

# CAMP CAROLINA

## PROSPECTIVE STAFF INFORMATION



## Introduction

Here at Camp Carolina we believe the key to any great camp is the staff who works there. You are receiving this document as we believe you could be a great asset to Camp Carolina. Please read and review all the information as it will answer most of your questions about working as a legendary Camp Carolina counselor.

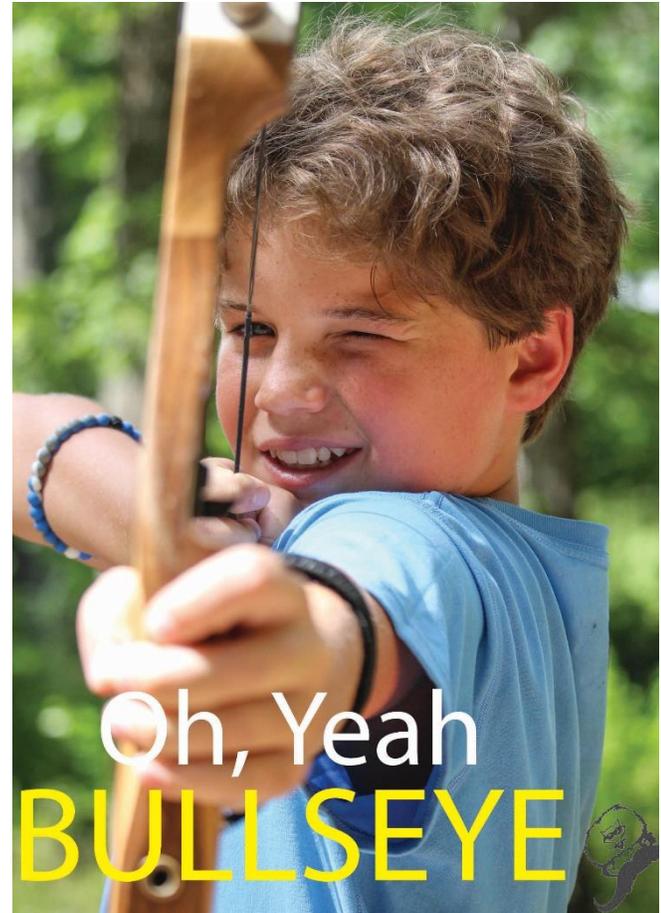
Each year we travel to world in search of qualified, responsible, hardworking young men and women with patience and passion for working with children in an outdoor setting. Professional appearance, work ethic, motivation and experience are essential in maintaining the reputation of our quality program with both the parents and campers. Being a positive role model for our campers is the most desired and essential component of being a Camp Carolina counselor.

## Location

Camp Carolina is located in the heart of the Blue Ridge Mountains, consists of 220 acres and is bordered on 3 sides by the 450,000 acres of Pisgah National Forest. We have full access to this wonderful forest under a special use permit. We have a large lake and mountain biking/horse riding trails on site.

## Background

CCB was founded in 1924. Our capacity is 260 campers and 120 staff members comprised of program staff, support staff, admin staff and medical staff. We are an all boys, high adventure camp offering opportunities to camper's aged Kindergarten-11<sup>th</sup> grade. We offer sessions ranging from 1 week up to 10 weeks with most campers attending either 3 or 4 weeks each summer. Campers sign up for activities and trips independently and all counselors work on a specific activity daily. Female program staff (around 15) are employed as non-cabin staff. Support Staff (Kitchen/Maintenance/Infirmary) are usually split 50-50 male/female.



## Goals

Our overall purpose at CCB is to ensure our campers have a safe, memorable and fun summer and leave Camp each summer with great role models to aspire to. We aim to send the boys home having not only learned skills and passion for activities but to have learned essential “life” skills. We have 4 established goals for our campers. 1) learn community living skills 2) gain independence 3) make lasting friendships 4) learn sportsmanship and skills in a variety of activities.

