



Camp Becket — Chimney Corners — Becket Day Camp —TSP

2024 Staff Guide

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

WELCOME!

We're very pleased that you'll be joining us this summer at Becket-Chimney Corners YMCA. For 120 years, BCCYMCA has been providing youth — and staff — with wonderful experiences and lifelong memories. We are confident that you will find your summer with us to be rewarding and enjoyable.

We have created this guide to better prepare you for your summer experience. Please read through it carefully. Several forms need to be completed and documents submitted before you are officially able to work at camp. Your attention to these details now will make things go more smoothly when you arrive at camp.

We are here to help prepare and support you through your summer ahead, but we ask you to do the following:

- Read all materials included with your job offer and any additional materials sent. If there is anything that you do not understand or don't agree with, contact your Hiring Manager.
- Ensure you are in the best physical and mental condition for the summer. Please alert BCCYMCA if you feel that you will be unable to perform the duties of your job for any reason.
- Start planning now to make a great summer for your campers. Gather ideas on activities, lesson plans, fun discussion topics, behavior management, and teaching skills from things you do during the year. Pinterest, TikTok, and YouTube can be great resources.

This summer you will have a tremendous impact on the children you work with. Many of these campers will remember you for the rest of their lives. It is up to you what you will be remembered for. Think of the great mentors in your life who have influenced you for the better and use what you have learned from them to influence your leadership style.

If you have any questions, please don't hesitate to call or email. You can visit our website: www.bccymca.org for more information.

Get excited for a memorable summer! You are about to meet friends that you'll have for life in a place that you'll never forget. We are so excited to have you on our team!

Sincerely,
Your BCCYMCA family

Mission

Helping youth discover their potential through life-changing experiences and relationships.

Values

We believe that everyone deserves opportunities to explore, learn and grow in a supportive environment:

- **Community:** We build enduring relationships and support one another.
- **Commitment:** We take responsibility for ourselves, one another, and the common good.
- **Belonging:** We strive to create a culture where all people are welcome and respected.
- **Compassion:** We treat one another with empathy, honesty, and integrity.

Inclusion Statement

We are committed to providing a safe and inclusive environment where campers, participants, families, and staff can discover and be their authentic selves. Through leadership, strategic planning, recruitment, training, and program development, we strive to be inclusive in our practices and to promote equity and opportunity for all individuals. We respect, affirm, and protect the dignity and worth of every member of our community.

About Our Programs

Becket-Chimney Corners YMCA located in Becket, MA helps youth discover their potential through life-changing experiences and relationships. Situated on over 14000 acres of woodlands with miles of hiking trails, and two private lakes, in the beautiful Berkshires, we offer four summer programs, Camp Becket for Boys, Chimney Corners Camp for Girls, Becket Day Camp, and the Travel and Service Program. Our programs serve more than 1500 participants over the course of the summer and employ 350 staff members from all over the world. We have beautiful and historic facilities and offer a wide variety of activities. We are happy you have chosen to spend your summer with us.

Program Descriptions

Camp Becket and Chimney Corners Camp are our two resident camp programs. We offer a gender-specific camp experience to campers finishing grades 2-9 (ages 7-16). Campers stay for 4-week sessions, although our youngest campers (finishing 2nd-3rd) may opt for a 2-week starter program session. Campers attend the camp that best reflects their gender identity, and we support campers and staff members in the full spectrum of their identity expression while providing space that celebrates a specific gender.

Becket Day Camp provides a co-ed, traditional day camp experience to children from the local community. Located at the Lane Farm at the North end of our property. Becket Day Camp staff live at Camp Becket and work at the Lane Farm.

Our **Travel and Service Program** provides extended travel opportunities both within the United States and internationally to participants who have completed 10th grade. This summer our groups will travel to Chile, Japan, New Zealand, Spain, Uruguay, Sweden, and Peru.

Terms, Abbreviations, and Definitions

Ad Staff – Also known as our Administrative Staff. These are the seasonal and year-round leadership staff in each program. They are made up of Camp Directors, Assistant Directors, Logistics Directors, Aides Directors, Unit/Village Directors, and Program Directors. The members of this group are responsible for the supervision of the overall program and staff.

