



YMCA CAMP SEAFARER

Basic Staff Requirements and Information

Eligibility

Minimum 16 years of age at time of application, CILT (Camper in Leadership Training) experience preferred, 1-2 years' experience working with children. Priority will be given to applicants who are available to work the entire summer.

Seafarer Seeks Counselors for the Following Areas:

- Aquatics (LGT & WSI)
- Archery & Riflery
- Athletics- Basketball, Volleyball, Soccer, Softball
- Camp Center
- Canoeing and Kayaking (LGT)
- Creative Arts
- Environmental Discovery Center
- Golf and Tennis
- Horseback Riding (Hunt Seat)*
- Motorboating / Waterskiing (LGT)
- Nursing (RN)*
- Office*
- Ropes Course/Tower/Climbing Wall
- Sailing (LGT)
- Service Corps*

*Not a cabin counselor position

Mission Statement

Camp Seafarer is owned and operated by the YMCA of the Triangle of Raleigh, NC. We are committed to fulfill our role by being true to the following Mission Statement:

To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

We select qualified young people who demonstrate a deep sense of commitment and moral character. Serving as a counselor is a serious and challenging responsibility; therefore we employ personnel who will be strong, positive influences in the campers' (aged 6-16) lives.

General Responsibilities

- Cabin Responsibilities
 - All counselors, unless employed as administrative staff members or unassigned program staff, live with or are assigned to a group of campers. All counselors are responsible for the supervision of their cabins on **arising and retiring, before and during meals, during rest period and rainy periods** except during scheduled time-off and free time.
 - In the evenings, the planned programs require the supervision and participation of all counselors with their cabins, except those on scheduled time off.
 - Senior Counselors in charge of cabins write weekly reports to parents on the progress of campers. They must be accurately written, neatly done, and completed each week on Friday night.
- Activity Responsibilities
 - All counselors are employed as specialists in a particular activity and serve on one specific activity for the whole season.

- Counselors are to report daily to their Activity Chiefs for the program periods, which are 9:30-12:30 and 2:30-5:30 each day and operate, weather permitting, on a continuous basis.
- Objectives in each activity are safety, to have fun, and to build skill development and self-confidence.

Time-Off

- Time-off is organized according to a definite written schedule, organized to fit the opening and closing of each session and established so that all camp activities can be properly supervised at all times. Special time off can be requested on an individual basis, but under no circumstances should it exceed 3 days. Any time taken which exceeds the regular time-off schedule must be approved by a director, and requires substitution of regular time off that week. Counselors may request time-off with another staff member.
- **Junior and Senior counselors** receive a "Day and Evening Leave" each weekend from breakfast until curfew, a "Long Evening Off" each week from supper until curfew, a "Lunch Leave" each week from 12:30 PM-2:30 PM, and a "Short Evening Off" from after the campers are settled into bed until curfew. No time-off is granted on Fridays or on opening or closing days of each session. Junior and senior counselors receive a 24 hour leave between sessions.
- **Administrative staff members'** time-off schedule is organized differently from cabin counselors because of their responsibilities and the need for constant supervision of their respective programs. These staff members receive an "Overnight and Day Leave" each week from 10 PM until 12:30 AM the following day, a "Long Evening Off" each week from supper until 12:30 AM, and a "Lunch Leave" each week from 12:30 PM-2:30 PM. At the beginning and conclusion of each session, Administrative staff members assist in the handling of special transportation when cabin counselors are normally granted leave.
- All staff members are expected to spend their time-off consistent with the Camp's standards and their responsibilities as leaders of young people.

Drug and Alcohol Policy

- **Alcohol Policy**
 - In accordance with the laws of the State of North Carolina and in conformance with camp policy, **staff members under the age of 21 are not permitted to purchase, possess or consume alcoholic beverages. Failure to abide by this policy will result in immediate dismissal.**
 - Staff members who are 21 years of age or older may choose to use alcoholic beverages on time-off:
 - Away from the vicinity of camp (including the ferry) **Use of possession of alcohol beverages at any time while on duty, on the camp premises, or in the close vicinity of the camp community is strictly prohibited.**
 - In a responsible manner, ensuring judgment is clear and unimpaired
 - With discretion so as not to call into question my ability or qualifications to serve as role model for young people
 - Use, possession or providing alcoholic beverages to anyone under 21 years of age is illegal, and is grounds for dismissal.
- **Illegal Drug Policy**
 - UNEQUIVOCALLY PROHIBITED
 - Staff will be subject to random drug testing throughout the summer.

