



Camp Sealth Staff

packing list



CLOTHES & SHOES

- Shorts
- T-shirts
- Long pants/jeans
- Undies
- Socks
- Sweater/Sweatshirt
- Swimsuit
- Blues & whites
- *Laundry bag
- 2 pairs close-toed shoes
- Teva/Chaco/Keen-type sandals
- Flip flops
- Jacket/rain jacket
- 1 nice outfit

PERSONAL ITEMS

- Towel
- Soap/body wash
- Shampoo/conditioner
- Toothbrush/toothpaste
- Bathroom tote
- Medication
- Glasses/contacts
- Personal hygiene products
- Lock box for meds or valuables



REALLY USEFUL ITEMS

- Watch
- Water bottle
- Flashlight or headlamp
- Backpack
- Clipboard
- Battery alarm clock
- Travel mug
- Sunscreen
- Camera
- Pocket knife

Pro Tip:
Don't rely on your phone as a watch, camera, or alarm clock!



FOR YOUR LIVING SPACE

- *Sleeping bag
- *Pillow
- *Twin-size sheets
- Blankets
- Rug or lamp
- Crates/shelves
- Mouseproof containers for snacks

FUN THINGS (OPTIONAL)

- Small pins for your staff tie
- Costumes
- Musical instrument
- White shirt for tie-dye
- Kid-appropriate books

WHAT ARE BLUES & WHITES?

Solid blue pants, shorts, or skirt and plain white shirt to be worn at dinner on the last night. They don't need to be fancy (jeans & t-shirt are fine), but they must be plain, solid colors.

INTERNATIONAL STAFF

Items marked with a (*) will be provided by camp for international staff. We can also assist with basic toiletry items until you can get to a store to purchase what you need,

PACKING TIPS

Camp-appropriate clothes are professional, functional, and allow you to get messy and have fun.

Pack light - your personal space will be pretty small.

Bring layers. Mornings and evenings can be cool and days are typically warm and dry.

Camp buildings do not lock - leave valuables at home!

summer schedule

STAFF TRAINING

June 10 - 14
Program Team Training
(supervisors)

June 14
New international staff
arrive

June 16
New staff arrive

June 17
Returning staff arrive

June 17 - 29
Staff Training

June 22
Open House

June 23
Break Day

June 30 - July 1
Break Days

July 2
Last day of staff training

CAMPER SESSIONS

July 3 - 6
Session 1

July 6
1/2 Day Off

July 7
1/2 Day Off, Staff Inservice
(training)

July 8 - 13
Session 2

July 15 - 27
Sessions 3 & 4
(Staff will get a 24-hour
break during Sessions 3 & 4)

July 30
Staff Inservice Day (training)

July 31 - August 3
Session 5

August 5 - 10
Session 6

August 12 - 17
Session 7

August 19 - 24
Session 8

Break Days:
July 14, July 28-29, August
4, August 11, August 18

END OF SUMMER

August 25-27
Cleaning & Summer wrap-up

August 27
Staff banquet

August 28
Last day of work and staff
departure

August 29
Last day of work for
supervisors

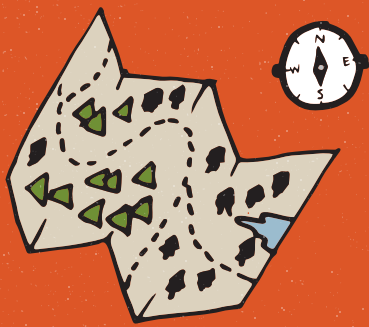
FALL JOBS

Staff can apply to work for
the fall Outdoor Education
(OE) season after camp
ends. You can apply to stay
for one week up to two
months.

August 29 - September 2
Camp Keshar

September 3 & Later
Fall OE Season





Camp Sealth Staff checklist



YOUR ACCOUNT

All of your paperwork can be accessed and uploaded through your UltraCamp account, which you created if you applied online. For international staff hired through an agency, you'll need to create an account. Go to our website or contact us to send you a link to set up or access your account.



SUBMITTING PAPERWORK

There are three different ways to submit your paperwork, whichever is easiest for you. You can access the online forms and upload any scanned documents in the Document Center on UltraCamp, or you can send them by e-mail or snail mail.

All paperwork is due by June 1.

UltraCamp: Log in to your account, go to Additional Options -> Document Center.

E-mail: Send to campstaff@campfireseattle.org

Mail: Camp Sealth
P.O. Box 13599
Burton, WA 98013



PAPERWORK FOR ALL STAFF PAID & VOLUNTEER

| | <i>Due Date</i> | |
|---|--------------------|---------------------|
| <input type="checkbox"/> Signed Contract | 2 weeks after hire | Upload to UltraCamp |
| <input type="checkbox"/> First Aid & CPR Certifications | June 1 | Upload to UltraCamp |
| <input type="checkbox"/> Personnel Policies Agreement | June 1 | Online form |
| <input type="checkbox"/> Transportation Form | June 1 | Online form |
| <input type="checkbox"/> Staff Training Questionnaire | June 1 | Online form |
| <input type="checkbox"/> Health History Form | June 1 | Online form |



