFICE**

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Scarsdale, New York 10583  
PHONE 914.725.4876

**WEBSITE**

[www.campeaglehill.com](http://www.campeaglehill.com)

**EM MAIL**

[summer@campeaglehill.com](mailto:summer@campeaglehill.com)

## International Staff Opening Letter For the 2023 Camp Season

**Dear 2023 CEH Staff Member,**

We would like to welcome you to the Staff of Camp Eagle Hill for the 2023 Camp Season. We are looking forward to a great summer with our campers and we hope that you will have an enjoyable and rewarding summer with us!

We want to make sure that you feel as prepared as possible for the upcoming camp season. This letter will cover a lot of important information on a wide array of camp topics that you should know about in order to have a successful summer.

By now, you should have a good idea as to the role you will be playing at camp. To give you a better sense of our staff community, here are some of the many different positions that keep camp running all summer long.

- **Directors:** oversee the entire operation of camp

**Counselors:** all live with and concern themselves with the welfare of a specific group of campers (typically 7–9 campers). There are two types of counselors:

- **Specialists:** assigned to work at specific activity areas around camp and receive groups of campers throughout the camp day (e.g. Waterfront Staff, Sports Instructors, Arts Instructors, etc.)
- **General Counselors:** generally accompany their group of campers to their scheduled activities. Others are assigned throughout the course of a camp day to varied activity areas.

### Other Staff:

- **Support Staff:** live separate and apart from our campers and work in our kitchen, dining room, laundry, or maintenance areas.
- **Head Staff:** live separate and apart from our campers and play a supervisory role for specific age groups or activity areas.
- **Head Counselors/Groupleaders:** the head of an age group of Boys or Girls side (e.g. Inters, Teens, Seniors, CITs)
- **Department Heads:** the head of a specific area of camp (e.g. Arts Director, Athletics Director, Theatre Director)
- **Program Office:** coordinate the daily and overall camp schedule, in addition to planning special events and evening activities

If you have any questions about your role at camp, please e-mail our Director Jesse Scherer at [summer@campeaglehill.com](mailto:summer@campeaglehill.com).

## TRAVELING TO CAMP

Unless we have already worked out individual travel plans with you for a date other than the two dates listed below (as is the case with our Support Staff), we would like you to follow one of the two sets of directions below.

**For all staff taking our pre-camp lifeguarding class:** We are expecting you to arrive at JFK Airport on June 16th. Please plan your arrival at the airport in the late morning or early afternoon as we will be picking you up at the airport at 2:30 PM. Details on where we will be meeting you for this pickup will be sent to you in June after information about everyone's arrivals becomes known to us. As we will be providing these staff members with the cost of the certification as well as transportation to camp and room/board, the first day of the work period will be considered June 21st.

**For all other international staff members:** We ask that you please make your plans to arrive at JFK Airport on June 20th in the late morning. We will be picking up international staff at JFK Airport on Tuesday, June 20th at 2:30 PM. We will be in touch with you in June to help you with details about the meeting place in JFK.

## FORMS WE WILL NEED FROM YOU FOR THIS CAMP SEASON

1. **CAMPMANAGEMENT.com** (also known as CampSite) - CampSite is our new camper and staff database. When filling out your staff application form (if you are new to camp) you should have received a password from the CampSite system. Once you are officially "hired" by us you will be able to go into your dashboard with your password and fill out all of your personal and medical information in the Camp Forms section. The Camp Forms area will include some areas where you will need to complete and upload some paper forms for us. Please make sure that your CampSite profile is 100% complete (with all sections filled out electronically and all camp forms uploaded) by **June 1st**.

2. **STAFF MEDICAL FORM (Healthcare Provider Form)** — This is a two page form that will have to be filled out "the old fashioned way" on paper by your physician (and uploaded into your CampSite forms area). You must print this form (found in the Healthcare Provider Form section of the Camp Forms area) and bring it to your physician's office. Once the physician's office has completed this form, please scan it into your computer and then upload it into the Healthcare Provider Form section of your CampSite forms area.

