



CAMP TAKODAH

FRIENDLY TO ALL
· since 1916 ·



a Cheshire YMCA Program

January 20, 2011

Thanks for your interest in joining the Mini Camp Staff Team! Mini Camp has been a vital part of the Cheshire YMCA's Camping Programs for some 30 years. It offers the younger camper a one-week first overnight camp experience, supported by an incredible volunteer staff team.

This year, Mini Camp will run from August 5 - 10th. Mini Camp's Girls will live side-by-side with our Girls Camp program at the main Takodah site, and the Boys will have a chance to live with the new North Village program on the "boys" part of the site. While many activities will take place with the 2-week Boys and Girls Camp campers, other activities will happen just for Mini Camp kids.

Mini Camp has always been a volunteer-driven effort. The YMCA is one of the world's largest volunteer organizations, and Mini Camp makes use of the talents of some wonderful people who donate a week of their lives to Takodah. In fact, the reassuring guidance of parents, grandparents, experienced educators and youth professionals has been an important part of our recipe for decades.

Mini Camp's rewards are many. For Mini Camp Staff, it's never too late to have a happy childhood! It's a week of fun in the outdoors focusing on character, fun, and friendship. Our staff experience some wonderful camaraderie and often wind up finding the same rich friendships many of our campers do.

Still, working at a summer camp is not for everyone! The days are long, the work can be challenging, and we must always be ready to put the needs of campers before our own.

Yet for the right person, Mini Camp offers memories and friendships that can last a lifetime. We hope you can join us!

Once this application is complete, we will contact you for an interview. At times our need for leadership depends on enrollment, and it is not uncommon for us to ask new leaders to come aboard as late as May. Should you have questions, or need an update on your application's status, please contact me via phone or via email at willy@camptakodah.org.

Very Truly Yours,

Lara Routhier, Mini Camp Director

William Therrien, Camping Services Director



2012 Mini Camp Takodah Staff Application

Return to: William Therrien, Camp Director
Cheshire YMCA, 32 Lake Street, N. Swanzey, NH 03431
ph: 603.352.0447 Fax: 603.352.0516

Personal Information

Full Name: _____ Date: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Work/Cell Phone: _____

Email: _____ Social Security #: _____

Desired Position(s): Cabin Leader Other _____

Prior to this year, for how many years have you been involved with Camp Takodah? _____

If you will be receiving a 10-year jacket, what size should we order for you? _____

If hired, what size staff shirt would you like? (shirts run in men's sizes) _____

Education Record

High School: _____ Dates Attended: _____

College/University: _____ Dates Attended: _____

Degrees or Diplomas: _____

Other (CPR, LGT, WFR, etc.): _____

Work History

Please list any relevant volunteer or work experiences.

| <i>Experience</i> | <i>Supervisor</i> | <i>Phone</i> |
|-------------------|-------------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |

References

Please provide 3 references from employers, co-workers, or peers; at least one should be a family member.

| <i>Name</i> | <i>Relationship</i> | <i>Phone</i> |
|-------------|---------------------|--------------|
| 1 | | |
| 2 | | |
| 3 | | |

Written Responses

Use additional sheets if necessary.

1. Why are you interested in Mini Camp Leadership?

2. What strengths and skills could you bring to our program?

3. Do you have any specific program interests (such as Crafts, Nature, Boating, Swimming, etc) ?

Have you ever been convicted of serious motor vehicle violations? _____ (If yes, please attach a sheet with dates and explanations).

Are there any reasons that you would have difficulty performing any of the essential elements of the job for which you are applying? _____

A copy of the Takodah Personnel Policy is included with this application. Have you read, and do you understand these policies? _____ Will you agree to live within these personnel agreements during your employment? _____

I, the applicant, authorize the YMCA to verify the information included in this application and specifically waive any rights to confidentiality. I understand the YMCA will contact relevant character references, employers, and its insurance carrier to check background and driving records.

