



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# STAFF GUIDE

## CAMP HAZEN YMCA

  
**STAFF**  
CAMP HAZEN YMCA

### CAMP HAZEN YMCA

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# Welcome to Camp Hazen YMCA!

## Our Mission

Camp Hazen YMCA is committed to helping youth develop valuable life skills through camping experiences that build healthy bodies, open minds and awakened spirits.

Dear Staff Members,

Thank you for choosing to work at Camp Hazen YMCA this summer -- it is an amazing opportunity for you to change kid's lives and to learn and grow as an individual!

We strongly believe that our most important resource here at Camp Hazen YMCA is YOU! The staff are the ones who really make the difference in a child's experience.

This guide is designed to help prepare you for the summer. Please review it carefully and do not hesitate to contact us with any questions!

Welcome to Camp Hazen YMCA!

See you in June!

Sincerely,

Kath Davies  
Camp Director

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# OUR PAST, YOUR FUTURE

## LOCATION

Camp Hazen YMCA is located in Chester, CT. Connecticut is a small state in the Northeast United States in an area known as New England. We usually have beautiful summer weather with temperatures varying from 70-100°F (21-38°C) during the daytime and 55-80°F (13-27°C) at night. Chester, CT is located in the Connecticut River Valley. This area is known for its rolling hills, thick forests and beautiful coastline. Camp Hazen YMCA is located in a rural setting surrounded by private residences. The Long Island Sound and Atlantic Ocean are about 6 miles away. Boston, MA and New York City are both approximately 2-2.5 hours away by train, bus or car. Rhode Island (a neighboring state) is home to both Newport and Block Island. Great day-trip getaways with lots of tourist attractions and great beaches are also nearby.

Our closest neighboring larger towns are Old Saybrook and Middletown, CT. It's here that you'll find a movie theatre, miniature golf, restaurants, laundry and shopping for necessary supplies. Camp Hazen does try and provide transportation to Old Saybrook for staff on their days off. Announcements will be made regarding how to sign up for this transportation.



## HISTORY

Camp Hazen YMCA is one of New England's most remarkable summer camps and outdoor education centers. We have been providing quality camping experiences for kids, families and school groups for more than 95 years. Established by the Connecticut State YMCA in 1920, Camp Hazen was named after our founder, Senator Edward W. Hazen. In the early years traditions were formed that continue to this day. Campers still enjoy campfires, cabin chats, singing, camping out in the woods and the revered Candlelight Ceremony.

Today, we continue to build strong kids. With an exceptional summer camp program and a school group program that is unlike any other, Hazen remains committed to the growth and development of kids.



## WHO COMES TO CAMP HAZEN YMCA?

Each child is an individual with their own personal characteristics. Our camp draws campers from a cross-section of the population. Children come from wealthy families, poor families, some children are in foster care, live with relatives other than parents, live with same-sex parents and every scenario in between. About 75% of our campers are from Connecticut. The remainder are from the greater New England area and a few are from across the states and around the world. Their interests range from active to passive. Each is a special person and you will find that you learn more from the children than from anyone else. Part of your experience will be getting to know and appreciate each child as an individual.



# FAST FACTS

<b>Overnight Campers per session</b>	<b>248</b>
<b>Day Campers per session</b>	<b>124</b>
<b>Overnight Camp Counselors</b>	<b>60</b>
<b>Assistant Counselors</b>	<b>20</b>
<b>Day Camp Counselors</b>	<b>24</b>
<b>Support Staff</b>	<b>15</b>
<b>Leadership Staff</b>	<b>15</b>
<b>Registered Nurse on Site</b>	<b>1</b>
<b>Year Round Staff</b>	<b>16</b>
<b>National Countries Represented</b>	<b>24</b>
<b>Camper to Staff Ratio</b>	<b>4:1</b>
<b>Age of Campers</b>	<b>7-15</b>
<b>Years of Operation</b>	<b>99</b>



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**The experience of a lifetime    Priceless!**

This is Camp Hazen YMCA's 99<sup>th</sup> year of creating experiences where campers learn swimming, canoeing, field sports, archery, outdoor education, drama & the arts. However, as the thousands who have attended Hazen throughout the years know, camp is so much more than that. As a result of the community formed during a summer session, both campers & staff gain experiences that peers at home may not have. These positive experiences give you the confidence to excel in other parts of your life. A camp experience will bolster socialization skills, provide opportunities for leadership development, and help you achieve your full potential. Though not academic, you may learn more about yourself in one summer here than throughout the entire rest of the year combined.