### 3. FORMS TO BE FILLED OUT ON-LINE IMMEDIATELY (if not already completed)

- a. **Staff Application Form** (found in the staff section of our website) – **to be done FIRST**
- b. **Contract** (sent to you individually by e-mail – sign this and upload this into your CampSite forms area)
- c. **Two References** We need two references from every staff member each season except those foreign staff members coming to us for the first time through an agency. The link to our reference form can be found in the application area of your CampSite profile. These reference forms should be filled out by your former employers, teachers/professors, or supervisors, not friends or relatives. We prefer, wherever possible, to have references from people that know of your abilities to work with children. People that we have already spoken with on the phone may be used as references.
- d. **Voluntary Disclosure Form** (found in your CampSite forms area)
- e. **Consumer Notification Report** (found in your CampSite forms area)

**Please Note: All forms are to be filled out and uploaded to your CampSite account by June 1st, 2023.**

## COMMUNICATION AT CAMP

**Telephone Calls, Mail, and E-mail** You are welcome to have friends and relatives call you at camp. The phone number in our camp office is (518) 537-4000. Our camp office will be open from 7:30 AM to 5 PM. For incoming calls to staff, we will be taking messages for you and will be providing these messages to you at the next meal. By way of policy, we do not bring staff members to the office to answer incoming calls unless there is an emergency. We ask that you make all return phone calls or outgoing calls during your time off on a given camp day or night. With regard to your cell phone, we ask that **you keep it out of sight from our campers at all times and use it only when you have time off away from any children in camp.** We insist that this be the case as this is a very important policy for the operation of our camp. In addition, as we are particular in our policies regarding camper phone communications with their homes, we must insist that you not at any time share the use of your cell phone with any camper.

**Mail can be sent to you at the following address:**

Your Name  
Camp Eagle Hill  
P.O. Box 12  
Elizaville, NY 12523

**Packages** For those staff members that will be living in our buildings with our campers, we ask that you not have packages sent to you containing gum, snacks, candies, food, cup-a-soups or beverages in cans or bottles. We have asked our camp parents to refrain from sending these items to camp for their children and therefore in an effort to provide proper follow through for everyone involved, we ask that you not have these items stored in your camp building as well. In addition, as a measure of safety, we ask that you not bring with you to camp, nor have anyone send to you at camp, any glass items (e.g. bottles).

**Please Note:** any packages sent to you through any company or from family or friends must be shipped to

“232 White Oak Road” and not our P.O. Box number

**Internet/Wi-Fi** Staff may use the Wi-Fi and computers in our staff lounge during periods off, nights off, and days off. Please be sure to review our Staff Internet & Communication Policies (found in your CampSite account and in the “After You’re Hired” section of our website) before arriving to camp. There is no Wi-Fi located in our camp cabins where counselors will be living.

## STAFF CLOTHING & EQUIPMENT

As space and storage area are limited in our buildings, especially for those living with our campers, we ask staff to bring only those things to camp that will really be needed. Camp life is very casual in nature. As such, you need only bring comfortable and casual clothing with you. Please do not bring expensive or valuable clothing items to camp. Naturally, you should bring clothing that will be usable for your position in camp. All staff will be expected to wear sneakers and socks every day so having a couple of pairs of sneakers with you at camp makes good sense. Support staff working in the camp's Dining Room, Kitchen, Maintenance, or Laundry areas, should bring along clothing that will get a little dirty when working in camp at these positions. All support staff will be expected to work in a form of closed footwear (i.e. sneakers or shoes, not open footwear like sandals) at all times. Everyone should also bring along a few nice casual shirts and pants as there are a few evenings in camp where you might like to look a little more dressed up. We also ask that you bring along a pair or two of beige or white shorts to be used during dates when parents will be dropping off or picking up their children at camp. Finally, we ask that you bring along a couple of red t-shirts and white t-shirts (with or without logos of any type on them), to be used during a variety of events run throughout the camp season.