FOR ALL PAID STAFF

| | <i>Due Date</i> | |
|--|-----------------|---|
| <input type="checkbox"/> W-4 Form | June 1 | Upload to UltraCamp |
| <input type="checkbox"/> Form I-9 | June 1 | Upload to UltraCamp |
| <input type="checkbox"/> ID #1 (Photo ID*) | June 1 | Upload to UltraCamp AND bring originals to check-in |
| <input type="checkbox"/> ID #2 (Proof of Eligibility to Work*) | June 1 | |

*See UltraCamp for details on which forms of ID are acceptable

FOR MINORS IF UNDER AGE 18 AS OF JUNE 16

| | <i>Due Date</i> | |
|--|-----------------|---------------------|
| <input type="checkbox"/> Release from Camp Sealth | June 1 | Upload to UltraCamp |
| <input type="checkbox"/> Parent Authorization Form (paid staff only) | June 1 | Upload to UltraCamp |

IF REQUIRED FOR YOUR JOB

| | <i>Due Date</i> | |
|--|-----------------|---------------------|
| <input type="checkbox"/> Driving Record Form (if we sent you one) | June 1 | Upload to UltraCamp |
| <input type="checkbox"/> Any other required certifications (Lifeguard, WFA, WFR, etc.) | June 1 | Upload to UltraCamp |

Camp Sealth Staff



transportation

GETTING TO CAMP

Camp Sealth is located on Vashon Island, about an hour from Seattle, Washington and accessible only by ferry. At the start and end of your employment, transportation is entirely your responsibility, although we can provide pick-ups at the airport, bus or train stations, or ferry terminals. See details below.

TRANSPORTATION FORM

When you know the details of your arrival at camp, you'll need to fill out the Transportation Form through your UltraCamp account. If you are arriving by plane, bus, train, or ferry, camp staff will contact you to ahead of time to coordinate pick-up details.

BREAK DAYS

On days off, staff have the option to leave camp and explore Vashon Island, Seattle, and the surrounding area. Camp will provide occasional rides into town or to ferries, or you may get rides with staff who have cars. Due to our location on Vashon Island, there are limited options for public transportation.

START DATE

CHECK-IN TIME

END DATE

Program Team (*Supervisors*)

June 10

10:00 - 10:30 a.m.

August 29

New International Staff

June 14

Flight arrival between
8:00 a.m. and 10:00 p.m.

August 28

New Staff

June 16

9:00 - 10:00 a.m.

August 28

Returning Staff

June 17

9:00 - 9:30 a.m.

August 28



BY CAR

Address: 14500 SW Camp Sealth Rd
Vashon, WA 98070

Driving directions:
campfireseattle.org/directions

You will need to take a car ferry to get to Vashon Island. Check the ferry schedule well in advance, and plan extra time for travel.

Ferry ticket (car/driver): About \$22
Ferry ticket (passenger): About \$5

Ferry info: wsdot.wa.gov/ferries

BY PLANE



Local Airport: SeaTac International (SEA)

Schedule your flight for the day before your contracted start date (except new international staff, who should fly on June 14). We can pick up any time between 8 a.m. and 10 p.m.

You will be contacted ahead of time to confirm your pick-up time and meeting location. Camp staff will meet you at baggage claim and will be wearing a camp t-shirt. Call us at 206 612 5179 if you have any issues.

BUS, TRAIN, OR FERRY

If arriving by bus, train, or ferry, we'll contact you ahead of time to verify pick-up details. You can bus to the Seattle or Tacoma Greyhound stations or take a train to the Seattle or Tacoma Amtrak stations.

There are ferry terminals to Vashon from Fauntleroy (West Seattle), Pt. Defiance (Tacoma), or Southworth (Port Orchard). Check the ferries website for sailing times and current fares:
wsdot.wa.gov/ferries.





Camp Sealth Staff



paycheck FAQs

PAY DAYS

Staff get paid every two weeks on the following pay days, after daily work duties are completed.

June 28
End of Staff Training

July 20
End of Session 3

August 3
End of Session 5

August 17
End of Session 7

August 30
Paychecks will be mailed to you after camp ends

HOW MUCH WILL I GET PAID?

Your full summer salary is the training week wage (\$100) times number of training weeks (3 weeks for supervisors, 2 for everyone else) PLUS your weekly pay rate times the number of camper weeks you work (8 max if you work every week). Your salary will be prorated on a daily or weekly basis if you take time off.

EXAMPLE:

Training week wage = \$100

Number of training weeks = 2

Camper week salary = \$220

Number of camper weeks = 8

Total pay = $(\$100 \times 2) + (\$220 \times 8) = \$1,960$



HOW DO I GET PAID?

International staff will receive a pay card that you will need to activate. Your salary will automatically be deposited to the card, and it can be used like a debit card or you can transfer the money to another card.

All other staff will receive a physical paycheck. We cannot do direct deposit. There is a fee of \$25 to replace any lost checks.

WHAT ABOUT TAXES?

Federal law requires that we withhold federal income tax, Social Security, and Medicare taxes. Washington State does not have an income tax. International and some U.S. 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.