



# Camp Hawkeye

## Staff Calendar (2022)

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### **Now – Job Offer**

### ***Application & Interview Process***

- New Staff → Complete Application & Upload Resume, References  
→ Schedule & Complete Interview  
→ Complete Background & Reference Checks
- Returning Staff → Complete Application  
→ Schedule & Complete Interview

### **Hire Date – Camp Day 1**

### ***Pre-Camp Communication***

- You will receive occasional all-staff emails to which you are expected to respond
- Take advantage of the contact information shared out for your fellow staff members and get to know them
- Consider your online presence and communications with campers during the off-season and the message it sends

### **June 1 – 15**

### ***Early Staff Arrivals: Orientation Prep & Certification Week (Some Staff)***

- Some staff will arrive at camp early to settle in and get prepared; this includes all Leadership Team Staff
- Staff may opt to come early to help open up camp and prepare for all staff arrival
- Various certification opportunities – Lifeguard Training, Level 1 Archery Instructor, Wilderness First-Aid

### **June 16 – 25**

### ***Orientation (All Staff)***

- Arrive at camp prior to 2:00pm
- Training period begins promptly at 2:00pm on Thursday the 18<sup>th</sup>
- Staff is expected to have read and be familiar with all materials and policies shared by leadership prior to this time
- Staff is expected to be prepared to participate fully in all parts of orientation as well as opening up camp
- Be prepared not to have access to your cell phones during any part of the camp program other than days off

### **June 26 – July 23**

### ***Half Session A (Includes 2-Week Session I)***

- Days will be long and time off short
- You should expect to be working with the campers from 7:15am to 9:30pm each day
- You will get one day off each week except for the first week of each session. That week you get four hours off

### **July 24 – August 20**

### ***Half Session B (Includes 2-Week Session III)***

- Same expectations for time and commitment as Session A

### **August 20 – 23**

### ***Staff Clean-Up & Wrap-Up Period***

- Camp needs to be cleaned up and shut down before staff departs
- Clean up includes physical as well as programmatic responsibilities
- Staff members are responsible for cleaning cabins and finishing cabin/specialty area reports PRIOR TO check out

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