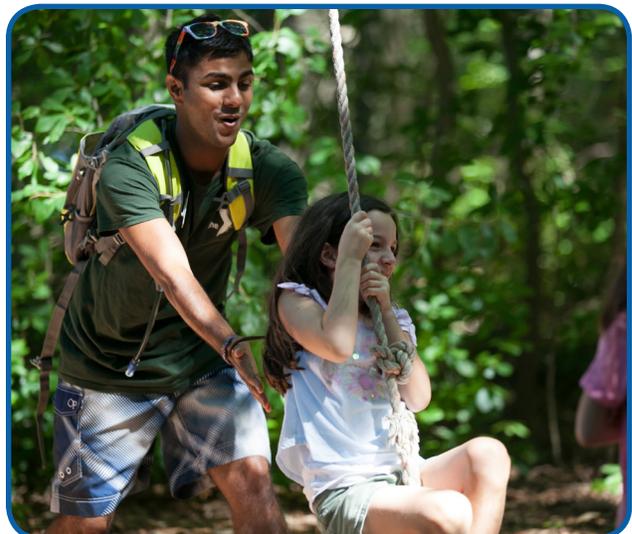
# PLANNING FOR YOUR ARRIVAL

## INITIAL PAPERWORK

The following forms need to be returned to camp by May 1

Most of the forms will be available on your CampInTouch Account and can be filled out and returned electronically. Payroll and tax forms will be completed upon arrival. Kath will be in touch with you once you have been officially placed by your agency to set up your CampInTouch account.

- Health History Form (everyone must complete & return)
  - ALL staff must complete this form EACH year!
  - International staff -- the sponsoring agency will send us your insurance information -- simply write down the name of the agency you are using in the insurance box. THIS IS DIFFERENT TO THE FORM YOU COMPLETED FOR YOUR AGENCY.
- Physical Exam Form (everyone must complete & return)
  - This form must be completed by a Licensed Health Care Provider and be based on a physical exam that was completed AFTER August 25, 2014.
  - You may substitute a school physical or the form provided by CCUSA or Camp Leaders.
  - The physical exam is a mandatory requirement of BOTH the Connecticut State Health Department and American Camp Association.
- I. Child Abuse Reporting & Response Procedures  
II. Code of Conduct
  - You just need to read both of these & sign. They will be reviewed during orientation.
- Voluntary Disclosure Statement & Applicant Release Authorization Form (everyone must complete & return)
- Copy of the results of a recent Criminal Background Check (International staff only)
  - We may have already received this from the agency you used for your visa - check with us if you are not sure.
- Federal W-4 Tax Form
  - The instructions make this form seem much more complicated than it is. Simply type in your name and address, click the single box, write Exempt on line 7 and sign the form. Leave lines 5&6 blank.
- Connecticut CT-W4 Tax Form
  - Once again, the instructions make this form seem much more complicated than it is. Simply type in E on line 1, fill in your name and address, and sign the form.
- **NOTE: International Staff Only**  
For both W4 forms, just leave the Social Security Number blank.  
You will get your number after you arrive at camp.



## WHEN TO ARRIVE

Your arrival date is dependent upon your position and if you will be participating in Skills Week or not. If you are not sure of when you should arrive, please do not hesitate to contact us.

**Leadership Staff Training:** June 4<sup>th</sup>

**Skills Week:** runs from June 8<sup>th</sup> to June 15<sup>th</sup>. This is a week to learn the hard skills needed for camp and gain lifeguarding, ropes, and archery certifications

Arrival Dates are as follows: ("OC"= Overnight Camp, "DC"= Day Camp)

**Saturday June 8<sup>th</sup>** OC Waterfront Staff, DC Lifeguards, OC Ropes Staff,  
OC Quest Staff, Support Staff

**Sunday June 9<sup>th</sup>** OC Outdoor Pursuits Staff, DC Adventure Staff

**Thursday June 13<sup>th</sup>** OC Land Sports and Creative Arts Staff

**Friday June 14<sup>th</sup>** LGT Recertification

**Saturday June 15<sup>th</sup>** All Staff Orientation

**Wednesday June 19<sup>th</sup>** Assistant Counselors arrive

**Staff Orientation** starts Saturday, June 15<sup>th</sup> between 2pm and 3pm. This is the arrival time for all staff not already here for Skills Week.