BDC – Becket Day Camp

BCCYMCA – Becket-Chimney Corners YMCA

CB – Camp Becket

CCC – Chimney Corners Camp

Hiring Manager – The person who you have been talking to about your position. They are most likely the director of the program for which you were hired. There is a complete list of Camp Contacts listed at the end of this guide that indicates who you should contact for your position.

Program Staff – Program staff at camp are the people who have been hired to teach a specific skill such as archery or swim lessons, however, program can also refer to any staff member whose primary responsibilities involve working with campers. This would include counselors, program instructors, program and area directors.

Support Staff – Support Staff are primarily responsible for a key part of the operations of camp such as Food Service, Office, Maintenance, and Medical and while they work with both campers and staff, they are not responsible for their primary supervision.

TSP – Travel and Service Program

Units/Villages – At each resident camp the cabins are divided into groups. At Camp Becket they are divided into 4 groups called Villages. At Chimney Corners Camp they are divided into 3 groups called Units. Although there are a different number of sections, the camps are the same size with each serving approximately 300 campers each session.

Planning for Your Arrival

The following is a step-by-step guide for what to do to prepare for camp. If you have questions, you can contact your Hiring Manager (see the Staff Contact List).

Employment Forms and Tasks

The following are all the steps to becoming eligible to work at camp. We will send links and reminders for forms. Most of the forms you will need to complete will be available through UltraCamp and WorkForce Now (ADP) and can be filled out and returned electronically. You will

be asked to complete tax forms and other payroll information through WorkForce Now (ADP), closer to summer. Please keep an eye out for any additional emails which will explain which forms you will need to complete and the deadlines.

This list assumes you have applied, been interviewed and have received an Offer Letter for the summer. If you do not think you have received an offer letter, please contact your hiring manager.

- **Step 1:** Review and Sign your Offer Letter in **ADP Workforce Now** (ADP).
- **Step 2:** Give consent for Background checks through ADP (US Staff only) (You will receive an email from ADP Workforce Now requesting consent for background screening).
- **Step 3:** Enroll in **UltraCamp** and choose the correct **Staff Session** in UltraCamp. The link for the specific session you need to enroll in will be sent via email through Workforce Now (ADP).
- **Step 4:** Complete the following forms in **UltraCamp**:
 - **BCCYMCA Health Form** – This will be completed by you.
 - **BCCYMCA Food Allergies/Special Diets Form** - This is to be completed by you.
 - **2024 BCCYMCA Seasonal Staff Information Form** – Please complete this form so that we can use the information to help us get to know you better. We will also use information from this form to complete a biography of each staff member.
 - **BCCYMCA Staff Arrival/Travel Information Form** – Please complete this once your travel arrangements are finalized. NOTE: If your arrival date is different from the standard dates of arrival, you will need to get it approved by your Hiring Manager before filling out the form.
 - **Reference Forms** – Please send the 3 reference forms in UltraCamp to people 18+ who can speak to your ability and qualifications to work with children. We must have all three references completed to finalize your job offer. This is a state-mandated requirement.
 - **Work Permit (Staff Members under 18 only)** – Review Under 18 instructions and download an application for a State of MA work permit. Anyone who will be under 18 for the summer must obtain a Massachusetts Work Permit.

Step 5: Upload the following forms and information into your UltraCamp Account:

- **Heads Up Training Certificate** – An explanation for how to navigate this training will be attached to your session confirmation email once you register in UltraCamp.
- **Doctor's Report:** You must have a physical within 18 months of arriving at camp. Ask your physician to complete this form, including your immunization record and upload the record to your UltraCamp Account. Staff may not stay at camp if they do not have this completed. This is a state-mandated requirement.
- A copy of your **insurance information**. Talk to your agency. Most agencies do not provide proof of insurance until a day or two before you board your plane to the USA. Please remember to upload this as soon as you receive it.

