

CAMP BECKET-IN-THE-BERKSHIRES

2018 STAFF GUIDE



All the information you need to prepare for your summer at camp!

WELCOME!

We're very pleased that you'll be joining us for this summer at Camp Becket. For over 115 years Camp Becket has been providing boys – and staff members – with wonderful experiences and lifelong memories. We're confident that you will find your summer with us to be incredibly rewarding and enjoyable.

In order to better prepare you for your summer experience, we have created this guide. Please read through it carefully. There are many forms to be completed and many documents to be submitted before you are legally able to work at camp. Your attention to these details NOW will make things go much more smoothly when you arrive at camp.

If you have any questions, please don't hesitate to call or email. And visit our website: www.bccymca.org/becket for more information. You can also start thinking and talking about camp now by joining us on twitter: twitter.com/campbecket and facebook: facebook.com/campbecket1903.

Get ready for the best summer of your life!

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PAPERWORK

A number of forms are online and help completing them can be found here: www.bccymca.org/beckethired, these must be completed before you arrive at camp – most are required by law.

Health Form – We must have accurate health records for you. All staff must have had a physical exam **within the last two years**. Even if you do not need to schedule a new physical, your doctor must update your health history on the card. The health card **must** be signed by a doctor.

ATTENTION STAFF: In order for us to complete your I-9 form (which establishes identity and your eligibility to work) you must arrive with a passport **or** both a photo ID **and** your social security card (these can not be photocopies). If you do not have your social security card, please begin the process of obtaining a duplicate card NOW.

Program Certifications – If you are a lifeguard, hold first aid certification, or have any other useful certifications (archery, riflery, Duke of Edinburgh, etc.) please photocopy and mail them in or bring these certifications (or photocopies of them) with you to camp. These can be emailed directly to Dan Berg: dberg@bccymca.org or mailed to him at the camps address. If you have taken a certification course at camp, then we already have your cards on file.

For Staff Under the Age of Eighteen

There are a number of additional forms for staff who are under eighteen years old. These must be completed even if you will turn eighteen during the summer. These are:

Time-Off transportation Form – establishes parental time-off expectations

Work Permit – If you live in Massachusetts, you must apply for a work permit through your local school district office. If you live outside Massachusetts, you will apply for a work permit once you arrive at camp. In order to do so you must bring with you to camp: Birth Certificate – a photocopy is fine

CONTACT INFORMATION

Regular Mail

Your address for the summer will be:

Your Name
Camp Becket
748 Hamilton Road
Becket, MA 01223 USA

It is important that your name is clearly written on the outside of the envelope or package.

Email

In order to access your email you must have a web-based email account. It is recommended that you bring a laptop or tablet with you. We have wireless internet available in a couple of different places for use at night.

Telephone

Our business telephone is (413) 623-8991. Messages will be taken for staff members receiving incoming calls. You may bring a cell phone, but it cannot be used when visible to campers. For international staff, people have had success in going to the mall or Walmart and buying pay as you go phones as an alternative.

*Because our primary job is to be working with the campers, you may be more limited to access to your phone and internet (keeping in touch with family and friends might not be as often as you are used to). We tell our campers and parents that we are an unplugged and rustic camp that values face to face interactions. As the staff it is our job to role model this behavior and not carry our phones in our pockets or leave computers in visible locations.

PRE-CAMP SCHEDULE

The dates on your agreement include a mandatory training period. These dates will vary depending upon your specific position and training requirements.

If you cannot arrive in camp for the start of your contracted employment, you must inform the camp director in advance. Unless agreed-upon in advance, failure to arrive at camp on time for staff training may be grounds for dismissal.

Sunday June 3rd (4-6pm arrival time)

Certification Week

Some Program Staff will be contracted to start earlier to participate in trainings for specific certifications such as American Red Cross Lifeguarding and SOLO: Wilderness First Aid.

Friday June 8th (4-6pm arrival time)

Administrative Staff Training

The Administrative Staff is composed of the senior staff – supervisors in the various departments and villages. They will spend this week in their training as well as making the final preparations for the summer.

Sunday June 10th (4-6pm arrival time)

Program Staff Training

The Program Staff will spend this week preparing their program areas (crafts, nature, waterfront, etc.) and their lesson plans for the summer. *Some program staff will start training earlier, please look at your contract dates.

Work Week

At the same time that Program Staff Training and Administrative Staff Training is occurring, a number of other staff members help to physically prepare the camp property and facilities for the summer. These tasks include raking, painting, setting up equipment and other duties. The Work Crew is typically made up of counselors and they are often joined by Becket alumni who return for the week. If you are not scheduled to come to Work Week and you would like to join the staff, please contact the camp director.

Food Service Staff Arrival

At the same time that Program Staff Training and Administrative Staff Training is occurring, our Food Service Staff will also be arriving and will start training for their jobs.

Saturday, June 16th (4-8pm arrival time)

Staff Week – All Staff

Our staff will spend this week training for the summer season. Participation in Staff Week is mandatory. Topics cover everything from camper discipline, Becket traditions, safety procedures, teaching activities and many others.