Signature

Date

Parental Consent if Staff are under 18 years of age

Date



Cheshire YMCA / Camp Takodah
JOB DESCRIPTION — Mini Camp Cabin Leader

LENGTH OF SEASON

One Week, plus one weekend Orientation Period prior to the camp season (TBA)
Mini Camp Week: August 5 - 10

MINIMUM BASIC QUALIFICATIONS

- Sincere interest in living and working with children
- Positive presentation of personal character, personality, appearance, and maturity
- Strong communications skills; a team player, team leader, and team builder
- Ability to relate to both individuals and groups in a warm, positive manner
- Previous camp and/or youth work experience desirable and helpful
- Teaching ability
- Camp-related skills (aquatics, athletics, outdoor skills, hobbies, etc.) desirable
- Ability to assimilate with diverse personalities in a team effort
- Acceptance of the Camp Takodah personnel policy

AGE/EDUCATION QUALIFICATIONS

• Nurturing adults with some background serving youth are our goal. High School graduates with Summer Camp Leadership background are encouraged to apply.

RESPONSIBLE TO

- Division Head (of assigned age group division)
- Camp Director(s) - in areas of program, personnel, and administration

OBJECTIVES

- Camp Takodah's stated objectives are to
- Stimulate positive interpersonal friendships
 - Foster individual growth and self-discipline
 - Encourage independence and self confidence while recognizing the worth of all persons
 - Teach new skills
 - Cultivate leadership potential
 - Sharpen an appreciation of God's creations
 - Nurture friendships and memories that will last a lifetime

In addition, it's worth pointing out that Mini Camp is a program engineered for campers experiencing their first extended stay away from home. Mini Camp aims to help youth develop the confidence and interpersonal skills to develop friendships and meaningful interactions on their own. It's also a stated goal that our Mini Campers develop the confidence and love of Takodah to transition on to a "traditional" camp stay for two weeks in years ahead!

Resident Camp Takodah is a unique environment that provides tremendous growth opportunities for campers and leaders alike. Our major focus is on camper growth and development, according to our above stated objectives. The cabin leader is the most critical position on our camp staff as the person closest to the implementation of our purpose. The cabin leader creates the environment within her/his cabin for these objectives to be realized.

The leader represents the adult influence in a camper's life, and at different times can be a substitute parent, older sibling, older friend, teacher, spiritual leader - and often a combination of all these things.

Cabin leadership includes the responsibility for living with and collaborating with 1-2 other co-leaders to direct the activities of a specific group of campers; maintaining discipline and control; providing a positive residential group experience for the group and providing a positive role model for all campers.

PRIME RESPONSIBILITIES

1. Be a live-in co-leader (24 hours a day) and supervisor of a group of eight to ten campers; responsible for each camper's health, safety, and participation in all aspects of camp life. This responsibility demands enthusiasm, humor, patience, energy, maturity, focus, and creativity on a continual basis!
2. Leaders must at all times represent themselves as positive role models to all campers during programs and in cabins; in conversation, dress, grooming, manners, actions, and appearance.

SPECIFIC SEGMENTS

1. Attend and participate in orientation weekend (one weekend prior to camp opening – to be announced soon!)
2. Meet and greet campers and parents on arrival; help with check-out of campers during closing day
3. Assist with planning and leadership of assigned program instruction areas, assigned activities, special events, and evening programs
4. Attend all meals with assigned cabin group and supervise them in the dining hall as to manners, clean-up, behavior, and eating habits
5. Assist campers in observing positive daily health habits
6. Plan, supervise, and participate in all cabin oriented activities; and supervise assigned campers in all total camp activities
7. Assist campers in adjusting to, understanding, and enjoying camp schedules, activities, and camp life
8. Function as an adult with parenting skills toward all campers in your care
9. Use positive forms of control in maintaining camper discipline - reinforcement of good behavior is always desired over punishment of bad behavior
10. Instruct or assist in assigned daily program activities (sports, hobbies, aquatics)
11. Become a warm, functional member of the Camp Takodah Staff Family
12. Accept and implement guidance and supervision (from the leadership staff)
13. Complete all assigned evaluations and camp paperwork on time as required.
14. Maintain cleanliness and safety in cabin, division, and total camp areas and activities.
15. Pay attention to your own mental and physical condition, taking necessary measures to ensure your own health and well-being - inform the Camp Director of special needs as they arise
16. Work and live in accordance with Takodah's personnel procedures and practices



YMCA Camp Takodah Personnel Policy for Mini Camp Leaders

Rev. Jan 2011, WT

The purpose of this Personnel Policy is to define expectations of our Takodah Mini Camp staff. As a member of the Mini Camp staff team you represent the Cheshire YMCA, its volunteers and staff on a daily basis.