- **Step 6:** Complete the following forms in **Workforce Now (ADP)** when you are **notified** to do so:
 - Direct Deposit Information
 - MA Tax Form
 - Federal Tax Form
 - Review and acknowledge the Child Abuse Prevention Policies and the Seasonal Staff Policies
- **Step 7:** Bring the following documents with you when you come to camp:
 - A copy or photo of your Social Security Card
 - A photo ID such as a passport or driver’s license.
 - **International Staff only:** J-1 Visa Copy, Form DS-2019, passport and visa.

Note: International Staff Only

New International staff will apply for a social security number after you arrive at camp, and we will help you with the process. Returning staff will use the number you obtained in previous summers. In addition to your passport, you must bring copies of all Visa forms.

When to Arrive

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

If you cannot arrive at camp for the start of your contracted employment, you must inform BCCYMCA in advance. Unless agreed upon in advance, failure to arrive at camp on time for staff training may be grounds for dismissal. We recognize that some staff have been contracted to start at a different date than the ones listed below. We will work with staff to cover any trainings that may have been missed. Please note that camp transportation to camp from Boston Logan International Airport is only offered on June 1st, 8th, or 14th. Staff arriving at any other time will need to take public transportation to camp.

What	Date	Who?	Notes
Pre-Camp	Before June 1	Some Maintenance and Ad Staff.	Contact camp with specific arrival information.
Certification Week/Ad Staff Training	June 2 - June 8	Some program, support and Ad Staff members. See Offer letter for correct date.	Staff who are not taking the bus to camp from Boston should arrive at camp between 4-6 PM on the arrival date listed on their offer letter.
CCC/CB Program Staff Training/Work Week/Ad Staff	June 9 - 15	Work week staff, program staff, TSP/BDC staff participating in	Domestic program and work week staff should plan to arrive between 4-6 PM on June 9. International

Training/TSP/BDC Certification Week		certification classes.	program staff will arrive by bus on June 8.
Staff Training - All Staff	June 15 - 22	All staff are expected to be at staff training. Anyone missing a portion of staff training will need to make up the training on June 22.	Domestic counseling staff should plan to arrive between 4-6 PM on June 15. International program staff will arrive by bus on June 14.
Camp Season	June 23 - August 17	All staff.	Session 1: June 23-July 19 Session 2: July 21-Aug 16
Last Day for most counselors and some Program and Support Staff	August 17	See your Offer Letter for your official last day. See your Hiring Manager for more information.	All staff who are scheduled to depart on August 17 are asked to stay until noon. Speak to your Hiring Manager if you need to leave earlier or later than noon.
Post Season	Dates vary	Staff who have been asked to stay longer. Check your Offer Letter for your end date.	Camp will provide transportation to Lee or Springfield for staff on their last day of employment.

Traveling to Camp

Every staff member who will be working at camp is asked to complete the **BCCYMCA Staff Arrival/Travel Information Form** so that we know when to expect you and if you need help with transportation. Even if you are providing your own transportation to camp, please complete this form.

Arriving on June 1, 8, or 14

For all International staff flying in on June 1, 8, or 14

If your 2024 contract arrival date is June 1, 8, or 14, you will need to fly into **BOSTON LOGAN INTERNATIONAL AIRPORT** in BOSTON, MA. Select a flight that arrives **NO LATER** than 2:00 pm (14:00). It takes between 1-3 hours to get through U.S. Customs, so plan ahead!

Staff will meet you inside airport Terminal E. There is a seating area beside the Dunkin Donuts where you can wait until our staff arrive to greet you. Around 5:00pm (17:00), staff will take you to the bus that will bring you to camp. The trip is about 2.5 hours with traffic.

A group chat will be set up for everyone coming in on your arrival date about a day to two days before so you can coordinate with others.

You may fly into the United States prior to your arrival date at your expense and still take the bus to camp, as long as you arrive at TERMINAL E of the BOSTON-LOGAN INTERNATIONAL AIRPORT by 3:00pm (15:00) on the pickup days.