## TRAVELLING TO CAMP

All **International Staff** should fly in to one of New York City's major airports (JFK, LaGuardia or Newark Airport), then follow the train directions. Some agencies will meet you at the airport -- check with the agency you used.

### By Train:

Take a bus from the airport to Grand Central Station. From JFK, it is about \$15 and runs every 20 minutes or so. For more information go to <http://www.nyairportservice.com>

From Grand Central Station, take the Metro North Train to New Haven, CT. From New Haven, CT, take the Shoreline East train to Old Saybrook, CT. We will pick you up at the Old Saybrook train station – it's very small – wait on the platform and we will have no trouble finding you –look for someone wearing a shirt that says Camp Hazen YMCA.

For a train schedule, go to [http://www.shorelineeast.com/service\\_info/schedules.php](http://www.shorelineeast.com/service_info/schedules.php)

There are lots of trains from Grand Central to New Haven, but limited trains to Old Saybrook.

All International staff coming to us through an agency (CCUSA, Camp Leaders, etc.) must save the train ticket stubs in order to be reimbursed. Keep your receipts.

Once you have your flight booked, email the details to [kdavies@camphazenyumca.org](mailto:kdavies@camphazenyumca.org) so we have an idea of when you will be arriving.

Be sure to call us at 1 (860) 526-9529 or contact us via facebook messenger when you arrive at Grand Central so we know you are on your way!

We will finish early afternoon on August 24<sup>th</sup>. Return flights from New Haven, Hartford or Providence **MUST** be after 4:00pm or from NYC or Newark after 9:00pm on this date!

## STAFF ORIENTATION

Staff orientation actually began during your initial interview! We hope that you have already learned a lot about Camp Hazen and are VERY excited for this summer! It's OK if you are a little nervous too - actually that's probably a good thing because you are taking this job seriously.

You should be prepared for a week of intense training and great fun! Come prepared to ask questions and fully participate in this very important process. You will have this week to prepare yourselves for the best summer of your life! This will be hard work, fun, exciting and challenging.

Please bring the following:

1. An item from your school or hometown that you're willing to donate to our annual staff auction (proceeds benefit our \*Target 289 scholarship program).
2. An open mind that is ready to learn, play, accept challenges, meet new friends and begin the adventure of a lifetime.
3. Counselors should bring a "five minute filler" activity that you can share with other staff. This could be a game, a song, a puzzle - something to do with campers at a meal, while waiting in line, etc....

"Coming together  
is a beginning..."



Keeping together is  
progress..."



"...Working together  
is success."  
--Henry Ford



### \*Target 289

Through Target 289, Camp Hazen YMCA's Annual Giving Campaign, our goal is to provide financial assistance to 289 children who could not afford to attend Hazen otherwise. As a non-for-profit youth servicing organization, we believe in teaching philanthropy. Campers will learn about Target 289 while at camp and have the opportunity to support it by donating \$0.50, \$1.00 or \$2.89 from their store account. You will also have an opportunity to support Target 289 throughout the summer, but also right at the beginning. We have a Staff Auction, last year we raised over \$10,000!! Staff are asked to bring a t-shirt, or a sweater or something from their home town/school to donate.

# PACKING LIST

The following items are necessary for your stay at Camp Hazen YMCA. Quantities are subjective--keep in mind you will need enough clothing item to last at least a week.



## PACKING GUIDELINES

- If you prefer to purchase items like toiletries upon arrival, we will arrange for a trip to the store during orientation. **Be sure to bring some travel size items to get you through the 1st week.**
- International staff will be supplied with towels and bedding (sheets, blanket, towel, and a pillow). It is your responsibility to launder the bedding throughout the summer and return it clean before your departure. We ask that you bring a sleeping bag of your own as you will find it useful for travel and overnights during the summer.
- Please pack in a back-pack, large duffle bag or other collapsible luggage that will store easily under your bunk. There is only a 9in (23cm) clearance under the bunks where all luggage needs to be stored.
- Keep in mind there are no laundry facilities at camp. Staff must make arrangements to do laundry on days off or sign up for our laundry service costing approx. \$60 for the summer. It is your responsibility to make sure laundry gets done and to maintain a neat and clean appearance.
- Camp Hazen YMCA is NOT responsible for lost, damaged or stolen personal items.
- There is wireless internet access in the Dining Hall and Staff Lounge which are available for staff use in the evenings and during downtime away from the children. Campers are not allowed to use electronics so please keep your personal devices out of site.