Staff members are to obey all government laws and local regulations, as well as the personnel practices and procedures listed below. These policies and practices are to be considered part of the employee's agreement, and acceptance of them is indicated by the signing of a contractual agreement for summer employment/volunteerism at Camp Takodah.

The terms of these policies in no way abrogate the common law at-will employment doctrine.

TERMS OF WORK

Eligibility – Camp Takodah does not discriminate due to age, gender, race, religion or sexual orientation. By law, in the State of New Hampshire Employers must have signed parental permission for staff members (or volunteers) under 18 to work. If needed, your parents may denote this permission by signing the back of your application.

The Volunteer Role - The YMCA movement relies on the contributions of volunteers. We are thankful for your service and interest in bettering the lives of the youth we serve! Please keep in mind that we treat volunteers no differently from staff earning a wage. All volunteers must be screened, supervised and evaluated, and are expected to fulfill all the terms of the Mini Camp Job Description.

Criminal Background Checks are conducted on all Camp Staff on an annual basis at Takodah's expense. Prior to issuing a contract, we will conduct an electronic criminal records check. Your hire and staff contract are both conditional on a clean criminal record. People certainly make mistakes from time to time – Our Camp Director is prepared to discuss lapses in judgment and make determinations about your appropriateness for service with youth, provided you are up front with us when you apply.

The Mini Camp Perk - It is our tradition to allow each Mini Camp volunteer to bring one child to the program at no cost beyond the \$125 registration fee. We ask that Mini Staff perk only their own children, or children in their immediate family or circle of influence. We ask that Mini Staff not become involved in "trading" perks or asking other staff to do so, and that Mini Staff not use their service to provide de-facto scholarship assistance for friends. The Cheshire YMCA has an excellent financial assistance program for families with needs (contact the camp Registrar for more information). Finally, should Mini Camp staff stay with the program after their children move on to two or four week camp experiences, staff will be allowed to apply the "value" of their perk against the Boys or Girls Camp tuition.

Pre-Camp Training Sessions ~ The Saturday prior to camp opening is devoted to staff training and team building. Attendance at the session is mandatory for all Mini Camp staff. Additional written materials will be provided prior to the meeting to all staff; please read them thoroughly and become familiar with their contents before arriving at camp. Additionally there will be a Winter/Spring training session that staff are encouraged to attend.

Medical – Once employed, each staff member must furnish a health statement (Camp Health Form) written by a licensed physician within the six months prior to camp's start. The statement must include a certification that you are fully capable of carrying out the duties for which you are contracted.

Time Off ~ Staff members may leave camp only with the permission of the camp director. Staff members are expected to check out with the director and sign out in the "check-out" book. Because of the brevity of the experience, staff have no assigned days off. Staff should approach the camp director if a need for time off arises.

Insurance~ Each staff member is responsible for her/his own health and safety. Camp Takodah and its workers compensation insurance covers all volunteer staff for work-related accidents and illnesses. Health and accident insurance is the personal responsibility of every individual staff member for him/herself and his/her family (if such family resides at Takodah during Mini Camp). Should you need medical services during your involvement, the Keene Clinic or other doctor(s) are on call and available after consultation with our health services staff.

Evaluations – All staff performance is overseen and evaluated by an immediate supervisor and/or the Mini Camp Director, who should provide ongoing formal and informal feedback, including a final evaluation. When listing work-related experience on a resume, you may use the Cheshire YMCA's Camp Takodah and the Camp Director as a reference.

ROLE MODELING AND CONDUCT AROUND CAMP

"FRIENDLY TO ALL" IS THE MOTTO OF CAMP TAKODAH ~ More than a motto, it is our way of life. Staff should model the Friendly to All Spirit and the YMCA's core values of honesty, caring, respect, and responsibility in their interactions with every part of the Takodah Family.

APPEARANCE~ All staff members are to keep themselves, their living area, working area, and their belongings neat, clean, and well groomed. Camp Takodah recognizes the rights of individuals in relation to dress and appearance, but reserves the right to require staff members to compromise on dress and appearance when health, safety, or role modeling to campers is involved.