Staff who live in the area may also sign-up to take the bus from BOSTON-LOGAN INTERNATIONAL AIRPORT. Please complete the **BCCYMCA Staff Arrival/Travel Information Form** in UltraCamp so we know your plans.

Arriving Another Date

If your 2024 contract date states an arrival date other than June 1, 8, or 14, you may fly into Hartford, CT (BDL) or Albany, NY (ALB) where we will pick you up directly OR any major nearby airport that has transportation to Lee, MA or Springfield, MA, such as New York (JFK) or Boston-Logan (BOS).

You can take either a train or a bus to get to Lee, MA, or Springfield, MA from Boston or NYC. See the links below to check travel times to our area. The schedules may change so check for the best travel option available at the time you are traveling.

NYC: Depending on whether you are taking a train or a bus, you will need to get to one of the following stations:

- The Peter Pan Bus leaves from Port Authority located at 625 8th Ave, Manhattan, NY 10109
- The Amtrak Train leaves from Penn Station - 461 West 34th Street, New York, NY 10119

BOSTON: A Peter Pan bus terminal is located right outside the door from [TERMINAL E if you exit out of door E107](#). You will need to purchase a ticket to Springfield, MA where we will pick you up.

Peter Pan Bus information:

www.peterpanbus.com

Amtrak information:

www.amtrak.com

Please be sure to complete your **BCCYMCA Staff Arrival/Travel Information Form** before you arrive to let us know your travel plans. We highly recommend contacting your Hiring Manager first if you are planning to arrive on an unconventional date.

TIPS

If this is your first time in the United States, these are some helpful quick tips for travel:

- Americans mostly only speak English. If English is not your native language, it is difficult to find resources in other languages except for Spanish and French. Be prepared ahead of time.
- The cost of living in the states is MUCH higher than Europe or Latin America. Something you would spend 4 euro or 4 pounds or 100 Mexican pesos on is likely almost twice the price in the United States, even with the conversion rate.
- Public WIFI is not very common in the US, so talk to your service provider about extending your phone plan data through your travels to camp. There is usually a fee of between \$10-\$20 USD per day to do this, but it is very worth it to stay connected through your initial journey.
- Americans drive on the right side of the road, so keep that in mind when finding buses, taxis, or Ubers. Hitchhiking (taking a ride from someone you don't know) is considered very dangerous in the US and should not be attempted.
- Our airport security and immigration can seem very intense, but in most cases, only the airports are like that. Don't let that affect your perception of the States!
- We use different outlets here than in Europe, so make sure to have a converter.
- The “tap” feature for credit cards is still very new in the US and many vendors have not adopted it yet – likely you will need to insert your card to make purchases.

Transportation at the End of the Season

All Program and Counseling staff will leave **SATURDAY, AUGUST 17**. Camp provides a bus that leaves at 9:00am (09:00) from camp to [SPRINGFIELD UNION STATION](#) which should arrive at about 10:30am (10:30). From there, you will take a bus to wherever your next destination is. If you plan to fly home on August 17, you will need to book an EVENING flight — departing no earlier than 5:00pm (17:00) to ensure you have enough time to get your bus and get through security.

Many staff choose to travel after camp. Springfield Union Station can take you to NYC, Boston, and many other major destinations. Your best bet is to search for [Peter Pan buses](#).

As a reminder, the United States is HUGE — it is the third largest country by land mass alone. Those of you considering destinations on the West Coast (i.e. California) or down south to Florida will likely need to purchase a plane ticket to get there.

What to Bring (See Packing List Below)

- Don't bring good clothes (except perhaps for wearing on your time off or during Chapel). All clothing should be easy-care. There are washers and dryers at camp that are free to staff.

