

CAMP HORSESHOE



STAFF GUIDE

Welcome!

You have been chosen to serve at one of the best Scout camps in the region, if not the country. The quality, helpfulness, and character of the staff are important to our continuing success.

Some practical things are explained in this guide. As you read, remember that your effectiveness and success this summer depends on a willing attitude, a sense of personal honor, a friendly face, a kind word, and the desire to serve all.

Being a staff member is a challenge and requires your physical, mental, and spiritual best, and the rewards you will receive back far outweigh anything you can put into words. You will find, as have countless others that the traditions and unique spirit built over seventy years of service, form life-long memories as you become a part of the Horseshoe Scout Reservation and it becomes a part of you.

Code of Conduct

Three ideals reflected in the Scout Oath are the center of the Reservation Staff philosophy:

Personal Honor and Endeavor

The good of the Scouts, your personal reputation and that of your fellow staff members, must be the central goal of every task and activity. Conduct according to the highest standards of personal trustworthiness and honor is expected of each staff member in all situations.

Service to Others

Service is the number one priority of every staff member. Scouts and leaders are there to learn and grow through the camp program. Every effort is extended to make the most out of every opportunity to serve.

Duty to Self

A mature and disciplined approach to daily living at camp, the desire to learn and grow in skills, leadership, and character is reflected in the attitude of every staff member. You will not find a list of prohibitions or punishments in this guide. Each staff member is expected to know and understand the Scout Oath and Law and take it seriously in guiding their conduct.

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake and morally straight.

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

We all have these words committed to memory. They apply to all the things we say or do and their intentions and meaning are unmistakable. If difficulty arises when deciding on any issue this summer, recall these simple things that we have pledged ourselves.

Initiative

Defined as "energy or aptitude in action"; initiative is the mark of an effective staff member, student, or employee. We encounter many challenges in the course of a summer and the work of running the camp program is constant and demanding.

Staff members are expected to demonstrate a high level of personal initiative by completing tasks and maintaining their responsibilities with a minimum of direction and oversight.

Self-Discipline

A high level of maturity, responsibility, and leadership is assumed of anyone chosen to serve on staff. It is a point of honor amongst staff members that they do not allow harmful or inconsiderate conditions and actions to go un-checked.

The relationship between you, your fellow staff members, and the camp administration is based on your personal honor, trustworthiness, and self-discipline. Indeed, all of Scouting is founded on interdependence and trust.

Anyone who repeatedly and willfully disregards this trust, risks his or her position as a staff member.

Camp Equipment

Staff members will use camp equipment in a safe manner and for its intended purpose only and will return the equipment in good condition. Treat all equipment as if it were your own!

Personal Appearance

As a representative of the camp, council, and Scouting in general, your personal appearance is an important consideration. All staff members are expected to maintain a high level of personal hygiene out of respect for each other and the principles we represent.

Reverence

Staff members are expected to attend Wednesday evening vespers and Sunday Chapel services in observance of the twelfth point of the Scout Law. All faiths and beliefs deserve respect and every effort will be made to accommodate their observance.

Another aspect of reverence has to do with the mutual respect demonstrated to fellow staff members and all those attending camp. Many levels of mental and physical ability will be represented and all deserve equal treatment, respect, and consideration.

Job Descriptions

Everyone has a primary departmental assignment depending on your ability and interest. Our central objective is service to the Scouts; we will all help where the need is greatest. This may mean, on any given day, you may be asked to serve in a different department or with some group project around camp.

Staff Quarters

Staff members share large wall tents or pavilions on raised wooden platforms. Electricity is available in the tent. Please limit your appliances to a small light radio and fan. Naturally, you will be expected to maintain your living area in an orderly fashion.

Uniforms

A Class "B" uniform, Scout shorts, staff tee shirt, and long Scout socks are worn until retreat each day. Usually three pair of shorts and five pairs of socks are sufficient. Staff tee shirts will be issued during staff week.

A Class "A" uniform, Scout shirt, staff neckerchief, Scout socks, and shorts will be worn to retreat each evening and to chapel on Sunday.

When either uniform is worn, appropriate footwear (docksides, dark hiking boots, or sturdy shoes) is encouraged. Light colored sneakers or sandals of any kind are not worn with the uniform. During retreat, headgear is restricted to official uniform hats.

Please note: It is expected that the staff will be in uniform when they are visible to campers. However, there will be times where the uniform may need to be modified to fulfill certain jobs.

Personal Equipment

- Bedding – sheets, pillow, blankets, sleeping bag, etc.
- Clothing – enough uniforms, underwear, etc. to last a week
- Toiletries – Soap, shampoo, towel, toothbrush & paste, etc.
- Raingear
- Sturdy, well built flashlight

Do not bring candles, oil lamps, devices that propel or launch any object into the air, sheath knives, fireworks, lasers, or any electrical appliance other than a small light fan or radio.

Any valuables or cash should be locked in a footlocker or other lockable container you bring. Neither the camp nor Chester County Council will be responsible for loss, breakage, or theft of any personal items.

There are limited laundry facilities available to the staff. Plan your needs accordingly.

Days Off

Weekly days off are scheduled by the Program Director in consultation with your area director. You may leave camp the evening before as early as 6:00 p.m. after retreat, or when your daily program responsibilities are completed. You must return by breakfast the day after. The Camp Director must approve days off spent in camp in advance. Remember to sign in and out at headquarters when leaving or returning to camp.

