



Camp Hawkeye

Staff Calendar (2012)

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

- 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

Pre-Camp Communication

June 1 – 16

- 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

Early Staff Arrivals & Orientation Prep

June 17 – 23

- Arrive at camp prior to 2:00pm
- Training period begins promptly at 3:00pm
- 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 have access to your cell phones during any part of the camp program other than days off

All Staff Orientation

June 24 – July 21

- Days will be long and time off short
- You should expect to be working with the campers from 7:30am 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

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

July 22 – August 18

- Same expectations for time and commitment as Session A

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

TBA

- During this period international campers who have registered for this extra trip will be visiting Boston
- A small group of staff members will chaperone this group throughout this trip

Boston Trip for International Campers

August 18 – 21

- 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

Staff Clean-Up & Wrap-Up Period

www.camphawkeye.com