- Temperatures can vary in the Berkshires, early mornings and nights can be chilly — anywhere from 10-15 degrees celsius. Please bring adequate clothes for cold weather.
- Our health service always requires that campers and staff wear socks to avoid blisters and other foot injuries. Footwear must be suitable for the activity. You may bring sandals, but they can only be worn at the waterfront or with socks when appropriate to the activity.
- Most camp cabins do not have running water. There are washhouses/automats in each village/unit with electricity and hot and cold water. A battery-operated lantern is needed for lighting at night.
- It is important to bring sheets, blankets, and a sleeping bag (UNLESS you are International). The sleeping bag is used for overnights and off-camp trips, while regular bedding is needed for day-to-day use in your cabin. (International staff – see below)
- 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.
- No nails, duct tape, or other forms of alterations to the cabins will be allowed. Blue painter's tape or sticky tack should only be used for hanging items.
- Some items are expressly prohibited at camp: alcohol, pets, weapons, tobacco products (including vapes and vape pens), fireworks, 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 and be free of symbols or language that is offensive or hostile to others.
- Valuables (cash, jewelry, passport) may be kept in a locker that you have access to 24/7. Please speak to the Camp Office about securing a locker. 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.

Staff Packing List

Suggested Clothing Items

- Jeans/Pants/Sweatpants (a mix is good)
- Shorts
- Shirts (a mix of short and long sleeves is good)
- Sweatshirts and/or Sweaters
- Underwear
- Socks (required so bring plenty)
- Pajamas
- Bathing Suits – Chimney Corners staff must bring one-piece or athletic cut two-piece suits that will stay in place for strenuous activity. Camp Becket staff must bring trunk-style suits.
- Sneakers (2 pairs suggested)
- Raincoat or Poncho
- Jackets – 1 light and 1 warmer
- Hat with brim
- Chimney Corners Camp Chapel: dress, skirt, or nicer pant/shorts
- Camp Becket Chapel: light khaki pants/shorts and white shirts (polos or tees, Becket tees)

Optional Items

- Water Shoes
- Rain Boots
- White T-shirts for tie-dye
- T-shirts in blue, red, yellow, green, purple, and black for Spirit Wars competitions
- Swim Goggles
- Sunglasses
- Clothes Hangers
- Camping-Type Chair or Crazy Creek
- Costumes/Dress-Up Clothes
- Journal
- Storage Bins (beds are 16" off ground)
- Sports Equipment (including safety equipment)
- Musical Instruments
- Bed Foam Pad or Mattress Cover

Miscellaneous Items

- Trunk/Large Duffel (no taller than 16 inches so it can fit under any bunk bed)
- Pen/Stationery/Stamps
- Photos/posters/books
- Battery-Powered Lantern
- Battery-Powered Fan
- Flashlight(s) with extra batteries
- Daypack or Backpack
- Water Bottles (2 required)

Toiletries & Self Care Items

- Toothbrush, Toothpaste, Floss
- Hair Care Products
- Skin Care Products
- Soap or Body Wash
- Deodorant
- Bug Repellent
- Sunscreen
- Eyeglasses Case and/or Extra Glasses (if worn)
- Medications (must be dropped off with the medical staff)
- Extra medication bottle
- Shower Caddy or Container to carry toiletries
- Feminine Hygiene Products (if necessary)
- Sheets – 2 sets of twin-size sheets
- Blankets
- Pillow and 2 Pillowcases
- Sleeping Bag with stuff sack
- Towels – a mix of bath and beach
- Washcloth and/or Loofah
- Laundry Bag

International Staff

We recognize that it is difficult to pack a lot of gear when traveling a great distance. We provide two sets of sheets, blankets or a comforter, a pillow, and towels for our international staff. A sleeping bag will be provided if needed for overnight camping trips. You do not need to bring a trunk.

You will be able to go off-camp during your first few days after arriving, where you will be able to purchase any items that you could not fit. The camp store also carries many toiletry items and necessities that you may need throughout the summer.

Designated staff computers will be available for email communication, but you are welcome to bring your laptop, tablet, etc. to use in designated areas during non-training/work time. Please note that BCCYMCA cannot be responsible for loss or damage to personal items, including electronic devices. Some housing may be humid and/or damp which could damage electrical equipment. Take necessary precautions to protect your belongings.

TSP Staff

TSP will receive a separate packing list based on the trip that is being led. This list will be sent out in the spring.