- **Smoking Tobacco Products**
 - Under no circumstances does the camp wish through example to promote smoking as a lifestyle; therefore, counselors who smoke are expected to do so only when away from the camp premises or in a designated smoking area while on time-off.
 - Camp Seafarer adheres strictly to a rule of **no smoking at any time in front of the campers**, whether on camp property or on a camp trip.
 - All buildings at Seafarer are smoke-free.

Transportation

Transportation is the financial responsibility of the counselor. If the counselor arrives or departs by public transportation, shuttle service is available on scheduled staff arrival and departure days.

Personal Supplies

Camp Seafarer will provide each staff member with two staff shirts. All other items (linens, blankets, pillows, clothes and laundry) are the counselor's responsibility. A laundromat is available free of charge on the camp property for staff use during scheduled time off.

Physical Examination

Every staff member must have a physical examination by a physician within twelve months prior to arrival at camp certifying the physical ability to perform responsibilities and the absence of communicable disease. All contracted staff will be sent a Health Examination Form in the spring and will be required to return it prior to beginning work.

Medical Expenses

In the case of illness or injury at Camp, the Health Center along with Camp Doctors' and Nurses' services, will be afforded counselors without cost, except in the case of pre-existing illnesses or accidents unconnected with or not arising from staff duties. Should there be need for hospitalization, a physician or prescribed medicines as the result of illness or accident unrelated to the job, these expenses are the counselor's obligation. If expenses are due to accidents on the job, the medical expenses are borne by the Camp's Workers' Compensation Policy.

Contract Period

- Only persons who are available for the entire ten-week session can be contracted. At times, provisions may be made for those returning staff members who have experience and have completed staff training to be contracted for less than the entire session.
- Staff Training Week – before campers arrive, all staff members are required to attend staff training to learn in detail their job responsibilities as well as camping skills and procedures.
- If a counselor arrives later or leaves earlier than contracted, if a counselor's services are regarded by the directors as unsatisfactory, or if the camp would be forced to close earlier than scheduled due to some unlikely emergency, the counselor's compensation would be on a time-served basis.
- **Counselors who do not honor the contract by leaving before contracted dates of departure may not be invited to return the following summer.**

Compensation

- In addition to the personally rewarding experience of working with children, plus the food and furnished lodging, the salary ranks among the best offered by the finer camps in the country.
- All counselors are paid on a similar scale based on previous experience as a Seafarer counselor or CILT. Some administrative staff members are compensated on a different scale. **Pay checks cannot be issued through direct deposit until a completed Health Examination Form is on file.**
- Staff members are paid six times during the session, and compensation is subject to Social Security Taxes, Federal and State Withholding Taxes, all of which are required by law to be withheld and forwarded to the Internal Revenue Service unless the employee qualifies for exemption.

Application Procedure

If you are interested in working at Camp Seafarer, please complete the online application, being sure to list complete addresses (email preferred) for your references. (go to our website: www.seagull-seafarer.org; follow the path for staff) Once the online part is completed, you will be sent an email requiring more information pertaining to a camp position. Include with this questionnaire detailed information concerning your training and experience in the activity areas you feel qualified to teach. After receiving your application, we will write your references and after hearing from them (about 2-3 weeks), we will contact you for an interview. A personal interview is greatly preferred; however, if your distance from Raleigh or camp prohibits this, we will schedule a phone interview with you. We begin interviewing new applicants in November and generally complete our hiring in March. **If you understand and support our expectations and want to make a difference in the lives of young people, please apply to be a part of our summer staff.**

If you have any questions, comments, or concerns feel free to contact us at (252) 249-1212, or:

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