

CAMP KIRBY STAFF INFO PACKET

PACKING LIST

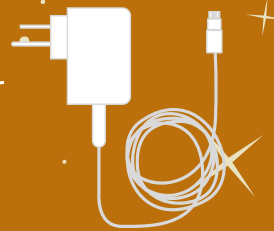
ESSENTIAL GEAR

- A backpack
- Watch
- Flashlight and/or headlamp
- Sturdy water bottle
- A notebook with pencil or pen



USEFUL GEAR

- A battery operated alarm clock (some cabins have limited electrical outlets, and we don't recommend relying on your phone for an alarm)
- Cell phone & phone charger



CLOTHING & SHOES

- Swimsuit appropriate for water sports and swimming in open water (2 is a good idea)
- Socks & Undies
- T-Shirt & Shorts
- Long pants/jeans (There are certain times that long pants are required.)
- Nice Outfit (Candlelight Dinner every Friday Night)
- Sweater/Sweatshirt
- Rain Jacket
- Pajamas (For sleeping & breakfast)

- Shoes - good, comfy shoes for lots of hiking and standing, that you won't care about getting dirty. It's ideal to bring a couple pairs. Closed toe shoes are required in many areas at camp. Sandals are okay IF they have a back strap. That means NO flip flops while "on duty." They are okay when showering and in the staff lounge. Keens/Chacos/Texas are great for camp!

- WATER SHOES/ Aqua socks / old tennis shoes/ tevas/ keens etc for waterfront. Everyone must have covered feet at the waterfront.





PACKING LIST

PERSONAL ITEMS

- Toothbrush & toothpaste
- 2 Towels - 1 that can be used for waterfront
- Shower Supplies (Soap, Shampoo, etc.)
- A shower tote is helpful
- Personal Hygiene Products
- Sunscreen/Bug Spray/Chapstick
- Medications and a lock box for medication & valuables (Your meds will have to be checked into our Camp Nurse in the Health House if you do not have a lock box.)

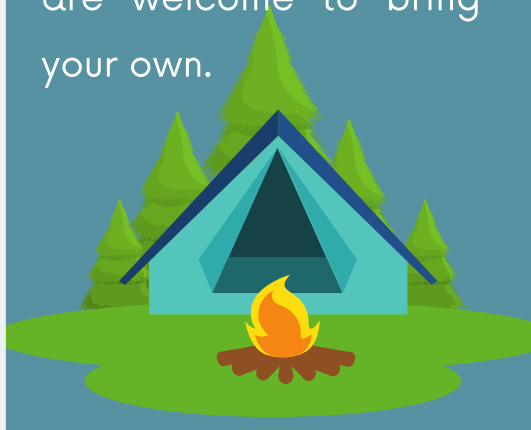


BEDDING

- A sleeping bag warm enough for sleeping outside
- Pillow
- An extra blanket

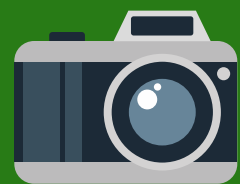
FACE COVERINGS

We will provide masks for staff members (both surgical style and cloth), but if you have a favorite style, that meets requirements, you are welcome to bring your own.



FUN OPTIONAL ITEMS

- Costumes for theme weeks
- Kid-appropriate books
- Musical instrument
- Small pins or "flare" for your staff tie
- A camera

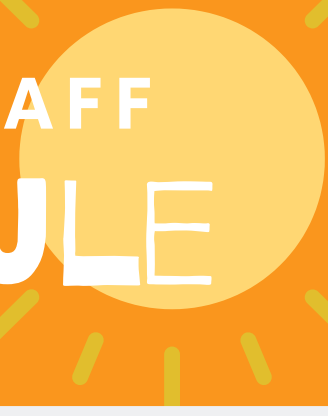


GENERAL PACKING NOTES:

- Clothing for camp should be professional, able to get dirty, and functional for working outdoors with children.
- Dressing in layers is needed most days, as cool breezes off of the water come and go quickly.
- Your personal space is small, please remember this while packing.