Health and Wellness

Swim Evaluation

In order to ensure waterfront safety, a swim evaluation will be conducted for all campers & staff to determine their swimming ability on their first day of arrival. Our goal is to make the swim evaluation as fun and comfortable as possible while determining an accurate level of swimming ability.

Ticks and Lyme Disease

Many of our program areas are wooded and we expect that you will encounter ticks. BCCYMCA Staff have the opportunity (and are encouraged to) shower daily, which should wash off any tick that has not yet been embedded. We encourage all members of the community to check themselves for ticks often and if they find a tick that has been embedded, report immediately to the Infirmary to have the tick removed.

Protection from Sun & Heat

You will spend most of your time outside at camp. You are responsible to bring your own protective clothing, sunscreen, and water bottle.

Living Space

Overnight camp counselors and program staff will live in a cabin with 1-3 other staff members and 8-9 campers. Other staff members will live in staff-only shared housing (see housing descriptions below). Staff are expected to stay in the housing they are assigned unless off camp. Staff are not allowed to have guests in their housing under any circumstances.

You should be prepared to move from your living space at least once for staff training or to move cabins.

Food

The food at camp has a variety of healthy options to choose from. If you have any allergies or special dietary needs (i.e., vegetarian, lactose intolerance, halal, etc.) please let us know before the start of camp and we will meet your needs to the best of our ability. Outside food is not allowed on camp as it attracts animals and insects and can be harmful to those with food allergies.

Emphasis on Values

BCCYMCA is an independent YMCA. We stress honesty, caring, respect, and responsibility through sensitive and mature leadership. We live in a community that holds a system of values and a positive atmosphere, rather than an emphasis on a particular religious faith. Grace is sung by campers and staff before each meal and there is a Chapel program at each resident camp each week. All members of the community participate in Chapel if they are on duty at camp. Chapel is not religious and focuses on the key values of our organization.

Common Questions

Where will I live?

There are two types of housing at camp.

- **Cabin:** Cabins do not have electricity or plumbing. Group bathrooms and showers are located in a separate building (bathrooms do have electricity.) A cabin may or may not have both staff and campers living in them. The majority of staff will be housed in some sort of camp cabin. Staff who are housed with campers will share a room with one other staff member. If a cabin is assigned to only staff, there may be up to 8 staff in a cabin. Beds are bunked so you may be assigned to either a top or bottom bunk.
- **Lodge:** Lodges have multiple staff rooms with up to 8 staff per room. Bathrooms are shared and are within the building but not connected to the rooms. More than one gender will be housed within each lodge. Beds are bunked so you may be assigned to either a top or bottom bunk.

The following is where staff will **most likely** be assigned to live and the type of housing they will most likely live in. Be prepared to move to different housing at least once during your time at camp. We do not guarantee a specific type of housing for anyone.

Department/Position	Where you will live	Type of Housing
Chimney Corners Counselors & Program Staff	Chimney Corners Camp	Cabins
Camp Becket Counselors & Program Staff	Camp Becket	Cabins
Chimney Corners Food Service	Chimney Corners Camp	Lodge
Camp Becket Food Service	Camp Becket	Lodge
Becket Day Camp Staff	Camp Becket	Lodge
BCCYMCA Maintenance Staff	Chimney Corners Camp	Lodge
Travel & Service Program Staff	CB & CCC	Cabin or Lodge

How can I be contacted at camp?

- **By Mail**

Letters and packages should be addressed to you as follows:

Your Name
 Name of your position, department, and camp
 748 Hamilton Road
 Becket, MA 01223
 USA

- **By Phone**

Friends and family may leave messages at the camp office where you live. (See the **Camp Contact List** for telephone number and extension). Please ensure they understand that this is for leaving short messages only, and unless it is a true emergency, the messages will be taken and delivered to you. You may bring cell phones to camp, use camp WIFI, or buy a US SIM card. However, we will not be responsible for lost or damaged phones, and you may ONLY use them during your free time and out of sight of the campers. (Campers are NOT allowed to have cell phones). Please be sure to let your family know when you arrive at camp so that they do not worry. Often the directors will get a late night call from a staff member’s parent who has not heard from their child.