## Values

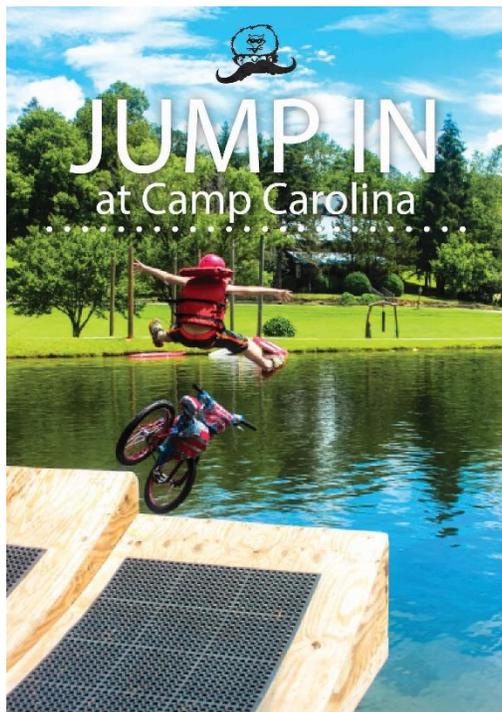
Safety, respect and selflessness... These are the values we hold dear at Camp Carolina. We require and expect everyone to feel and be safe-both physically and emotionally 2) Respect-we want everyone to respect the environment, others, camp property and themselves 3) Selflessness, putting others first with consistency and integrity are paramount to a healthy camp environment.

## Prerequisites and Salary

A counselor must have completed at least one year of college or worked for at least 3 years to apply to work at Camp Carolina. Our aim is however to recruit a majority of staff over the age of 21 to ensure we have the most experienced staff possibly. Counselors can expect to get paid \$140-\$230+ per week-this includes food, board and laundry (done weekly). Payment is made on August 11<sup>th</sup> as a check. First time counselors coming through an international staffing agency can expect to get paid the wage their agency has agreed on. Staff are paid from the start of Orientation Week (for 2017 this is the 27<sup>th</sup> May) through their last contracted day (this day varies for each staff member, please refer to your contract). Staff are NOT paid during their training BEFORE Orientation week but will be compensated with an hourly rate for any “non-training” work they do during May.



## Time Off



Counselors may take one 23 hour period and one evening (5-ish hours) off each week-excluding the first week of each session where they do not get the evening (5 hour leave). We have one of the highest residential camp time off policies to ensure our staff are well rested and performing at their best every day. We loan out camp vehicles (vans only) for non-alcoholic events. We are one of the only camps to offer this privilege to summer staff. Vehicles are not loaned out overnight. In camp staff have 1 free period (1 hour) Monday-Friday. Trip staff will usually have the opportunity to take up to one hour off once they return from their trip and have packed it down. All time off however is subjective to the camp and the campers needs.

## Alcohol and Drug Policy

Alcohol and drugs are strictly prohibited at Camp Carolina. Staff who have consumed alcohol are not allowed on Camp property at ANY time regardless if campers are on site or not. If staff choose to consume alcohol on their 23 hour leave they must arrange alternative accommodation and transportation and cannot return to camp until after 10AM the following day. Drinking on time off however is strongly discouraged and not supported by Camp Carolina. Failing an arrival or impromptu drug/alcohol test can result in immediate dismissal.

## Living Quarters

Each cabin counselor lives in a rustic cabin with 4-7 campers. The beds are single cots or bunk beds. Bathrooms and showers are located in an alternative bath house. The cabins do not have air-conditioning and windows/doors are fly mesh screened. Non cabin staff live in basic dorm styled share housing with peers of the same gender. Staff are required to be on the same bedtime schedule as our campers (10PM).

## Technology Policy

Camp Carolina has a strict "No Technology Policy". Staff are required to respect this policy and keep ALL electronics out of sight in the counselors lounge. Use of these items are to be used during time off only. Earphones are considered antisocial and are not to be used in front of the campers. Wifi is available in the counselors lounge only and is turned on for use during time off. Staff need to be willing to not have access to daily wifi when employed at CCB and adhere to our no technology policy while at camp.

## Activities/Programing

Our campers select 5 in camp activities each Sunday. They also have the opportunity to select to go on an alternative trip each day and miss their in camp activities. The boys sign up for activities and trips based on their age. Staff are hired to instruct a certain activity and will be required to teach the activity for the full 10 weeks Monday-Friday. They do not travel to the activities/trips with their cabin. All program staff participate in running/assisting the evening programs.

## Religion

Camp Carolina is owned and run by the Thompson family who have been bought up in a Christian tradition. However CCB is open to campers and counselors of all religious persuasions. Sunday Vespers are presented so as not to offend with the focus being on human relationships, nature and good citizenship.