## WHAT NOT TO BRING

- Please consider that expensive or sentimental jewelry can be easily lost or damaged at camp.
- Electronic items such as stereos, TVs, game systems and DVD players should be left at home. There is LIMITED electrical access in each cabin and we are trying to encourage a natural experience for both campers and staff.
- Weapons of any type and fireworks are prohibited.
- Staff members may NOT bring tobacco products, alcohol or illegal drugs onto Camp Hazen YMCA property. Doing so will result in termination.

## Clothing

- \_\_\_ 5-8 t-shirts
- \_\_\_ 1-2 long sleeved shirts
- \_\_\_ 3-5 pairs of shorts
- \_\_\_ 2-3 pairs of long pants/jeans
- \_\_\_ 1-2 sweatshirts or light jackets
- \_\_\_ 2-3 swim suits
- \_\_\_ 1-2 pairs of pajamas
- \_\_\_ 8-10 pairs of underwear
- \_\_\_ 8-10 pairs of socks
- \_\_\_ Raincoat or Poncho
- \_\_\_ 1-2 pairs of sneakers\*  
(some activities require that sneakers be worn)
- \_\_\_ 1-2 pairs of flip flops, crocs or sandals

## Gear

- \_\_\_ 1 Twin size fitted and flat sheet (USA Staff only)
- \_\_\_ 1 Blanket or comforter (USA Staff only)
- \_\_\_ 1 Pillow and Pillow Case (USA Staff only)
- \_\_\_ 1 Sleeping Bag
- \_\_\_ 2 Bath Towels (USA Staff only)
- \_\_\_ 2 Beach Towels (USA Staff only)
- \_\_\_ 1 Laundry Bag
- \_\_\_ 1-2 Water bottles
- \_\_\_ Sunscreen
- \_\_\_ 1 Flashlight (torch) with extra batteries
- \_\_\_ Insect repellent (non-aerosol)
- \_\_\_ Toiletries: soap, shampoo, hairbrush, toothpaste, toothbrush, deodorant, etc...
- \_\_\_ Container to store & carry toiletries to shower
- \_\_\_ Alarm clock
- \_\_\_ Prescription medications if needed
- \_\_\_ Pen and notebook
- \_\_\_ Padlock for personal locker

## Optional Items

- \_\_\_ Reading material for yourself
- \_\_\_ Bedtime reading stories for the campers
- \_\_\_ Deck of cards or other small games
- \_\_\_ Cultural items to share with campers and staff
- \_\_\_ Car - with permission of the Camp Director

*\*Kitchen Staff should bring several pairs of sensible shoes that are suitable for woking in the kitchen. They should be closed toed and comfortable. Sneakers are ideal.*

# A TYPICAL DAY

## OVERNIGHT CAMP

7:30am	Wake up Reveille
8:00am	Flag Raising
8:15am	Breakfast
8:50am	Cabin Clean Up
9:20–10:20am	Skill Class 1
10:25–11:25am	Skill Class 2
11:30–12:30pm	Skill Class 3
12:45pm	Lunch
1:30pm	Siesta
2:30–3:30pm	Skill Class 4
3:35–4:35pm	Skill Class 5
4:40–5:40pm	Beach Party
5:40pm	Harambe (Village Meeting)
6:00pm	Dinner
7:00pm	Flag Lowering
7:15pm	Evening Activities
8:30pm	Showers Cabin Chat

Lights Out (times vary with age groups)

**Schedules may vary occasionally  
due to the weather**

All Cabin Counselors are assigned to one of five primary program areas: Waterfront, Outdoor Pursuits, Creative Arts, Land Sports and Quest.

The campers are divided into three co-ed age groups. Counselors will teach an activity in their program area to a different age group on each one of the five daily program periods.

We always welcome new and innovative activities to all of our program areas, so be sure to bring your ideas to share!