Night Out

A written request for a night out to a movie or other activity outside of camp must be submitted to headquarters before 12:30 p.m. Drivers must be 18 or over and two adults must be present on each outing. All participants under the age of 18 must have written personal permission to leave camp, specifying approved drivers. You must sign out at headquarters when leaving and sign in upon your return. All must return to camp by 12:00 midnight.

Liability for Damages & Final Conditions of Staff Quarters/Facilities

Staff members will be held financially responsible for any damage they have caused camp property, with money being withheld from a paycheck to cover costs of repair or replacement. Additionally, \$25 will be held from the last paycheck **of any staff member** whose staff quarters are left unclean, damaged in any way and/or if any personal property (i.e. clothing, furniture, food, etc.) is left upon leaving. Additionally, any staff member identified as leaving any other part of camp in an unfit condition will also have \$25 withheld from their paycheck.

Paychecks will be distributed approximately every 15 days during the camp season. In the event it becomes necessary to cancel or alter this agreement for any reason as outlined below, if Council changes the length of the camping season or if the staff member cannot serve the full season, it is agreed that the **staff member will be paid only for the days worked** (the full season is based on 60 days, 52 days paid and eight days off). Any additional days off requested and approved by the Camp Director will be unpaid.

Staff members are expected to serve for the full season. Plans that will take a staff member away from camp must to be discussed with and approved by the Camp Director prior to signing your contract.

Counselor-In-Training (CIT) Program

All new 14 & 15-year-old staff members are considered CIT's. CIT's are expected to report for staff week. At the completion of staff week, approximately 50% will remain in camp for weeks, 1, 2, & 3; the remaining 50% will return home and report back for weeks, 4, 5, 6 & 7. All CIT's are expected to take part in the camp take down and staff banquet. CIT positions are non-paid. However, after two weeks of employment, 15 year-old CIT's may be offered a paid position if any is available. Any CIT that becomes a hired staff member will need working papers.

Staff Owned Vehicles

If you plan to have a vehicle at camp, please observe the following rules:

Park only in designated areas

- Use your vehicle for transportation outside of camp only, not to and from program areas
- Observe the 15 MPH speed limit
- Staff members under the age of 18 may be transported in & out of camp only with written permission from their parents

Personal Firearms

Personal firearms are not permitted in camp.

Youth Protection

I understand the importance of the Youth Protection Policy & will follow these guidelines & report all violations that come to my attention

Diversity

I will respect diversity, whether the difference is in physical characteristics or in perspectives.

Drugs and Alcohol

The Boy Scouts of America prohibits the use of alcoholic beverages and controlled substances at encampments or activities on property owned and/or operated by the Boy Scouts of America, or at any activity involving participation of youth members.

Note to Staff Members:

All staff members have the responsibility not to engage in behavior that constitutes discrimination or harassment in anyway. This applies to fellow staff members, campers, adult leaders, and parents. All instances of discrimination or harassment should be reported to the Program or Camp Director.

When your Troop is in Camp

Please remember that your responsibilities as a staff member are your first priority and you must maintain a professional attitude. If you hold a leadership position in your troop, make sure that the troop leadership understands that you must attend to your staff duties and remain in the staff site. Attending camp with your unit is encouraged. However, if you should choose to take this week off (which would be unpaid), it is important that you inform your camp director at the time you accept a position.

Advancement Opportunities

Naturally, staff responsibilities hold higher priorities, but there are sufficient opportunities to complete several merit badges and work toward other awards and recognition in the course of the summer.

A Note to Parents:

A staff member's time at camp is divided into two categories; the time spent actively working at their assigned job, and the time spent as a minor, under supervision of the senior staff. Our workday is approximately eight hours long, in compliance with labor regulations as they relate to minors. During this time, your son is our employee. For the balance of the staff member's day, we are assuming the role of a parent.

All staff members are expected to share the responsibilities of maintaining the staff's common living areas much as they would at home; i.e., the staff site, the shower house, the dining hall, and the staff lounge.

We encourage and require a standard of conduct, punctuality, and dress, as specified in this guide while staff members are in our employ or in our care. Your son's job will be demanding and challenging, and the line between our roles as employer and guardian inevitably blurs at times. Your cooperation and input is valuable as we work toward our dual goals of service and the responsibility of your son.

Phone and Mail

Outgoing personal calls must be placed from the phone at headquarters. Use of the phone is limited to short, occasional calls and requires the approval of the camp or program director. Incoming calls to staff members will be received until 9:00 p.m.; an incoming call will require that the caller leave a message for the staff member to return as soon as they are able.

Emergency calls may be made at any hour to the below numbers and the concerned staff member will be located immediately.

Mail should be addressed to:

Camp Horseshoe
ATTN: Staff members name and department
1286 Ridge Rd
Rising Sun, MD 21911

Headquarters phone number: 717-548-2525

2017 CAMP HORSESHOE SCHEDULE:

- June 17 All staff reports by 9:00 am (including CIT's)
- **June 23** **All staff day off begins at 6:00 pm**
- June 25 All staff returns by 9:00 am
- June 25 – July 2 Week 1
- July 2 – July 9 Week 2
- July 9 – July 16 Week 3
- July 16 Second half of CIT'S arrive by 9:00 am
First half of CIT'S leave by 1:00 pm
- July 16 – July 23 Week 4
- July 23 – July 30 Week 5
- July 30 – August 6 Week 6
- August 6 – August 13 Week 7
- August 13 First half CIT'S return for take-down by 6:30 pm
- August 13 Staff Banquet
- August 15 Staff's last day, dependent upon completion of take-down of camp

Please note: Camp will be extended one day, thru Wednesday, August 16 if unforeseen circumstances (i.e. weather) prevent the completion of camp take-down.