



Camp Hawkeye

Staff Calendar (2019)

Now – Job Offer

- New Staff → Complete & return Cover Letter, Application, Resume, References
→ Schedule Interview, complete Background & Reference Checks
- Returning Staff → Complete & send back Return Staff Form & Schedule Interview

Application & Interview Process

Hire Date – Camp Day 1

Pre-Camp Communication

- You will receive occasional all-staff emails to which you are expected to respond
- Take advantage of the contact information shared out for your fellow staff members and get to know them
- Consider your online presence and communications with campers during the off-season and the message it sends

June 1 – 17

Early Staff Arrivals & Orientation Prep (Some Staff)

- Some staff will arrive at camp early to settle in and get prepared; this includes all Leadership Team Staff
- Staff may opt to come early to help open up camp and prepare for all staff arrival

June 17 – 19

Pre-Camp Certification Week (Some Staff)

- Various certification opportunities – Lifeguard Training, Level 1 Archery Instructor, Wilderness First-Aid
- Some Staff will continue physical projects, prep, and opening up camp

June 20 – 29

Orientation (All Staff)

- Arrive at camp prior to 2:00pm
- Training period begins promptly at 2:00pm on Thursday the 20th
- Staff is expected to have read and be familiar with all materials and policies shared by leadership prior to this time
- Staff is expected to be prepared to participate fully in all parts of orientation as well as opening up camp
- Be prepared not to have access to your cell phones during any part of the camp program other than days off

June 30 – July 27

Half Session A (Includes 2-Week Sessions I & II)

- Days will be long and time off short
- You should expect to be working with the campers from 7:15am to 9:30pm each day
- You will get one day off each week except for the first week of each session. That week you get four hours off

July 28 – August 24

Half Session B (Includes 2-Week Sessions III & IV)

- Same expectations for time and commitment as Session A

August 25 – 27

Staff Clean-Up & Wrap-Up Period

- Camp needs to be cleaned up and shut down before staff departs
- Clean up includes physical as well as programmatic responsibilities
- Staff members are responsible for cleaning cabins and finishing cabin/specialty area reports PRIOR TO check out