## DAY CAMP

7:30am	Before Care
8:00am	Breakfast
9:00am	Drop Off
9:15am	Flag Raising
9:30am	Activity Period 1
10:15am	Activity Period 2
11:15am	Lunch
12:00pm	Siesta
12:30pm	Beach Party
1:30pm	Activity Period 3
2:30pm	Activity Period 4
3:30pm	Snack Time
4:00pm	Pick Up After Care Begins
6:00pm	End of After Care

Examples of activities are Swim Class, Nature Hikes, Creative Arts, Climbing, Archery and many more. We always welcome new and innovative activities to all our programs, so be sure to bring you ideas to share!

The campers are divided into groups based on their age. Each group has their own 'Group Leader' and they rotate through and lead the various activities with the campers. Other staff members are 'Activity Leaders' and take more of an active role leading some classes. Counselors rotate through various roles throughout the summer. Lifeguards rotate through these roles in addition to spending a session or two full time at the Waterfront.

Day Camp staff who live on site are able to experience other aspects of camp. They will participate with a cabin group during evening activity or work with the DC Staff on a Camp Community Project. Plus, day camp staff who live on site may be asked to live in a camper cabin.

# KITCHEN

- 7:00 am Report to the Kitchen  
Set up Dining Hall  
Prep B'fast
- 8:00 am Day Camp Breakfast
- 8:15 am Overnight Camp Breakfast
- 9:00 am Clean Dining Hall  
Dishes
- 10:15 am Kitchen Staff Breakfast
- 10:45am General Duties  
Lunch Preparation  
Clean Kitchen  
Clean Showerhouses
- 11:15 am Day Camp Lunch
- 12:00 pm Clean up DC Lunch  
Set up for RC Lunch
- 12:45 pm Overnight Camp Lunch
- 1:30 pm Clean Dining Hall  
Dishes
- 2:00 pm Kitchen Staff Lunch
- 2:30 pm Siesta
- 4:00 pm Report to the Kitchen  
Dinner Preparation  
Breakfast Preparation
- 6:00 pm Overnight Camp Dinner
- 6:45-8pm Clean up Dining Hall  
Dishes

As a Kitchen Staff member, you will help prepare over 74,000 meals throughout the summer. You'll also have the opportunity to interact with all of the campers and staff as you serve the meals. We serve all kinds of meals at Hazen, including family style meals, cookouts, pack outs for the woods and even packing out a cabin's breakfast in bed. Remember that working in the kitchen isn't just about the food, there is lots of cleaning and sorting to do as well.



# OFFICE

- 8:15 am Breakfast
- 9:00 am Report to Office
- 9:30 am Sort Incoming Mail
- General Office Work:  
photocopying  
answering phones  
filing, etc
- 12:45 pm Lunch
- 1:00pm General Office Work:  
photocopying  
answering phones  
filing, etc
- 4:30pm Store Open
- 6:00 pm Dinner
- 6:30-9:30 Evening Office Coverage
- General Office Work:  
photocopying  
answering phones  
filing

As the Summer Office Staff member, other Summer Staff will naturally come to you with office related questions. You'll be the go to person for a bunch of things including; phone cards and questions on Transportation Sign Ups. You'll work closely with the year round staff and all the Village Directors. You'll be the front line of Camp, answering the phone calls from nervous parents and greeting them in person at the front desk when they come to drop off an extra blanket for their camper, etc.



# MAINTENANCE

- 7:30 am Day Camp Trash Run;  
Water Cooler to  
Health Lodge
- 8:15 am Breakfast
- 9:00 am Drop off Water  
Coolers at all Program  
Areas;  
Pick up Mail  
Clean Showerhouses
- 12:45 pm Lunch  
Refill Water Coolers  
General Maintenance:  
grass cutting  
landscaping  
fixing repairs  
transportation, etc
- 6:00 pm Dinner
- 7:00 pm Trash Run  
Collect Water Coolers

# HEALTH & WELLNESS

## Swim Evaluation

In order to ensure waterfront safety, a swim evaluation will be conducted for all campers & staff to determine 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.

## Water Testing

Cedar Lake is a spring-fed 68-acre lake. The many underground springs flowing into the lake contribute to low levels of bacteria and help to keep it cleaner than other lakes in Connecticut. Both the town of Chester and Camp Hazen YMCA conduct independent water tests to ensure that the lake is safe for recreational swimming.