- **By email or other apps**

E-mail, Zoom, WhatsApp, and social media are the best way for friends to communicate with you. Limited camp computers are available during your free time to write and check email. There is WIFI access for personal laptops in the Dining Hall which can be used at night after the campers are in their cabins.

How will I do laundry?

There are laundry facilities at both Camp Becket and Chimney Corners for staff to use that are free of charge. Camp will provide you with one individual packet of laundry detergent upon arrival. You will be able to purchase more during one of the planned trips to town.

How do I get paid?

Staff are paid every two weeks by direct deposit.

US staff will have their pay directly deposited into their US Bank Account. It is very important that you give camp the correct routing and account number for your bank account.

International staff are encouraged to open a multi-currency account with Wise (<https://wise.com/>) or Revolut (<https://www.revolut.com/>). While international staff has the option to open a US bank account, this may not be the best option as this cannot be done until a social security number is obtained. Staff that do not have a bank account to which direct deposit can be made will receive payment on a Pay card which works like a debit card. Staff from outside of the US will need to contact the Pay card company to see if they can use the card outside of the US before they leave at the end of camp.

When do I have time off?

There are different kinds of “Time Off” at camp. Here is an explanation of the time off provided to staff.

- **Days/Nights Off** – Within each seven-day period in which you work, each staff member will have one (1), 24-hour day off and one (1) 7-hour evening off when they are free of all responsibilities and can leave the camp property. In most cases, the 24-hour time off period will run from 5 PM on one day to 5 PM the next day. The 7-hour time off period will run from 5 PM to Midnight. The configuration and timing of time off may vary depending on staff scheduling and the needs of camp and the individual. Please discuss any specific time off needs with your supervisor. **NOTE: If you are out for illness or other unexpected circumstances, you will not also receive your scheduled time off for that week when you return.**
- **Breaks and time when work is not assigned** – In addition to official days and nights off, staff will be scheduled for breaks or other time away from their primary work. During this time staff may rest, relax, do laundry, read, or join in camp activities. Staff are required to stay on camp property and in contact during this time. **This includes support staff.** Staff should check in with their supervisor if they are unclear about time off.
- There will be some scheduled time off for all staff during Gibson Weekends and Intersession.
- Staff members who do not work a full six-day week will not be scheduled for a Day Off. For example, any staff member who needs to leave early or arrive late at the start or end

of their employment, will not be assigned a day off for that week. Shorter weeks may be paid at a prorated rate depending on how many days are missed.

- **Staff time off can be assigned up to three weeks in advance.** Staff requiring specific days off for appointments or other events must request this at the start of the summer or as soon as they are aware of needing the time. We cannot guarantee that we will honor every request. **Last-minute time off changes cannot be honored except in the case of an emergency.** NOTE: If you are out for illness or other unexpected circumstances, you will not also receive your scheduled time off for that week when you return.

Camp Contact List

To reach any staff member by phone you can dial the main camp number which is **413-623-8991** and dial the extension listed below. There is also a message on the main line that will inform a caller how to reach staff and other departments. Each staff member's voicemail will have instructions on how to leave a message and/or how to contact them.

Dan Berg	Camp Becket/CB Food Service	dberg@bccymca.org	153
Patty Byrnes	Payroll/Help with ADP and forms	humanresources@bccymca.org	108
Shannon Donovan-Monti	All Programs	sdonovan-monti@bccymca.org	102
Halie Duval	Becket Day Camp	hduval@bccymca.org	165
Aline Ferris	UltraCamp Enrollment Questions/Summer Office Staff	aferris@bccymca.org	117
Brittany James	Travel & Service Program	bjames@bccymca.org	176
Abbot Pittman	Chimney Corners/CCC Food Service	apittman@bccymca.org	140
Joanne Salus	Human Resources/Help with ADP	jsalus@bccymca.org	184
Matt Scholl	Medical Staff	mscholl@bccymca.org	107
Pablo Yong	Maintenance and Custodial	pyong@bccymca.org	150
CB Summer Office	All CB Support and Program Staff and Becket Day Camp Staff can give their families this extension number for emergencies	CBOffice@bccymca.org	118
CCC Summer Office	All CCC Support and Program Staff and Maintenance Staff can give their families this extension number for emergencies	CCCOffice@bccymca.org	115