## STAFF PACKING LIST

**STAFF SHIRTS - New Policy** - this year we will not be requiring staff to wear staff t-shirts during our camp season. We will be supplying all staff with 2 camp staff shirts and will be asking staff to wear them on particular days. Staff may, at their option, purchase additional camp logoed clothing at our camp outfitter, Bunkline.com

When we require you to wear a staff shirt, these shirts will be worn from breakfast time until the end of our program day (at 4:45 pm) Please note that any staff shirts provided to you during the summer may not be altered in any way during the camp season (e.g. cut, tie-dyed, signed). You will receive all optionally ordered merchandise during Staff Orientation at camp. All apparel ordered must be paid for at the time the order is placed. Please ask Bunkline Outfitters to ship your merchandise directly to camp.

### **REQUIRED ITEMS:**

- **A WATER BOTTLE**
- **Combination Lock** (for storing valuables in a Staff Lounge locker)
- **Pair of tan/white shorts** (for days when parents are at camp)
- **Raincoat with a hood** (be prepared to wear it!)
- **A pair of shoes or boots suitable for rainy weather**
- **Whistle**
- **Pens & Paper**
- **Tennis Racquet** (only if a Tennis Specialist)
- **Baseball/Softball Glove** (only if Baseball/Softball Specialist)
- **Soccer Cleats/Shin Guards and Soccer Socks** (only if a Soccer Specialist)

**Suggested Items** (we recommend you pack approximately 10 days worth of clothing):

- |                           |  |
|---------------------------|--|
| • 14 T-Shirts             | • Pair of Shoes for Rain   |
| • 3 Long Sleeve Shirts    | • 1 Pair of Sandals (good for waterfront/bathroom use)   |
| • 3 Sweat Shirts          | • 1 Rain Coat/1 Hat or Cap   |
| • 3 Sweatpants            | • 1 Light Jacket   |
| • 2 Sweaters              | • 3 Towels for waterfront/3 for bathroom use   |
| • 6 Pairs Jeans/ Leggings | • Extra Pair of Glasses or Contact Lenses  |
| • 14 Pairs Shorts         | • Sunglasses   |
| • 14 Pairs Underwear      | • Flashlight/Batteries   |
| • 14 Pairs Socks          | • Toiletry Articles: Toothbrush, Toothpaste, Sunscreen, Insect Spray, Tissues, Drinking Cup, Deodorant, Soap |
| • 2 Pairs Pajamas         |  |
| • 2 Pairs Sneakers        |  |
| • 4 Swim Suits**          |  |

**\*\*Swim Suits For Female Staff:** Please bring along only one-piece bathing suits for use at our waterfront.

**The Last Two Nights of Camp** Please bring slightly nicer clothing this year to wear during the last two nights of camp (this year, July 20th will be our “Prom” – a big dance party and July 21st will be our Banquet/Awards Night).

**Weather at Camp** usually ranges in temperature from the high 80s Fahrenheit (approximately 30 degrees Celsius) during the month of July to the low 70s Fahrenheit (approximately 22-24 degrees Celsius) during the month of August. The nights do get somewhat cooler as we move from the start of July to the end of July. We suggest that you bring at least a sweater and/or sweatshirt or two, as well as a light jacket. During rainy weather at camp, please make sure to pack a raincoat or some type of waterproof jacket, as well as some shoes appropriate for rainy weather.

**Tennis Staff** must wear a t-shirt and tennis attire while at our courts. Please also bring at least one sturdy tennis racket.

**Waterfront Staff** must wear a **Red Camp Certified Lifeguard** swim suit (we will reimburse for the purchase of 2 suits) and camp supplied lifeguard shirts when working at our waterfront. (we will supply these at camp) All Female Staff, working at the waterfront or otherwise, must wear one piece bathing suits at all times when at the waterfront. We will be e-mailing lifeguards to let them know where they can get these swimsuits. For all staff, please do not bring cutoffs to wear in our swimming pools or our lake during the course of this camp season.

**Laundry** is done once per week for everyone in camp, so **please bring 10 days worth of clothing**. You are welcome to have your laundry done by the camp or, if you would like, you may find it more convenient to do your laundry (on your own) off camp's grounds during a day off or night off. We strongly encourage you to leave all valuable clothing at home as our laundry service is not set up to handle the cleaning of these items. There will be no need to bring linens to camp. We will be supplying pillows, pillow cases, blankets, sheets and towels. (although it is a good idea to bring a couple of towels with you.