## Ticks and Lyme Disease

Many of our program areas are wooded and we expect that you will come in contact with ticks. Hazen Staff have the opportunity (and are encouraged to) shower daily, which should wash off any tick that has not yet imbedded. Staff should also encourage campers to check for ticks but may not themselves perform the check. If you find a bite/tick on you or a camper, you should visit the Camp Nurse.

## Protection from Sun & Heat

You will spend the majority of your time outside at camp. You are responsible to bring your own protective clothing, sunscreen & water bottle. Hazen Staff will remind campers to apply sunscreen & carry their water bottle regularly throughout the day.



## Living Space

Overnight Camp Cabin Counselors live in a cabin with 8 campers and 1 or 2 co-counselors in a semi-private area. Other staff members will live in staff-only cabins. Space is limited, so please keep that in mind when packing. It is also common to move cabins in between sessions so please make sure your luggage can be easily transported and stored.

## Food

The food at camp comes in large variety and plenty of healthy options! If you have any allergies or special dietary needs (i.e., vegetarian, lactose intolerance, etc.) please let us know before the start of camp and we will meet that need 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.



## Spiritual Emphasis

Camp Hazen 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 a couple of times during a session, campers visit our Chapel. Chapel is nondenominational and focuses on the key values of our organization including having an Healthy Body, Open Mind, and Awakened Spirit.

## HEALTH CARE & INSURANCE

Camp Hazen YMCA employs Nurses who are responsible for both camper and staff health care. The nurses and a 24-hour emergency clinic are available for staff if needed. If injured while working, you are covered by the Camp Hazen YMCA Workmen's Compensation insurance. If injured during your free time or if you become ill, any expenses incurred will need to be covered by your own insurance policy. Please be sure to attach copies of your insurance cards to your health form.

The Health Lodge does stock over-the-counter medications. Please remember to bring any **prescription** medications that you require. Other medications (painkillers, cold medicine, etc.) can be purchased upon arrival. ALL medications MUST be left with the camp nurse for storage and dispensation—this is a State Law! You may NOT keep any medications in your cabin!



## BEING A ROLE MODEL

Summer camp staff make a distinct impact on the lives of the children they serve. At Camp Hazen YMCA, the impact must be positive. Being a role model is a very difficult job and sometimes requires significant sacrifice. Throughout the summer we will discuss and exemplify the four core values of the YMCA—HONESTY, CARING, RESPECT and RESPONSIBILITY. Our attitude, appearance and behavior are going to be observed and mimicked by over 1000 children during the course of the summer. At Camp Hazen we teach and role model positive behavior. Clothing with advertisements for alcohol, tobacco, demeaning sayings or lewd graphics send the wrong message to our campers. The use of alcoholic beverages, tobacco products or illegal drugs is not acceptable. Being a summer staff member may require an adjustment to your life style. However, it is one of the most rewarding positions and experiences you will ever enjoy. Think how great you will feel when you realize that you have had a positive impact on the life of a child!

All YMCA programs, leadership, operations, decisions and endeavors are based on four core values:

**CARING**— to love others; to be sensitive to the well-being of others; to help others.

**HONESTY**— to tell the truth; to act in such a way that you are worthy of trust; to have integrity, making sure your choices match your values.

**RESPECT**— to treat others as you would have them treat you; to value the worth of every person, including yourself.

**RESPONSIBILITY**— to do what is right, what you ought to do; to be accountable for your behavior.



# COMMON QUESTIONS

## HOW CAN I BE CONTACTED @ CAMP?

Letters and packages should be addressed to you as follows:

Your Name  
Camp Hazen YMCA  
204 West Main Street  
Chester, CT 06412 USA

Everyone wants to receive packages in the summer. However, we need staff to follow the same rules as campers which is that food should not be delivered in consideration of food allergies.

**Electronics:** E-mail, skype and facebook are definitely the best way for friends to communicate with you. Limited camp computers are available during your free time to write and check e-mail. Wireless internet access for personal phones and laptops is accessible in the Dining Hall only at night after the campers are in bed. WiFi in the Staff Lounge can be used during days off or downtime.

**Phones:** You may bring cell phones to camp. 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).

In the case of an emergency, friends and family may call the camp office and the message will be delivered to you as soon as possible. The office number is (860)526-9529.



