



# Sesame/Rockwood Camps

## Applicant Fact Sheet

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Sesame Day Camp, a children's summer recreational program, completed its first camp season in 1954 at Mermaid Lake Swim Club, in Blue Bell, Montgomery County. In 1962, Sesame Day Camp relocated to its present 22-acre location on Yost Road.

In December 1986, Dale and Howard Batterman purchased Sesame Day Camp. Their pledge was to assure that not only would the fine reputation of the camp continue, but also strive for an even higher standard of quality and service within the community.

In 1989, Camp Rockwood was created to offer a separate program and provide excitement, fun and progression for the 8 - 14 year old boy and girl. The older camper can choose from traditional day camp, a Counselor-in-Training (C.I.T.)/Intern program or the exciting Rockwood Adventures Teen Travel. Campers may attend day camp for 4, 5, 6, 7 or 8 weeks with activities in the areas of the arts, the outdoors, sports and swim or teen travel for 1 to 6 weeks or a combo of day camp and teen travel. Even though Sesame Day Camp and Camp Rockwood share the same facilities, they have unique schedules and activities that are geared towards the appropriate age and ability level of each of the campers.

Since 1974, the camp has been accredited by the American Camp Association. Sesame Day Camp, Camp Rockwood and Rockwood Adventures Teen Travel have evolved over the years, but the goal remains the same - A Commitment to Youth Development.

### SESAME DAY CAMP

Genies - pre-schoolers and 3 and 4 years old  
Aladdins - entering Kindergarten and 5 years old  
Sultans - entering 1st grade and 6 years old  
Sinbads - entering 2nd grade and 7 years old

### CAMP ROCKWOOD

Freshmen - entering 3rd grade and 8 years old  
Sophomores - entering 4th grade and 9 years old  
Juniors - entering 5th grade and 10 years old  
Seniors - entering 6th grade and 11 years old  
Grads - entering 7th grade and 12 years old  
C.I.T.'s - entering 8th and 9th grades and 13 and 14 years old

### ROCKWOOD ADVENTURES TEEN TRAVEL

Campers entering 6th- 9th grades



**Sesame/Rockwood Camps is An Equal Opportunity Employer**

REV. 10/2019

## Sesame/Rockwood Camps STAFF DEVELOPMENT

Staff are oriented to all aspects of the camp operation. These important meetings will better prepare you for your summer responsibilities, acquaint you with the facilities, introduce you to the Directors and other staff and answer any questions that you may have about your position. Specialist staff will have other meetings and trainings scheduled as indicated by the position.

- Tuesday, June 2: 5:00 pm - 9:00 pm - New Staff
- Friday, June 19th: 1:00 pm - 8:00 pm & Saturday, June 20th: 8:30 am to 4:00 pm - All Staff

New staff also are required to complete our Expert Online Training Program which offers content for youth development professionals that includes videos to watch, quizzes to pass and camp documents to read. This training takes approximately 3 - 4 hours, depending upon your position in camp, is "live" for staff to start in April and must be completed in early June. The training provides valuable information and skills for you to be the best staff member you can be for our campers.

**CAMP SEASON:** Monday, June 22nd - Friday, August 14th  
Holiday on Friday, July 3rd

### GENERAL CAMP INFORMATION

**JUNIOR COUNSELOR PROGRAM:** This program is designed for high school staff (entering 10th - 12th grades). Junior staff generally assist in a bunk and some JC's may also be assigned to a specialty area. The Junior Counselor Program also includes meetings and some special after-camp activities just for this age group.

**SENIOR COUNSELORS:** Senior Counselors have generally graduated from high school and are college students, parents or teachers assigned to work with a specific age group of campers.

**SPECIALISTS/SUPPORT STAFF:** All Sports, Aquatics, Outdoors, Arts, Health Center, Food Service and Transportation staff are hired to work in a particular area of camp. Some specialists will be responsible for program planning during the year and set-up of areas in the spring before camp begins.

**THE LEADERSHIP TEAM:** These are the staff in camp who supervise the various areas of camp operations. The team includes the Owners/Directors, the year-round office and administrative staff, Directors of each age level, Directors of the Arts, Sports, Outdoors and Aquatics programs, Special Events Directors, Transportation Director and Operations Director. All staff will be directly responsible to one of these Directors.

**TRANSPORTATION:** This is one of the most important and vital areas of our camp operations. Whether a driver or passenger, it is important to think safety at all times. Staff will either drive their own cars, carpool, or will need camp to provide transportation for them. **Staff using camp transportation understand that they must be a Bus Counselor if needed.** If assigned, you will be notified in mid May and will need to attend a training meeting at camp. Taking camp transportation and driving sometimes (other than in an emergency) is not an option as a seat cannot be "saved" and only used sometimes.

**STAFF MANUAL AND PACKET:** Each staff member will need to read the Staff Manual and other training materials. Addendums and other information will be given at Staff Development meetings. This material contains important information about policies, behavior management, supervision guidelines, schedules, emergency procedures, health concerns and more. All staff will sign a form stating that they have read the material and understand all of the information. All staff also need to understand that they are responsible for their actions and should not need to be reminded to follow procedures as outlined in the Sesame/Rockwood Staff Handbook/Manual and Addendums.

**PERFORMANCE ASSESSMENTS:** This form will be reviewed with each staff applicant during Staff Development. There should be no surprises as to what is expected of all staff during the summer at camp. The review process will be ongoing during the camp season.