## PROHIBITED ITEMS AT CAMP

**Please do NOT bring any of the following items to camp:**

1. Expensive or valuable items (e.g. expensive jewelry)\*
2. Prohibited Electronics: TVs, large speakers, hand-held electronic games, DVD players, tablets, iPads, or laptop computers\*
3. Any dangerous items (e.g. knives, items made of glass, etc.)
4. Fans with electric chords, extension cords, or adapters for electrical outlets
5. Water Guns or Super Soakers
6. Suggestive or crude posters or clothing
7. Hammers/nails for hanging things
8. Beach chairs, folding chairs, or other lounging-type equipment (e.g. large bean bag chairs)
9. Cardboard or plastic shelving systems for extra clothing space (small plastic boxes for books, letters, etc. are OK)
10. Food, soups (e.g. Cup-a-Soup), soda, gum

\*We do not recommend bringing valuable items to camp, as camp cannot be held responsible for these items. If you do choose to have anything valuable with you at camp, we strongly advise you to store these items in a locker in our Staff Lounge. For more information on this subject, please see the **Valuables section** on the next page.

## A FEW OTHER THINGS TO KNOW

**Your Personal Appearance at Camp** is very important to us. As such, we ask that all staff be aware of clothing that they choose to bring to camp and try to avoid bringing clothing that is suggestive in nature (please be careful in your choice of clothing here), clothing that displays crude/vulgar language or images (e.g. alcoholic beverages, cigarettes, drugs). The camp's administration retains the right to ask a staff member to change their clothes in the event a staff's member's appearance is not in keeping with a look that the administration deems to be wholesome for a camp setting.

In general, we ask that staff dress at camp be kept appropriate and neat at all times. As role models, we ask that staff wear clothing at camp that is appropriate based on weather conditions and for particular camp activities. All staff must wear sneaker and socks throughout each camp day. With regard to piercings, pierced ears are acceptable at camp (for both guys and girls). Piercings of other types, however, are not part of the everyday look that we would like at our camp and we therefore ask staff to keep from using or displaying other types of piercings while with us this summer. We also ask that you refrain from making public any tattoos that could be easily covered by articles of clothing. Regarding hair color, we ask that you come to camp with a natural hair color and that you maintain this color while with us during the summer. We appreciate your help with these matters.

**Valuables** should not be brought along with you to camp as stated in the Prohibited Items list on the previous page. Camp will not be responsible for damaged, lost, or stolen items. However, we have recently installed lockers for staff in our newly renovated Staff Lounge. In these lockers, you may store important items (e.g. money, ID, your grandma's famous cookie recipe). Camp will not be providing locks, so make sure to bring your own lock to camp. We suggest that you purchase a combination lock to minimize the risk of losing any keys at camp. For your reference, the size of each individual locker is 12x12x10 inches.

**Visitors to Camp** may be invited to visit camp on Days Off only. We ask that staff meet these visitors at our camp office and entertain them off the grounds of camp. Please let our camp office know in advance if you plan to have visitors.

**Staff Curfew** is now (as of this year) 11:30 p.m. every night. This means that we will be asking all staff to be back at the buildings where they live at this time. More information regarding curfew will be provided during Staff Orientation.

**Time Off** during a typical camp day is scheduled by our Program Office. Camp also provides evenings off (on a scheduled basis) with a regular rotation of staff asked to supervise our campers between 8:30 p.m.–11:30 p.m. every night. Days Off are scheduled to take place on a once-per-week basis with time off extending between 7:30 a.m.–11:30 p.m. We will be providing optional transportation out of camp this season for Nights Off and Days Off. If you do not wish to use this service, please let us know at the beginning of the camp season.