## HOW DO I GET PAID?

**Paychecks:** For American staff, your paycheck will be directly deposited into an American bank account every 2 weeks. For International Staff who do not have access to an American bank account, you will have the opportunity to set up a debit card during Staff Orientation where your paychecks will be deposited. These cards resemble any other bank card, where you are able use it at stores, restaurants, and can withdraw cash from local ATMs.

Anyone arriving prior to June 15<sup>th</sup> will receive their first paycheck on Friday, June 21<sup>st</sup>, for time worked between June 1<sup>st</sup>-15<sup>th</sup>. For those arriving on June 15<sup>th</sup>, the first paycheck will be issued on Friday, July 5<sup>th</sup>. Staff are responsible for the management of their own money. Staff can keep important papers in their own personal locker found in the staff lounge and are advised to maintain normal safety precautions in regards to personal belongings. Staff must bring their own padlock for these lockers.



## WHEN DO I HAVE TIME OFF?

Everyone looks forward to time-off. This gives staff an opportunity to rest, rejuvenate and explore some local attractions. At the end of each Overnight Camp session, most staff are off from Friday evening to Sunday morning. These in-between times are great for exploring New York, Boston, Cape Cod or Block Island. Regular days off are a good time for movies, miniature golf, eating out or laundry.

**Overnight Camp Staff:** During the season, Overnight camp staff members will generally have three days off per two-week session worked. Time off is as follows: one day from 10am to 11pm, one overnight from 6pm to 4pm the next day, and at the end of a session from Friday at 10pm to Sunday at 9am. Days and times may vary according to staff positions and actual responsibilities.

**Day Camp Staff (that live on site):** Days off are on Saturday. On Sundays when there is Overnight Camp Check-in DC Staff help with this otherwise DC Staff have some time off on non-check-in Sundays.

**Kitchen Staff:** You will have one day off each week ending at midnight. The day is decided by the Food Service Director.

**Office & Maintenance Staff:** Days off are from 10:00am to midnight one day per week. There will be some morning duties that need to be performed.

# GLOSSARY OF HAZEN TERMS

All Camp Day—Special theme program day on the Saturday of a two week session

Alpine Village—LEA housing on the south campus

Assistant Counselors--Staff entering 12 Grade - graduates from our LEA program

Blue Group - Day Campers entering 5th & 6th Grade - Blue Jays, Cookie Monsters, Sharks

Candlelight Ceremony—End of Session Overnight Camp ceremony

Check-In Day—The first day of a session.

Check-Out Day—The last day of a session.

Herbie--Wheelbarrow

Harambe--Village Meeting

Junianta—Younger boys village, cabins 1, 2, 3, 17, 18,19 & 20

LEA's--Older campers entering 11<sup>th</sup> grade involved in a LEAdership program.

Longhouse—Large buildings around camp able to accommodate several cabin groups or an entire village for activities.

Mosakwa—Younger girls village, cabins 4, 5, 6,7, 8, 9 & 10

Onandaga—Co-ed village for campers in 10<sup>th</sup> grade.

Overnight—Sleep under the stars, cook on an open fire with your cabin.

Red Group--Day Campers entering 4th & 5th Grade - Lobsters, Rockets, Fire Trucks

Sachem—Older boys village, cabins 21, 22, 23, 24, 25 & 26

Stay-Over Weekend—The weekend between two camp sessions.

Tamarack—Older girls village, cabins 11, 12, 13, 14, 15 & 16

Yellow Group--Day Campers entering 1st & 2nd Grade- Sunnies, Ducklings, Bananas, Bumble Bee



# CAMP ADMINISTRATION

## Meet the Year-Round Staff

Denise Learned, CEO/Executive Director  
Katherine Davies, Associate Executive  
Director/Camp Director

### **Program Staff**

Alex Learned, Senior Program Director  
Nicky Fauteux, Program Director  
Jake Fernandes, Program Director

### **Office Staff**

Laurie Bouchard, Office Manager  
Claudia Martin, Business Manager  
Sarah Menzel, Project Manager

### **Food Service Staff**

Alex Welch, Food Service Director  
Matt Stroneski, Food Service Staff

### **Maintenance Staff**

Michael Learned, Maintenance Director  
Dan Feltus, Asst. Maintenance Director  
Jordan Fauteux, Maintenance Staff