## In Camp Activities

- Waterfront
- Archery/Riley/Fencing
- Arts n Crafts
- Team Sports
- Canoe/Kayak
- Golf
- Music
- Yoga
- Skating
- Tennis

## Tripping Activities

- Horse Riding (beginners, trail riding, jumping, horsemanship)
- Mountaineering (Climbing, Mountain Biking, Mountain Boarding, Caving, Orienteering)
- Earthworks (Hiking, Backpacking, Fly Fishing, Sea Kayaking, Fire building, Survival skills)
- White Water (lake and rivers up to grade 3+)
- Wake/Surf (wake boarding, tubing and surfing)
- Paintball (Not a fulltime staff position)



## Aspirations

An outstanding camp counselor must be a team player with the campers, directors and counselors. They must be flexible with changes, use their initiative and be able to work hard for the full 10 weeks of camp. They must strive to be a true gentleman/gentlewoman at all times.

## Preliminary Policies and Expectations

Because of a counselors considerable responsibility to both the campers and their parents Camp Carolina has very specific and strictly adhered to rules and policies in place. Illegal drugs, tobacco, alcohol, weapons and profanity are strictly prohibited. Counselors are required to speak and understand English. Daily bathing, cleaning and hygiene are required from all staff. Maintaining a professional image (tattoos covered, piercings removed and hair kept conservative) is required throughout the full summer contract. A criminal background check will be made prior to employment. Staff must respect and support the policies put in place by the camp at all times.

## Staff Statistics

In 2016 our staff consisted of

- 90% Backcountry Institute Trained
- 15% Americans
- 25% Australians
- 8% New Zealand
- 40% European
- 3% South African
- 9% Latin American

## Training

We have return staff arriving from to help set camp up and run Pre Season school groups and Father-Son weekends. New Staff arrive *from* May 1<sup>st</sup> to participate in activity specific training (trip staff arrive May 1<sup>st</sup>, In camp arrive later in May). All staff must be at Camp Carolina by May 26<sup>th</sup> to take part in Orientation Week.

We expect staff to have a solid background/experience in the activities we hire them to instruct. We do however provide training for all staff to increase their skills and qualifications.



## Job descriptions

Program Staff (Male): Live in a cabin with 6-8 campers. Responsible for the physical and emotional safety of his campers. Needs to be a positive role model at all times. Communicates with children, parents and the community. Teaches an activity each day from 9.30AM-5.30PM. Sits with his cabin during meals.

Program Staff (Female): Lives in dorm style housing with other female staff. Teaches an activity daily from 9.30AM-5.30PM. Required to start earlier (7AM) and finish later (10.30PM) than male program staff and perform "Non Cabin Staff" tasks such as cleaning, cooking, packing away, basic maintenance and organizing evening and weekend games.

Kitchen/Housekeeping Staff: Live in dorm style housing. Prepare meals for up to 400 people under the supervision of a head chef and kitchen manager. Ensure the health and safety of the food production at all times. Perform laundry duties on a rotational basis. Clean all bathrooms at camp to a high standard.

Maintenance Staff: Ensure that all cabins, buildings and activity areas are in good repair. Camp grounds maintenance Deliver water coolers daily and clean bathrooms.

Nursing Staff: Live in the infirmary with other nurses. Be on call 24/7 when on duty. Administer medication and first aid to campers and staff.

## FAQ

### I am female what will my role be when not teaching my activity?

All female program staff and some male staff (Wake and Surf and Activity Heads) are called "Non Cabin Staff". As Non Cabin Staff (NCS) you will carry out many behind the scenes/ preparation work.

- Before Breakfast (7AM-8AM). Performing vehicle checks, hitching trailers, preparing box lunches, transporting box lunches, picking up laundry, setting up dining hall etc.
- Evenings- preparing and packing down the evening program (this requires leaving meals early), bed time stories, Lost'n'Found, preparing the following days trips, supervising cabins etc
- Weekend- Cleaning CCB vans and buses, preparing and packing down weekend games, running weekend games.
- Other general roles-activity area maintenance (repairing equipment, researching new trips etc)

### What is expected from me as a counselor?

We expect great work ethic, professionalism, positive attitudes and dedication to make Camp Carolina the premier summer camp in the USA. We conduct bi weekly evaluations with staff to ensure staff performance is at the highest possible level.

### How much money should I budget?

Staff can eat and sleep at CCB on their time off so are not required to spend money on their time off. Most staff will spend around \$25.00 on their short leave (7 of these a summer) and around \$50.00 on their 22 hour leave (9 of these a summer). This is a very rough estimate and some staff spend more and some spend less.

### What is the role of the International Staffing Agency (Camp America, CCUSA, Camp Leaders, Wildpacks etc?) Can I just apply directly through CCB?

