

Dear Parent/Guardian,

We are thrilled to have your child as part of our summer staff team at Camp Kirby this summer! Employment at summer camp is hard work, but very rewarding, and it is likely to be a wonderful learning and growing experience for your teen. At Camp Fire, we value growth and leadership opportunities for our campers, teen leaders, and staff of all ages, and are committed to helping young people gain critical workplace skills. For many teens, this is their first work experience, and our goal is to help facilitate their transition into the professional world.



The intent of this letter is to give you, the parent or guardian of our minor employees, some helpful information about your child's employment with us, as well as some ways that you can help support us and your child throughout the summer.

### **How to best support your child:**

While we acknowledge that camp is a lot of fun, this is also, first and foremost, a job. All employees are expected to arrive on time, complete necessary paperwork, be present and engaged during training and while working, be accountable to their supervisor, and fulfill their job responsibilities to the best of their ability. You can help your teen be successful by encouraging their independence and allowing them to work through problems on their own, with the support of camp staff. Understand that the camp setting is unique – your child will likely be engrossed in their work and what's going on at camp, and they may not be able to respond quickly to a text or phone call.

### **Communication**

Camp Kirby will communicate only with employees regarding employment matters, work schedules, time off, etc. If your child has a concern about their employment, encourage them to speak with their supervisor, another supervisor, or the Camp Director. We strongly promote an open-door policy, meaning every supervisor at camp is available to listen to employees and help solve problems.

We will notify parents if we have a concern for your child's physical or mental well-being, in the case of a medical emergency, or for any major issue that results in employment termination or law enforcement involvement.

### **Medical Care**

During the session, camp health care staff are on site to provide medical care for campers and staff. Please ensure that your child's Health Form is up to date. If an employee becomes ill or injured, we will typically encourage them to go home until recovered. If needed, we will assist in getting employees to a medical facility. Employees are covered under Workers' Compensation insurance for work-related injuries, but all other medical care is the responsibility of the minor staff member and their parents.

### **Schedules & Time Off**

The full summer schedule is available in this packet: [2023 Staff Info Packet](#), and has also been sent to each employee. Any individual variances from the summer schedule must be arranged before the start of the summer, with the exception of family or medical emergencies. Please do not request time off on behalf of your child or force them to do so. It is extremely disruptive to the camp community when an employee must take time off without prior notice.

Note that staff training (June 20-25) is required for all staff. If your child is still in school during those dates, we will work with them to determine a schedule that works best for everyone. We don't want to do anything to jeopardize their education, but employees will find it difficult to miss out on the critical first days of training.

### **Days Off & Transportation**

Most weeks, camp ends on Saturday afternoon after all assigned tasks have been completed. Staff are off for 24 hours, until Sunday afternoon. The exact time they must be back on Sunday may vary from week to week, but will typically be around noon or 1PM. Staff are welcome to stay at camp on break days, or they may leave camp. Camp Kirby is not responsible for the actions of employees on break days, whether on or off camp property. Staff are expected to abide by all personnel policies and camp rules. We do not monitor the arrival and departure of employees. Transportation to and from camp is your child's responsibility.

### **In Closing...**

Thank you for allowing your child to work at camp. We understand that it can be a sacrifice for your child to miss out on quality family time over the summer. Know that the work they are doing is critical to supporting our mission of inspiring and empowering all youth to discover their spark, connect with others, develop leadership skills, build character, and thrive in the natural world.

After you have read through this, I would be happy to speak with you further if you have any questions.

Sincerely,

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