



2019 Staff Information

263 Alden Street, Springfield, MA 01109
campmassasoit@springfieldcollege.edu
(413) 750-5011

Springfield College's Camp Massasoit

Our Mission & Philosophy

Our philosophy of excellence and quality programming emphasizes a child's character growth and development within a group setting. Our camp program assures every camper the opportunity to participate in a creative outdoor adventure, while allowing each child to make social, emotional, educational, and physical gains. Our well-trained and experienced staff members help children realize their potential in a safe and nurturing environment. We hope to inspire campers toward a greater appreciation of other individuals and a broader understanding of the environment in which we live. It is our primary goal to create a positive camp experience, and our desire that every camper take home a smile, new friendships, skills, and memories that last a lifetime.

Our Goals

The Camp Massasoit staff has developed several objectives that guide the day-to-day operations of the camp. The objectives are as follows:

- To teach the campers respect of themselves.
- To teach the campers respect for the environment.
- To teach the campers respect for the counselors.
- To teach the campers respect for their peers.

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Location & History

Camp Massasoit is located at Springfield College's East Campus in Springfield, Massachusetts. East Campus is made up of fifty-three acres of woodland, a high and low challenge course, over a mile of lakeshore and home to the only authentic Pueblo east of the Mississippi River.

The Campers

The majority of our campers come from the Springfield area and its surrounding towns. Campers are divided into age appropriate camp groups of individuals within 12 months of one another's age. Following the Massachusetts Board of Health guidelines the ratios are as follows; camper ages 5-6 are 1:5, camper ages 7-8 are 1:8, and camper ages 9-16 are 1:10.

EMPLOYMENT INFORMATION

The Staff

Each year Camp Massasoit hires approximately 34-40 staff, primarily college aged adults who are studying for careers working with children. Our staff has a long history of being professional, courteous, and genuinely interested in the development of the children who attend camp.

Certifications

All camp staff working at Springfield College's Camp Massasoit requires CPR and First Aid. We will provide an opportunity for staff to become certified during staff training. However, staff is encouraged to attain this certification prior to camp. Camp staff should also be certified in their appropriate field as denoted in position guide.

Position Guide

Counselor (20 positions)
Head Counselor (1 position)
Office Supervisor (1 position)
Archery Director* (1 position)
Waterfront Director*(2 positions)
Aquatics Director* (2 positions)
Challenge Course Director* (2 positions)
Project Wild Director (1 position)
Health Supervisor* (1 position)
Maintenance Supervisor (1 position)
Adventure-Based Programs
Adventure Counselor* (2 positions)
Walk-A-Bout Counselor* (2 positions)
Voyager Counselors* (2 positions)

*** Requires Appropriate Certification**

- All Camp Massasoit employees are eligible for on-campus housing for a fee that is TBD.
- Pay rates are determined by experience.
 - Non-student staff are paid weekly.
 - SC Student staff are paid every two weeks unless otherwise noted.

Office Supervisor: This position provides support and assistance to all administrative personnel in all areas of camp. Primary responsibilities will include, but are not limited to, office responsibilities, purchasing supplies, and parent communications. Applicant must be computer literate. Must be at least 18 years of age.

Adventure-Based Counselors: Responsible for leading in-camp training & out of camp trips for campers in backpacking, canoeing, kayaking, rock climbing & other outdoor skills. Previous experience leading wilderness trips and/or student trips with NOLS, Outward Bound, or similar programs preferred. Demonstrated leadership skills & work with children ideal. Responsible for pre-trip meeting/planning, equipment organization, & execution of trip itinerary. Leaders should be at least 20 years of age.

Counselor: Provide guidance and leadership to a group of day campers. Help organize and lead games and other recreational activities. Must be at least 16 years of age, preferred to be at least 18 years of age. Experience with and desire to work with children is crucial.

Head Counselor: Provide guidance and leadership to a group of day campers. Help organize and lead games and other recreational activities. Also responsible for meeting with the assigned age group counselors and the camp director. Must be at least 20 years of age, and have experience as a counselor at Camp Massasoit.

Health Supervisor: Manage Health Office and administer First Aid and medications as needed to Camp Massasoit staff and/or campers. Maintain required forms, logs, and act as a liaison with the on-call camp physician. Participate in staff training and teach areas related to camp health & safety, & universal precautions for infection control. Must be at least 18 years of age.

Maintenance Supervisor: Responsible for providing ongoing maintenance and custodial care for the camp's facilities, grounds, and equipment. In addition, maintenance workers must complete daily logs required by the Board of Health. Must be at least 18 years of age

Program Directors (5 areas): Program Directors are responsible for acting as a complete staff for program delivery during all camp and special events. Program Directors are responsible for completing weekly program plans prior to the preceding week. Responsibilities also include lunch watch on a rotating basis. Supervision includes the provision of activities conducive to a safe environment. Program Directors are responsible for the development of a risk management plan within their specialty area.

1. Aquatics Director: The Aquatics Director is responsible for offering and leading aquatic lessons that increase camper skill according to American Red Cross or similar industry standards. Must be at least 21 years of age and certified in WSI and Life Guarding.

2. Archery Director: The Archery Director is responsible for offering and leading activities to increase camper knowledge, skill and safety in the area of archery. Must be at least 18 years of age and completed training in archery skills and procedures.

3. Challenge Course Director: Provide meaningful outdoor recreation experiences consistent with the camp's philosophy of Challenge by Choice. The Challenge Course Director is responsible for offering and leading group initiatives, trust activities as well as the skills to climb the elements of the ropes course. Must be at least 18 years of age and had proper training (e.g. Project Adventure, High Five Adventure, East Campus Challenge Course Training).