If you do not hold an American passport or American work visa then you will need to utilize a staffing agency. Their role is to ensure you are a good applicant to work with children, connect you with camps and jobs, provide you with the relevant visa paperwork through US Immigration, ensure you obtain a visa and provide support through this process, ensure you are getting paid a wage they agree is fair, ensure you have insurance and that the camp is providing you with a safe experience.

Most agencies provide you with a wage for a 9 week contract with a \$ amount to be added on for each week over 9 weeks you work. This is the pay scale we use for each new staff member. For information about how much you will earn you will need to contact your country office directly.

### What can I expect from Camp Carolina and what support will I receive?

Activity Specific Training- Each activity department will receive activity specific training. We understand that working in a summer camp environment in a foreign country will be different to your experiences back home and want all staff to feel confident and competent.

Food – 3 meals a day, salad bar, peanut butter jelly bar and desert after lunch and dinner. There are also 2 fruit breaks mid-morning and mid-afternoon. We cater to Vegetarian, Vegan, Gluten free and Dairy Free diets.

Laundry- Carried out once a week. Laundry is done in “bulk” machines. You combine your laundry with co-workers and campers.

Orientation Week. We provide 1 full week of everything CCB! The focus is team building and orienteering all staff to CCB related policies and job expectations. Camp Carolina has an open door policy where the directors are available 24/7 for support/advice and motivation!

### What are the cabins like?

Basic Rustic wood cabin-some from 1924! The cabins have fly mesh screens and doors and a covered porch. Each cabin has 8 single beds and 8 shelves, 2 electric plugs plus, 2 ceiling lights and a fan.

**Do you have a staff lounge?** Yes, Camp Carolina has a great place for staff to relax out of sight of the campers. We have several sofas, tables and chairs to relax. We have a TV and wifi throughout. The cleanliness and maintenance of the counselors lounge is the responsibility of the staff.

### Will I get chance to try the other activities?

Yes! Your time off on the weekends are a great time to try and of the activities at camp you have not yet had the chance to do. If you receive a free period each day you are welcome to join in with other in camp activities.

### What's a typical day at CCB like?

Every day at CCB is different but some things stay the same. During the week the all up call is at 7:45, and lights out is at 9:30 PM. Breakfast is at 8 am, Lunch is at 1PM and Dinner is at 6.30 (during the week).

If you are "in camp" staff you will teach 3 hours in the morning and 2 in the afternoon (with one of these period off). You will also help run an activity or supervise the campers in free time. All staff on help with evening programs (shaving foam battle, talent show etc). Weekends we start a little later and run whole camp games and activities which the staff are in charge of creating and running.

### What can I do on time off?

You will be living in an incredible corner of the world. Most staff choose to sleep, catch up with home, relax or try any activities you haven't had the chance to do yet on their time off. At CCB we are based in the Blue Ridge Mountains and are surrounded by lakes, rivers and waterfalls. Many of our staff choose to do a different activity on their day off including mountain biking, hiking, kayaking and swimming holes. We are 40 mins outside of Asheville, NC with all the things you would expect from a mid-size city.

### Training

Most staff will take part in Lifeguard training, Raft Guide or Archery, Riflery and Fencing. This way staff can be more diverse at Camp Carolina. Tripping staff will take the Wilderness First Responder class-a 10 day intensive Wilderness First Aid class. All activities have specific training-we can discuss this further in the interviews.

### What courses do I have to pay for and how much?

Most courses are paid in full by CCB except for the following. The pay is taken out of the staff members final contract pay. These courses are recognized internationally and run be external companies. If you return for a complete 2<sup>nd</sup> summer you will be refund your previous summer course fees as a bonus.

- WHITE WATER STAFF: American Canoe Association level 4 white water kayak instructor (5 days) = \$550 of which CCB staff pay \$200 in total.
- TRIP BASED STAFF: Wilderness First Responder (8 days) = \$750 of which CCB staff pay \$300.
- WHITE WATER STAFF: River rescue certification for professionals (3 days) = \$345 of which CCB staff pay \$200.
- CERTAIN HORSEBACK STAFF: Certified Horsemanship association course (6 days) \$ 750 of which CCB staff pay \$300.

For more specific course information-Please email [phil@campcarolina.com](mailto:phil@campcarolina.com)

**I have been hired for a particular activity how often do I teach it?**

IN CAMP (see list above)= 4 “periods” throughout the day in 1 hour slots as well as 2 hour “camper free times”. Total-6 hours daily.

TRIPPING (see list above) =Trips running anywhere from half day through multi night trips. Some basic trips are run in camp.

