



# 2026 CAMP KIRBY OE STAFF INFO PACKET

Welcome to the  
2026 Spring OE staff  
We are so excited to have you  
on the team!

In this packet you will find:

- Staff packing list
- Staff schedule
- Hiring checklist and payroll info

Working with Camp Kirby's Outdoor Education (OE) Program is a unique experience, filled with opportunities for growth, learning, and fun!

We look forward to getting to know you better, and are here as resources if you need anything at all. Please don't hesitate to reach out!

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# CAMP KIRBY STAFF INFO PACKET

# PACKING LIST

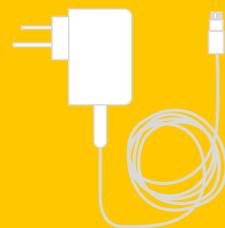
## ESSENTIAL GEAR

- 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

- Socks & undies
- T-Shirt & shorts
- Long pants/jeans (There are certain times that long pants are required.)
- Sweater/Sweatshirt
- Rain gear - waterproof clothing is used often in the Spring season since we are outside rain or shine!
- Pajamas

- Shoes - high quality shoes are a must for your success at Camp. 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. Keens/Chacos/Tevas are great for camp!

- Waterproof boots - Spring is very wet at camp, and much of camp is muddy. You will also spend a lot of time in the tideflats on our beach.

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





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# 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



## FUN OPTIONAL ITEMS

- 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 Kirby 2026 Spring Outdoor Education Staff

● Housing Available

● No Housing Available

	MON	TUE	WED	THU	FRI	SAT	SUN
April 6-12	-----WORK-----				-----OFF-----		
April 13-19	-----WORK-----				-----OFF-----		
April 20-26	OFF	-----WORK-----				Work Auction	OFF
April 27 - May 3	OFF	-----WORK-----				----OFF----	
May 4-10	-----WORK-----					----OFF----	
May 11-17	-----OFF-----						
May 18-24	----OFF----		-----WORK-----			----OFF----	
May 25 - 31		-----OFF-----					
June 1-7	OFF	-----WORK-----				----OFF----	
June 8-14	----OFF----		-----WORK-----			----OFF----	

Work Dates: April 6-9, April 13-16, April 21-25, April 28-May 1, May 4-8, May 20-22, June 2-5, June 10-12



# CAMP KIRBY STAFF HIRING CHECKLIST

## YOUR ACCOUNT

All of your staff paperwork will be completed through UltraCamp and Unity HR's isolved. UltraCamp is where you created an account to complete your staff application. A link to create an isolved account will be emailed to you.

## SUBMITTING PAPERWORK

The preferred method for submitting paperwork is through the online systems. You can access the online forms and upload scanned documents. You can also submit forms/documents by email, to our Bellingham office in-person, or through the mail. All paperwork is due by March 1st.

Email - [info@campfiresamish.org](mailto:info@campfiresamish.org).

Drop-off to us in-person at our Bellingham office - 100 Central Ave. Bellingham, WA 98225.

## PAPERWORK FOR ALL STAFF

PAID & VOLUNTEER

COMPLETED VIA ULTRACAMP

	DUE DATE	
<input type="checkbox"/> Certifications	Start of Camp	Upload to UltraCamp
<input type="checkbox"/> Signed Contract	March 1st	Upload to Ultracamp
<input type="checkbox"/> Pre-Camp Survey	March 1st	Online Form
<input type="checkbox"/> Emergency Contact Form	March 1st	Online Form
<input type="checkbox"/> Signed Handbook	March 1st	Online Form
<input type="checkbox"/> Health Form	March 1st	Online Form

## PAYROLL DOCUMENTS

Completed via isolved

	DUE DATE
<input type="checkbox"/> Isolved account setup	March 1st
<input type="checkbox"/> W-4	March 1st
<input type="checkbox"/> I-9	March 1st
<input type="checkbox"/> Direct Deposit Information	March 1st

## PAYROLL INFORMATION

**Pay Days:** Paid every two weeks - April 17, May 1, May 15, and May 29, June 12, June 26.

**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. Your salary will be prorated on a daily/weekly basis for time off taken.

## 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) and PFMLA will also be deducted.



Camp Fire