**COMPENSATION AND PAYCHECKS:** All job categories have a base salary. Most staff receive three paychecks during the camp season when all responsibilities for that time period are met (required paperwork, reports submitted, copies of documentation are current, keys returned, etc.). The final check will be mailed by Friday the week after camp ends. Staff working less than 8 weeks may have a different paycheck schedule. The total compensation is divided into categories ("Salary A", "Salary B" and if applicable, "Transportation Reimbursement") with "Salary B" held until the final paycheck. If you are absent or late, all categories will be pro-rated for time missed. Should you decide to quit or if your employment is terminated for any reason, the "Salary B" will be forfeited and the balance of other categories pro-rated for the time worked. All new staff must submit a completed W-4 form for the purpose of tax withholding and all appropriate city, township, state and federal taxes will be withheld as applicable. Returning staff only complete if status changes. All final paychecks will be mailed to the staff member's home address.

**CALENDAR OF SPECIAL EVENTS:** Our eight week calendar is filled with special theme weeks and includes Color War, shows and entertainment, trips, game shows and physical challenges, awards presentations, parent visiting days and extended evening activities. Enthusiastic participation by staff can only help make all of the days at camp more fun and exciting for the campers. The staff who "go the extra mile" to wear a costume, special hat or fun, crazy clothing contribute greatly to a really fantastic time for all of the children.

**PROPER ATTIRE:** Staff must at all times serve as positive role models for the campers. Care must be taken when choosing the type of clothing to wear to camp. Official camp shirts, shorts, sneakers and ID badges are the dress at camp. Revealing clothing or swimsuits, inappropriate language or pictures on clothing, Crocs and sandals have no place at camp (pool staff may wear Crocs or sandals in the pool complex only). Female bathing suits must be one piece suits appropriate for camp and males must wear trunk style bathing suits (not Speedo type or shorts and underwear showing). All new counselors and specialty staff are given t-shirts and pool staff will be given one bathing suit. Staff shirts and IDs must be unaltered and are to be worn as received. Having body art/piercings will be discussed at the interview.

**PERSONAL PROPERTY:** The camp is not responsible for personal property and cannot make any arrangements to safeguard items. Cell phones, head phones and other electronic items are not to be used in camp, on trips or in camp vehicles during transit to and from camp. Purses, wallets, money, expensive jewelry and other valuables do not belong in camp. Valuable items should be left at home or in your car. Backpacks must be left in the bunk or specialty area and are not to be carried around camp

**CELL PHONES:** The use of your cell phone during the camp day or on a camp vehicle can be a reason for you to lose your job. In order for you to concentrate on your responsibilities, you cannot be using your cell phone... whether it's a call, a text, to check messages or log-on to the internet or Facebook. Should you use your phone and someone see you, the first time you will receive a written warning. The second time you will be fired. Should you need to make a call, speak with your Director for permission to go to the office. If someone needs to get in touch with you in an emergency, give them the camp number and someone in the office will find you.



**PAPERWORK:** There are a number of important forms that must be completed for all employees at Sesame/Rockwood Camps. It is imperative that all forms be returned complete and on time as indicated in the mailings.

- Transportation form with copies of registration and driver's license if driving a vehicle to/from camp.
- Transportation form if you need transportation.
- W-4 for tax withholding - for new employees or anyone changing filing status
- Local Services Tax Certificate - must be received prior to first payroll check
- Local Earned Income Tax Certification Form - for new staff or returning staff who have moved
- Voluntary Disclosure Statement
- Current photograph from new staff - e-mailed to camp for your Photo ID
- A signed copy of the At Will Agreement - one will then be returned to you for your records.
- Health History & Immunizations record - put dates to the best of your knowledge.
- Exam Form - signed by Physician (if applicable)
- Staff Technology/New Media Agreement - agree to abide by when signing your Written Agreement

### **COPIES OF DOCUMENTS TO BE PROVIDED FOR ALL STAFF:**

- All staff must give permission for camp to do a National Sexual Offender Search.
- Staff must provide documentation for the following:
  - All staff - FBI Fingerprinting
  - All staff - PA Child Abuse Clearance & PA Criminal Record Check\* (\*PA Criminal Check Yearly)
- All staff must be able to provide documentation to complete the I-9 form which documents that you can legally work in this country. A sheet will be sent to you with options of acceptable documents.
- Copies (front and back if applicable) of any certifications for your position - i.e., Lifeguarding, CPR, WSI, Ropes Certification, EMT, Archery, Referee, etc.

**ADDITIONAL PAPERWORK FOR ALL MINORS:** Most forms must also be signed by a parent/guardian.

- Medical Release (Staff Health Form)
- Permission to take over-the-counter medications (Minor Health Addendum)
- Working Papers - needed by all minors who will not be graduating this year. It is the staff members' responsibility to do the necessary paperwork for the working papers.

**TERMINATION OF AT WILL AGREEMENT:** Your employment could be terminated in the rare instance that an infraction occurs which would adversely affect the health, safety and welfare of a camper, fellow staff member, the camp facility and program, or that your performance is unsatisfactory. It is our hope that everyone will remain with us for the entire summer season. You and only you can prevent your termination.

WORKING AT CAMP WILL BE...fun...hard work...frustrating at times... tiring...hot...full of laughter...a learning experience...new friends...interpersonal skills that will last a lifetime...a test of your ingenuity and flexibility...a wonderful way to spend your vacation...an experience full of incredible memories that no matter how many pictures you show your friends or how many stories you tell them, you just cannot explain what you really did this summer!

***Make this the best summer of your life!***