Hiring Checklist

- INTERNATIONALS:** Accept your placement offer through your agency. How to do this varies from agency to agency.
- Apply for your job online.** You should have received an email from your Hiring Manager with the direct link for which job to apply to.
- Accept your job offer.** You will receive an email from BECKETCHIMNEYCORNERSYMCA.HR@ADP.COM with a link at the bottom that directs you straight to the offer letter, which you will sign digitally. The letter may also include a job description attachment – please review that as well as your dates and rate of pay before signing.
- Consent to background screening.** You will receive another email from ADP/Workforce Now asking you to input your social security number and driver’s license/ID number. **INTERNATIONALS:** If this is your first year on staff, ignore this. If this is your second+ year on staff, you will need to complete the background screening using the social security number you received during your first year.
- INTERNATIONALS:** Print and sign your offer letter to bring your Visa appointment.
- FIRST-TIME STAFF:** Create an [Ultracamp](#) account. If you were an Aide/camper and are under 18, you will need to use your parent/guardian’s account. If you are new to BCCYMCA and under 18, your parent/guardian will need to assist you with setting this up. If you are over 18, you can make your own account.
- Sign up in Ultracamp for your role.** There are instructions in the email you received with your job offer and a link to the sessions. [Here](#) is a document with the links in case you cannot find them. If you aren’t sure which link to register for, ask your Hiring Manager.
- Join your camp’s Whatsapp Community and group chat.** Your Ultracamp email confirmation will include links to these communities, but if you cannot find them, ask your Hiring Manager.
- Make sure you have a bank account so you can set up direct deposit for your pay.** US Staff will need to know your US Bank Account number, type of account, routing number, and account info. **INTERNATIONALS:** We recommend you open a multi-currency bank account such as WISE (wise.com) or Revolut (revolut.com) with a debit card. If you do not set up an account like this, you will receive your pay on a Rapid Pay card,
- Complete the required Ultracamp paperwork, including these forms:
 - 2024 BCCYMCA Seasonal Staff Information Form**
 - 2024 Staff Demographic Survey**
 - 2024 Staff BCCYMCA Health Form**
 - BCCYMCA Staff Arrival/Travel Information 2024**
 - 2024 BCCYMCA Disclosure Statement**
 - 3 References** (you will need to put in the contact information for individuals 18+ who can vouch for you. Internationals do NOT need to do this – we collect your references from your agency).

And uploading these documents:

- HEADS UP Concussion Certificate:** This training is required every year. [Here](#) is a link to instructions for how to complete it.
- 2024 Doctor's Report and Immunization Records:** You will need a physical signed by your healthcare provider BEFORE DECEMBER 23, 2022 attesting that you are in good health and detailing your vitals. You will also need to upload your immunizations records. **INTERNATIONALS:** Some agencies require a health check prior to setting up your account, and you may use that. Otherwise, you will need to see your health provider. A copy of the physical form can be found in your Documents Center in Ultracamp.
- 2024 Health Insurance Card:** Most individuals under 26 in the USA are part of their parent/guardians' plan. **INTERNATIONALS:** Your agency will provide you with travel insurance that will not activate until about 3 days prior to your travel. You can wait until you receive that to upload your insurance.

See you soon!

We are so thankful to each of you for choosing to spend your summer *helping youth discover their potential through life-changing experiences and relationships*. Whether you are traveling to camp from nearby Pittsfield or far-away Australia, we appreciate all the work you put into preparing for the summer ahead. Remember we are here to support you, so don't hesitate to reach out with questions.

See you soon and get ready for the best summer of your life!