**What behavioral issues am I likely to encounter from the campers**

Most of our campers have great manners with limited behavioral issues and the camp directors are always on hand to help counselors out with any issues they are unsure about. We help train the staff in how to start off their sessions with the new campers in a way to ensure the campers are aware of any boundaries and what is expected of them. Sometimes however some campers will find Camp Carolina to be a challenging environment and counselors will need to help the camper move in the right direction and make good choices. All counselors should be prepared and feel comfortable handling issues such as bullying, fighting, hazing etc.. Counselors must also be prepared to encounter and help campers with bed wetting, home sickness and minor learning difficulties such as ADD. Camp Carolina does not accept campers with major medical and behavioral issues.

**I take daily medication-will I be able to work at Camp Carolina?**

Yes. Our infirmary is staffed 24/7 throughout the summer and nurses/doctors are on hand to help staff with any medical issues they may be having. Staff may not ever have any medicine in their cabins at any time. Our staff give the nurses the medication with any instructions and the nurses can work with the staff member to ensure they are receiving the medication required. Medication such as pain relievers, cold medication etc. are all available for staff in the infirmary 24 hours a day.

**I need to work out daily at camp for my sport/health needs etc. Will I be able to do this?**

Working at camp is a very time consuming job. Staff cannot have inflexible schedules or expectations for themselves. We provide a very basic gym with treadmills, exercise bikes and basic free weights for staff to use. Staff need to use time off only to utilize this facility. Camp is located in a beautiful valley with great trails to run on so some staff spend their free time running. Staff usually find that spending their days outdoor and walking around camp is enough to keep them active! We do not recommend staff apply to work at Camp Carolina if they require strict daily workouts.

**I have a boyfriend/girlfriend/parent/dog who expects me to be in touch daily. Will this be OK?**

No. Staff must be willing and comfortable to go several days without access to WIFI and technology. Most staff will have the opportunity most days of the week to access internet for small time blocks but this is not a part of the staff's contract. Some day's staff will be off site on trips, have to handle an unforeseen camp issue, have to cover for another staff member or have to utilize their free time to

lesson plan. Please inform any loved ones that you will not be able to contact them on a regular basis. We really encourage staff to “switch off” from technology as the campers do and really embrace getting to know their fellow counselors.

### What happens if I get sick at camp/get injured?

The nurses are on staff 24/7 to help campers and counselors with any concerns/illnesses they have. We have strict policies regarding getting admitted into and out of the infirmary because of the close confines everyone lives in a camp community and the ease of illnesses spreading. Camp Carolina will provide over the counter medication but the counselor is required to purchase prescription medication and visits to medial staff not employed at Camp Carolina. All counselors are required to have medical insurance to work at Camp Carolina. Workers compensation is provided for any work related injuries and is to be discussed and organized with the camp owners.

### I have a dog/cat/parrot etc. that I can't leave at home-can I bring it?

Unfortunately Camp Carolina does not allow any pets except for Year Round staffs pets. If you cannot find someone to look after your animals while you are at camp we will not be able to offer you a position.

### I have a house close by to camp-can I stay there for the summer?

Camp Carolina does not usually allow staff to live off site. Most male staff are required to be in cabins with the campers and the female staff usually start early/finish late making living off site impractical. In the past we have made exceptions but this needs to be discussed with a director during the first interview. Pay will not be compensated for living off site.

### I have a partner/friend and we want to go to a camp together. Can we?

CCB hires staff based on individual strengths, experience and positions available. If your partner/friend fits into our requirements we will consider them individually. If you are not willing to attend a camp without this person we do not encourage you to apply at Camp Carolina.

### I have a wedding/concert/special event to attend while summer is in session. Can I leave for a few days?

Not usually. If there is a prior commitment we can discuss this during your first interview and potentially come up with an arrangement. Any last minute commitments will not be catered for apart from emergencies.

### How often will I be camping out?

All counselors will be camping at least once a week on Wednesday evening at an event called “Cabin Day”. Counselors are responsible for cooking food in an outdoor setting, setting up shelters and maintaining a safe and environmentally friendly event. Counselors will be provided with a sleeping bag for camping out. Counselors must be willing to camp out in a wilderness environment while at camp.

### What extra duties will I be required to do?

Counselors wear many hats at CCB. The main roles are being a cabin counselor and leading an activity. On top of this counselors are required to clean cabins, clean activity areas, perform basic maintenance around camp, cook food, clean and maintain vehicles, clean up campers faeces, urine and vomit in times of illness, set up and pack down areas of camp, help in the kitchen, collect and deliver laundry, clean the dining hall after meals etc.