Sunday June 24th – Saturday, August 18th

The camping season – This is when the campers will be here! Two four-week sessions with a very brief day in between!

Sunday, August 19th

On this day most staff members will depart at the end of their employment period. There are opportunities for staff to stay and work for the Berkshire Outdoor Center. Other staff, as an example, our Food Service Staff may have different end dates. ***Plan to depart around 12:00 noon**

TRANSPORTATION

Arriving at Boston, Logan Airport:

Staff arriving on June 3 and June 10 must fly into Boston, Massachusetts.

After clearing immigration, baggage claim and customs, you will meet camp staff and a bus at the airport (specific parking lot location to be emailed closer to arrival) and travel directly to camp.

If you are responsible for booking your own flight please look for flights that arrive around 2:00 - 3:00pm (if you are unsure please email Dan at dberg@bccymca.org to make sure your arrival time will be within our schedule). Most first time staff will be booked by their agency to arrive on time. *Note you may have to arrive a day early and book a hostel or hotel for the night. Camp Becket is not able to reimburse you for overnight accommodations.

Arriving at JFK or Newark Airports:

Staff arriving **early** or **later (than the above two dates and ok'd by camp)** will fly into New York City and take public transportation onwards to camp the same day.

Please email Dan at dberg@bccymca.org to make sure we have your arrival information and he will send you detailed directions from New York City to camp.

In case of emergency, call:

U.S. IENA office toll free at 1-888-724-4292

U.S. Camp America office toll free at 1-800-727-8233

U.S. Camp Leaders office toll free at 1-866-803-7643

U.S. CCUSA office toll free at 1-800-999-2267

Coming to Camp By Car:

Staff members eighteen and older may have a vehicle at camp. Staff under the age of eighteen will be required to leave their keys in the office and may not transport anyone else. Driving on camp property is severely limited. Once you have unpacked your car, we'll ask that it be moved to the staff parking lot.

Domestic Staff:

If you need assistance in getting to camp, perhaps an airport, train, or bus pick-up please contact us before you book your travel so we can be prepared and discuss your arrival.

WHAT TO BRING

Here is some basic information about camp and what you should bring with you:

Don't bring good clothes (except perhaps for wearing on your time-off). All clothing should be easy-care. There are coin-operated washers and dryers at camp, and you may also send your clothes out to be washed with camper laundry (at a small cost).

Temperatures can vary in the Berkshires, and early in the summer nights can be chilly. Camp provides all international staff with bed linens and towels.

Most camp cabins do not have electricity or running water. There are bath houses in each village with electricity and hot/cold water.

While campers may not bring electronic items to camp, staff members may do so. Please remember that electric outlets are at a premium in camp, and that you'll need to use battery power most of the time. These items must be kept out of sight from the campers.

Some items are expressly prohibited at camp: pets, weapons, fireworks, alcohol, drugs and drug paraphernalia should not be brought to camp. Possession of these items is grounds for dismissal.

Clothing should reflect the values of camp – words or symbols on clothing must be appropriate.

Valuables (cash, jewelry, passport) may be kept in locker that you have access to 24/7. Everything you bring to camp is your responsibility. Camp takes no responsibility for lost, damaged or stolen items.

Please label everything with your name.

You'll receive a staff shirt at the end of staff training and other camp clothing may be purchased in our store.

SUGGESTED PACKING LIST

(Linens are provided for international staff)

Blankets
Twin sheets
Pillow/pillow cases
Bath towels
Wash clothes

Personal Care Items (most items sold in camp store)

Soap
Shampoo
Toothpaste
Shaving kit
Insect repellent
Sunscreen
Deodorant
Laundry bag

Equipment

Wristwatch and/or battery/wind-up alarm clock
Backpack
Sleeping bag
Water bottles
Flashlight
Battery-powered lantern
Camera
Musical instrument
Cultural items

Clothes (recommended items) – plan based upon your personal clothes usage

Raincoat - We will have our share of rainy days in camp
Bathing suits
Sneakers/shoes
Sweatshirts/pants
khaki pants or shorts for chapel
Warm jacket
Socks (required at all times)

TIME-OFF OPPORTUNITIES

Camp Becket operates a small transportation department for the purpose of taking staff members on off-site trips. Space on these trips is limited, but we try to accommodate the needs of all staff members.

MEDICAL CARE AT CAMP

Camp Becket operates a fully-functional health center during the summer season. It is staffed by three nurses and a physician. The medical staff has complete responsibility for the health care of our camp community.

All medications – even non-prescription, over-the-counter meds – must be kept in the health center. Our medical staff will dispense these items as needed.

If you have any concerns about your personal health care while at camp, please contact the camp director. If necessary, he will put you in contact with our camp physicians.

SUMMARY

Whether you are traveling to camp from nearby Pittsfield or far-away Australia, coming to Becket requires lots of planning and preparation. Please take the time to think carefully about what you're bringing to Becket and all your travel arrangements. And again – please don't hesitate to call or email us at the camp office if we can be of assistance in any way.

See you soon!

CAMP BECKET-IN-THE-BERKSHIRES

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