**Personal Vehicles** All staff members (except for Junior Counselors) are welcome to bring cars to camp. We ask that staff cars be stored in our staff parking lot when not in use and that those staff members with cars abide by all rules set forth by camp regarding personal vehicles. At no time may any camper/CIT or Junior Counselor be driven in a staff member's car without the express permission of the directorship of the camp. We will be asking staff to provide camp with information regarding their vehicle so we are aware of all staff vehicles being kept in our staff parking lot.

**Medical Care and Medical Insurance** Our Camp Infirmary is staffed with medical professionals that are available to both campers and staff alike on a 24-hour per day basis, without any expense to you. Doctors, just a few minutes off the grounds of camp, will be available to staff when needed. Staff visits to the doctor, as well as any visits to hospitals or receipt of medications that might be prescribed as a result of such visits, are the responsibility of the individual staff member. You will have to pay for such things immediately after receiving them. Camp Eagle Hill does not provide medical insurance and this is something that should be obtained prior to your arrival at camp. As a New York State business, we are required by law to carry a Worker's Compensation policy for certain job related injuries or medical issues. We will talk about this in more detail when you arrive at camp.

**Salaries and Payment Advances** Contracted salaries or "Pocket Money" for American and International Counselor Staff will be paid at the end of the camp season. Support Staff will be paid throughout the camp season. In addition, we will have available during the summer two specific dates when staff will be able to receive salary advances for time already spent working at camp.



**Drugs, Alcohol, and Smoking** Prior to your arrival at camp, please evaluate and understand the commitment made to us when you decided to join our camp staff for the upcoming camp season. We have hired you because we felt that you possess good judgment, strong values and a sincere interest in the welfare of children. We know that we can count on you this summer to help us operate a fun and safety conscious camp. On the basis of our experience over many years in the camp industry, we remind you of the importance of the trust that we have in you and tell you that the use or possession of illegal drugs on or off the grounds of camp, or the use of alcohol on camp property, is strictly prohibited. Returning to camp from time off while under the influence of drugs or alcohol is similarly prohibited. In addition, cigarette smoking and vaping is allowed only in a very restricted area of camp, and only during scheduled time off from the care of our campers. Should you feel that you will be unable to abide by these briefly stated policies, please contact us immediately so that we may discuss these concerns with you.

## **STAFF ORIENTATION, SCHEDULED DATES OF CAMP, THE END OF THE CAMP SEASON**

**Staff Orientation** will run prior to the children's arrival at camp between dinner on June 20th through the evening of June 24th. The children arrive at camp on Sunday, June 25th. We will be able to tell you much more about Camp Eagle Hill and your position with us when you arrive at camp. Your commitment to us at camp is a 63 day commitment. As a reminder, for those staff receiving Lifeguard certification prior to camp, your official start date will be Wednesday, June 21st.

**Changeover Day** By way of this summer's schedule, there will be a changeover day after 2 weeks of camp (on July 8th) when our first two week campers are scheduled to go home in the morning and our second session two week campers arrive at camp later that day. Our Full Season four week campers will be with us throughout the entire course of our camp season from Sunday, June 25th through Saturday, July 22nd.

**End of Camp Season** We will be ending our camp season with our traditional Red and White Camp Olympics event during the last week of camp. Our annual Prom (a big dance) will be held on July 20th and our final night Banquet and Awards Ceremony will take place on July 21st. The last day of camp for our sleepaway campers is July 22nd.

**Postcamp Work at Camp:** After our sleepaway campers leave on July 22nd, we will have two weeks of our Day Camp program to run along with one or two rental groups at the same time (we will assign you to your responsibilities for these two weeks a little before July 22nd which may include working as a General Counselor for a specific day camp group) We will have other childrens' groups at our camp facility after the day camp ends. We will be discussing at camp the role that we will need you to play with these other groups. Your departure date from camp will be on August 23rd.

**WE ARE LOOKING FORWARD TO A GREAT CAMP SEASON AND WE ARE REALLY HAPPY TO HAVE YOU WITH US!** If you have any questions about camp, please e-mail our camp office at [summer@campeaglehill.com](mailto:summer@campeaglehill.com).

We will see everyone very soon! Be well!

# **The Scherer Family**

Camp Eagle Hill