CAMP FIRE SAMISH STAFF SUMMER SCHEDULE



STAFF ARRIVAL DATES

Supervisory Positions

Arrive at Camp 10AM on Monday, June 21st

Kitchen Positions

Arrive at Camp 11AM on Monday, June 21st

Returning Staff Members

Arrive at Camp 2PM on Monday, June 21st

New Staff Members

Arrive at Camp 4PM on Monday, June 21st



Camp Fire

STAFF BREAK DAYS

24 hours off
Typically 1PM - 1PM

June 26th-27th*

July 3rd-4th

July 10th-11th

July 17th-18th

July 31st - August 1st

August 7th-8th

*1st weekend may be less than 24 hours off

Mid-Season Break

July 22nd-25th

Staff End of Season

August 14th-15th

Cleaning and Wrap-up

August 15th

Staff Banquet

Afternoon of August 15th

Staff Depart 



CAMPER SESSIONS

"Mystery Week"

Session 1

June 27th - July 3rd

"Ye Olde Kirby Legend and Lore"

Session 2

July 4th - July 10th

"Kirby Casting Call"

Session 3

July 11th - July 17th

"Disney Days"

Session 4 - Mini Camp

July 18th - July 21st

"Camp Kirby Summer Games"

Session 5

July 25th - July 31st

"Mad Scientists"

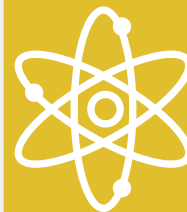
Session 6

August 1st - August 7th

"Medieval Magic"

Session 7

August 8th - August 14th





THEME DESCRIPTIONS



Mystery Week

What will happen this week is truly a mystery!



Ye Olde Kirby Legend & Lore

After 97 summers, Camp Kirby has plenty of legends such as Kirby Fairies, Snow White and the Seven Dwarves, the Pacific Northwest Tree Octopus, and much more! This week we will explore the history of this great place, and some of the activities and events that happened here over the past nine decades.



Camp Fire

Kirby Casting Call

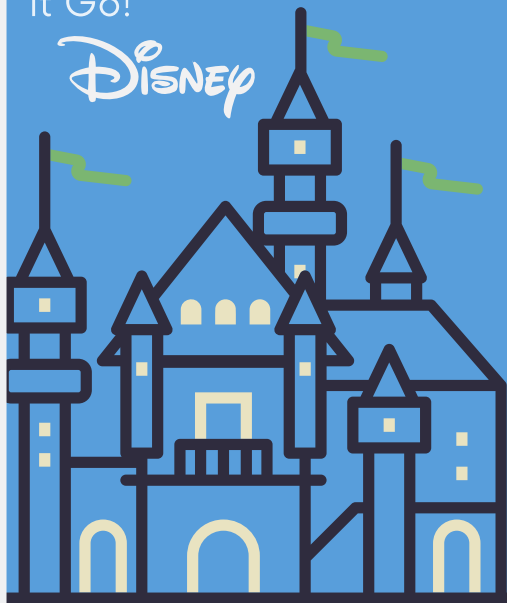
Calling all campers who want to show off their unique talents... this session is for you! We'll explore music, improv, drama games, wacky skits, and much more. Our week will end by showcasing all of your talent in the always popular Camp Kirby Talent Show!



Disney Days

Need we say more!? This week will be a Whole New World with just the Bear Necessities. If you're wondering how much fun campers will have, say Hakuna Matata and Let it Go!

Disney



Camp Kirby

Summer Games

With the Summer Olympics taking place this month, we decided we should bring the games to Camp Kirby as well! Cabin groups will compete for medals in a variety of games and campy activities.



Mad Scientists

It seems a Mad Scientist is causing trouble at Camp. Will the campers be able to use their science experiments to keep the whacky trickster from boiling over?



Medieval Magic

Welcome all knights, wizards, princes, and princesses to a time of yore! We will be lowering our drawbridge to all campers wanting to explore a fantastical renaissance at camp.



CAMP FIRE SAMISH STAFF HIRING CHECKLIST

YOUR ACCOUNT

All of your staff paperwork can be accessed and uploaded through your UltraCamp account, which you created to complete your staff application. Please contact Kathryn if you have trouble accessing your account.

SUBMITTING PAPERWORK

The preferred method for submitting paperwork is through your UltraCamp account. You can access the online forms and upload scanned documents through the Document Center. You can also submit forms by email or to our Bellingham office in-person or through the mail. All paperwork is due by June 1st.