4. Waterfront Director: The Waterfront Director is responsible for offering and leading waterfront activities both on-site as well as off-site to increase camper skill. Must be at least 21 years of age and certified in Basic Canoeing (Red Cross), Basic Kayaking (Red Cross) or similar training and Life Guarding.

5. Project Wild Director: The Project Wild Director is responsible for offering and leading activities to increase camper knowledge and understanding with regards to environmental awareness. Must be at least 18 years of age and have experience and knowledge teaching environmental education.

Health

Massachusetts State Law requires that all staff submit a medical history, record of immunizations, and a report of physical examination to disclose the presence of disabilities that might interfere with participation in the camp program. These reports are to be made at the staff member's expense by a licensed physician before the first day of training. Springfield College students may have their physicals at no charge at the college infirmary. All staff must complete the emergency contact form. The completed form must be returned and on file with the camp before a staff member may start work. Staff is covered by Worker's Compensation for any job-related accidents as required by law. The cost of prescriptions, doctors or hospital visits must be covered under one's personal insurance unless the injury/illness is work related.

Dress Code

Staff must come to work clean, neat, and with the appropriate attire. Staff shirts, which will be provided during staff training, are to be worn on the first day of each session. Your clothes must be functional (camp clothes), clean (no holes, rips, stains, etc.), and appropriate for the weather conditions (rain, cold, etc.). Staff is also required to bring their swimming attire to camp everyday.

Equal Opportunity Employer

Springfield College's Camp Massasoit is an equal opportunity employer and we do not discriminate against any applicant because of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, or any other class protected by federal, state or local law. Complaints should be brought to your supervisor or the Camp Directors who will investigate and handle the complaint under the guidelines of the Springfield College grievance policy.

Staff Daily Schedule

Early Care Staff Arrive	7:15
Early Care Campers Arrive	7:30-8:15
Remainder of Counselors Arrive	8:15
Campers Arrive By	8:15
Opening Ceremonies	8:30-9:00
Program Staff Arrive	8:45
Lunch with campers	12:00-1:00
Closing Ceremonies	4:00-4:15
Campers Depart	4:15-5:15
Counselors Depart	4:15
Program Staff Depart	4:45
Late Care Staff Depart	5:15

Program Schedule

The typical daily program schedule is as follows:

Early Care	7:30-8:15
Campers Arrive By	8:15
Opening Ceremonies	8:30-9:00
Activity 1	9:00-10:30
Activity 2	10:30-12:00
Lunch	12:00-1:00
Activity 3	1:00-2:30
Activity 4	2:30-4:00
Closing Ceremonies	4:00-4:15
Departure	4:15-5:15

Decisions about staff assignments for camp groups will be determined by session and made known at the weekly staff meeting. Counselor's preferences will be considered; however camp enrollment will be the deciding factor.

REQUIRED PAPERWORK:

All forms are available at www.springfieldcollege.edu and type in "Camp Massasoit" then click on "Apply to work at Camp Massasoit"

- Application, Essay, 3 references, 1 activity plan.
- 2019 Staff Agreement (signed and dated).
- Physical Exam and Immunization Records (Requires up-to-date immunization records and documented physical exam within the last 24 months or 18 months for adventure counselors).
- TB Authorization/Confirmation.
- CORI/SORI (Criminal Offender Record Information/ Sexual Offender Record Information) checks for all staff.
- Signed Voluntary Disclosure Form
- Necessary Employment Forms (includes W-4, I-9, M-4) and 2 documents establishing identity for I-9.
- Copies of all required certifications. (1st Aid/CPR)
- Housing request form – if applicable
- Driver History – if applicable
- Staff Manual Receipt (signed and indicating you have read and agree to abide by all policies and procedures in the staff manual). Manuals will be given out at Staff Training.

Application Process

Who Should Apply?

- Are you willing and able to work tirelessly, 5 days a week for 9 weeks for the benefit of others?
- Are you interested in working with children to help them increase their self-esteem and confidence? Are you ready for smiles and laughter from the children with whom you would work with this summer?
- Are you willing to be an active part of our team? Putting yourself and your personal needs behind those of the camp community?
- Are you able to work for a moderate salary?
- Can you deal with limited daily personal time and space?
- Are you willing to be a role model for campers **and** staff all day, every day?
- Are you ready to enjoy new friendships? Are you ready to be challenged personally in ways you have never been before?
- Do your personal values seem to fit in with the mission, philosophy and camp goals?
- Does a staff position fit with your lifestyle and life plan?
- Are you willing to take from your life and invest in the lives of others?

If you have answered yes to **ALL** of these questions, we would encourage and welcome your application.

Completing the Application

Please complete the application and return it to the camp office immediately.

REMEMBER – we will not consider any application until all three references have arrived, so please be sure to have them completed and sent to camp promptly.

Once your application and references are all in order, you will be contacted by phone, email, or letter as to the status of your application. You may then be extended an opportunity for an interview.

If selected for a position, you will receive an employment agreement, complete job description and other important information to help you to prepare for your summer at Springfield College's Camp Massasoit.

Employment Dates

Below is the schedule of staff training and camp sessions. Most employment agreements will be from June 18– August 18, 2018.

2019 Summer Schedule

Staff Training	June 17 – 21
Session 1	June 24 – July 5
Session 2	July 8 – July 19
Session 3	July 22 – Aug 2
Session 4	Aug 5 – Aug 16
Camp clean up	August 17

All staff are expected to work on our clean up day through 2:00 p.m., Saturday August 17. Those who are unable to do so must be excused by the Directors in advance and will have their pay adjusted accordingly.