For example: the Camp administration might ask that certain body piercing rings/studs be removed or that tattoos be kept covered. Common sense tells us that staff cannot wear revealing clothing or shirts with racy slogans or advertising tobacco, drugs, or alcohol. Persons with long hair must wear it in a bun, ponytails, braids, or net while in the dining hall. Hats are required for food service crews.

STAFF SHIRTS~ All staff persons are to wear a Takodah staff shirt (provided) on opening and closing days.

STAFF FRATERNIZATION~ Staff members' friendships and relationships with fellow staff should not interfere with their duties. We certainly expect that rich friendships will develop amongst our staff, but our primary function is to serve campers. We also do not allow staff to mingle in living areas of the opposite gendered staff without permission from the Camp Director. Staff members must refrain from intimate displays of affection in the presence of children, parents, and other staff.

GUESTS, VISITORS & INTRUDERS~ It is the responsibility of all Camp Takodah staff to take the first initiatives to welcome guests and alumni to camp, displaying friendliness and directing visitors to the camp office and camp director immediately upon their arrival. Guests other than a camper's parents/guardians are not allowed unsupervised access to our campers. If guests or intruders persist in trying to visit camp or campers without visiting the camp office, staff should contact the office (or nearest staff member with a radio) to alert the Camp Director.

Alcoholic Beverages, Drugs, Stimulants, Depressants ~ For obvious reasons, we demand that all staff members abstain from using any alcoholic beverages or drugs of any type (unless ordered by a physician and with the permission of the camp director) while on our camp property or engaged in any camp program on or off our property. Violation of this policy will result in dismissal of the offender and termination of their contract (in accordance with the Drug Free Workplace Act of 1988).

Tobacco Use ~ The Cheshire YMCA recognizes both the danger of tobacco use and the poor role modeling that youth workers who use tobacco set for children. Therefore we do not allow our staff to use tobacco while working at Camp Takodah. Violation of this policy may result in verbal warnings, written warnings, or termination of employment.

CHESHIRE YMCA/CAMP TAKODAH STANDARDS OF SUPERVISION

- Staff shall never leave a child unsupervised or release them into the care of anyone but the responsible parent, guardian, or adult authorized by the parent or guardian at drop-off.
- In order to protect Takodah staff, volunteers, and participants, staff should not be alone with a single child where he/she cannot be observed by others. As staff supervise children, whenever possible they should space themselves in such a way that other staff can see them.
- Staff should supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
- Staff should not abuse children, including
 - Physical Abuses - striking, slapping, spanking, shaking
 - Verbal Abuses - humiliation, degradation, threatening (even in jest)
 - Sexual Abuse - inappropriate touching or speech
 - Mental Abuse - shaming, withholding kindness, showing cruelty
 - Neglect - withholding water, food, bathroom privileges, care, or tolerating abuse of a camper by other staff or campers.
- No type of abuse will be tolerated and may be cause for immediate dismissal. Takodah cooperates fully with authorities regarding abuse allegations and investigations
- Staff should be aware that their interactions with children will be monitored actively by peer leadership and supervisors - for their own safety and that of the children we serve
- Staff must use positive techniques for guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff will maintain age-appropriate expectations and set guidelines and environments that minimize the need for discipline.
- Physical restraint should be used only in pre-determined situations (necessary to protect a child or children around them from harm), only administered in a prescribed manner, and must be documented in writing.
- Staff shall informally conduct a health check of each child daily, noting bumps, bruises, fever, burns, scrapes, etc. On admission to camp, questions surrounding a child's health should be addressed to parents in a non-threatening manner. Any questionable marks or comments should be shared with a Division Head or the Camp Director for documentation and follow-up.
- Staff must respond to children with respect and consideration and will treat all campers equally regardless of sex, race, religion, or culture.
- Staff will respect children's rights to not be touched in ways that make them uncomfortable, and their right to say no. Other than diapering, which is generally not a part of our work, children are never to be touched on areas of their bodies that would be covered by a bathing suit.
- Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse
- Staff must remain free of physical and psychological conditions that might adversely affect the physical or mental health of children in their care. If in doubt, an expert should be consulted.
- Staff should remain role models at all times. Conversations detailing personal or romantic histories, endorsing political, religious or lifestyle choices, or detailing graphic events should be avoided.
- Finally, Staff should not be alone with children they meet in Camp Takodah/YMCA programs outside of the YMCA. This includes babysitting, sleepovers, inviting children to one's home or social functions outside of the YMCA. Any exceptions require a written explanation before the fact and are subject to administrator approval by the Camp Director or CYMCA Executive Director.