Email - Jaime@campfiresamish.org.

Drop-off/Mail - Camp Fire Samish at 1321 King Street Ste #3, Bellingham, WA 98229.

PAPERWORK FOR ALL STAFF

PAID & VOLUNTEER

	DUE DATE	
<input type="checkbox"/> Job Acceptance Form	10 days after offer	Upload to Ultracamp
<input type="checkbox"/> Signed Contract	June 1st	Upload to Ultracamp
<input type="checkbox"/> First Aid & CPR Certifications	June 1st	Upload to Ultracamp
<input type="checkbox"/> Emergency Contact Form	June 1st	Online Form
<input type="checkbox"/> Signed Personnel Policies	June 1st	Online Form
<input type="checkbox"/> Health Form	June 1st	Online Form

PAYROLL DOCUMENTS

	DUE DATE	
<input type="checkbox"/> Direct Deposit Form	June 1st	Upload to Ultracamp
<input type="checkbox"/> W-4	June 1st	Upload to Ultracamp
<input type="checkbox"/> I-9	First Page Due June 1st	Upload to Ultracamp
<input type="checkbox"/> I-9 Required Documents	Check-In	Bring to Camp

PAYROLL INFORMATION

Pay Days: Paid every two weeks - July 2nd, July 16th, July 30th, August 13th, and August 27th.

How will I be paid? All Camp Staff are paid via direct deposit on the above pay days. If you do not have a bank account for direct deposits, your paychecks will be mailed out on the above dates. Direct Deposit is the preferred method of pay. There is a \$35 fee to recut lost checks.

How much will I get paid? Your total pay can be found on your staff contract. Staff training (Pre-camp work and June 21st-26th) pays \$50. Summer wrap-up & cleaning (August 14th-15th) also pays \$50. The remainder of your salary is split across the 6 1/2 camper weeks. Your salary will be prorated on a daily/weekly basis for time off taken. Bonuses (returning staff, referral, Alumni Camp, etc) will be paid out on the final paycheck.

TAXES

Federal law requires that we withhold federal income tax, Social Security, and Medicare taxes. Washington State does not have an income tax. Some staff may qualify for exemption from the income tax or get refunded. Social Security and Medicare are required taxes and you cannot be exempted from those. L&I (worker's compensation) will also be deducted.



Camp Fire

CAMP FIRE SAMISH STAFF PRE-CAMP TRAINING

IS THERE ANYTHING I NEED TO DO BEFORE ARRIVING AT CAMP?

In addition to the paperwork that you need to complete, there is some required pre-camp training. In an attempt to utilize our in-person time in as meaningful a way as possible, we have some content we would like you to cover before you arrive at Camp. For most staff members we anticipate it taking less than 15 hours to complete all of this training. We recommend starting as soon as possible. You do not have to complete the trainings in one sitting, as your progress will be saved. These trainings can all be found on Camp Fire's Learning Lab. Kathryn can see your progress and will print certificates for your employee file as you complete courses.

HOW DO I COMPLETE MY ONLINE TRAININGS?

- To request an account go to:
<https://campfireresources.org/registration/>
- Please use your full name, and an email address that you will have access to through the camp season (ex: if you are graduating this year, maybe don't use your school email).
- Your role is "Program Delivery"
- Your job title is "Staff- Seasonal Outdoor Staff"
- Your supervisor is Kathryn Deshaies.

TRAININGS: ALL STAFF MEMBERS (BESIDES KITCHEN STAFF)

- Emotional First Aid (2-4 hours)
- Campers and Homesickness (1 hour)
- Caring for Kids (1 hour)
- Group Dynamics and Team Building (1-2 hours)

TRAININGS: ALL STAFF MEMBERS

- Camp Fire History and Vision
(less than 1 hour)
- Duty to Report – Mandatory Reporting
(1 hour)
- Keeping your Camp Safe
(1 hour)

TRAININGS: SUPERVISORY (COORDINATOR) POSITIONS

- Leading Effective Teams (1-3 hours)

**WE LOOK FORWARD
TO HAVING
YOU ON OUR TEAM!**