HARASSMENT POLICY- The Cheshire YMCA/Camp Takodah expressly forbids any forms of harassment of employees, including but not limited to: slurs, jokes and other verbal, graphic or physical conduct which relates to an individual's race, color, sex, religion, national origin, citizenship, age or disability. Harassment also includes sexual advances, requests for sexual favors, unwelcome or offensive touching or other verbal, graphic, or physical conduct of a sexual nature. Violation of this policy will subject an employee to disciplinary action which may result in immediate dismissal.

Employees who feel they are being harassed in any way by another employee, camper, volunteer, or vendor should inform their immediate supervisor or the Camp Director. It is the employee's responsibility to bring such concerns to the immediate supervisor or Camp Director. Any concerns raised will be handled immediately and

kept confidential.

ELECTRONICS & MEDIA USE~ In keeping with the purposes of Camp Takodah, camp is a place “away from the stresses of our technological world.” Accordingly, there will be no TVs, electronic games, cell phones, beepers, stereo systems, or walkman units in camper cabins or program areas. We ask that no radios or sound system be played in camper cabins. In addition, staff should be mindful that any print media used in the cabin holds healthy messages for youth. We are especially concerned about the impact of fashion, men’s/women’s interest, celebrity magazines, and violent or racy comic books. Use good judgment here.

EMAIL & MEDIA USE POLICY- Camp Takodah has a superb reputation in the community and the Camping world. Please help us maintain this image by respecting the following guidelines:

- We ask that staff use email and postal address lists provided by the YMCA within the bounds of good taste and consistently with the YMCA’s commitment to the core values of honesty, caring, respect, and responsibility. Please don’t use this information for commercial purposes.
- The Children’s Online Privacy Act requires us to (1) obtain permission to post images, names, and other information about youth under the age of 13 online. While we obtain parental permission to use campers’ images in the camp website and other promotional avenues, this permission does not extend to our seasonal staff and personal web space, or public sites like Snapfish and Flickr.
- We ask that staff supervise any photography going on inside our cabins, and forbid photography in changing areas and bathrooms.
- Finally, we ask that staff only make use of the Camp Takodah name, logos, and images with the Director’s permission, especially in print or online public forums such as Facebook

NO FOOD IN CAMPER CABINS~ We ask parents not to bring or send any food, fruit, candy, gum, junk food, etc. for any campers. It is the cabin staff’s role to insist on and enforce this request for health, equity, and homesickness reasons.

TIPS, GRATUITIES~ It is not acceptable for staff members to accept tips, gifts, or gratuities. Staff members should not imply that such are expected. We expect our staff to bring the same high level of service to all campers and their families. In the event that a parent is insistent on tipping, invite them to leave a gift in the Camp Improvement Fund! If parents do leave a tip, staff should make this contribution “on their honor.”

STAFF VISITORS~ A staff member may have guests in camp when it will not interfere with that staff person’s responsibilities or other programs at camp. Please ask the director for permission prior to inviting guests.

STAFF MEETINGS~ All staff are required to attend staff meetings and department meetings, unless assigned elsewhere.

ATTENDANCE~ Staff members are expected to attend all camp functions (including flag raising and lowering, meals, staff meetings, etc.) unless on duty, on assigned time off, or specifically excused by the director.

EVENING STAFF FREE TIME (R & R)~ Snacks will be scheduled and available all evenings (except the first evening, when leaders are asked to go to bed at the same time the campers do) in the dining hall, 9:30 to 11:00. All staff are to leave the dining hall/camp fires and return to their living quarters by 11:30 PM.

STAFF SOCIAL~ At the end of Mini Camp week, Camp Takodah provides a staff social/dinner meal at a local restaurant or Camp Takodah. Supervision for Perk children will be provided and staff have an opportunity to stay overnight at Camp following the social.

LIVING AT CAMP

STAFF VISITORS~ Staff members may have guests in camp only when it will not interfere with that staff person’s responsibilities or other programs at camp. Please ask the director for permission prior to inviting guests.

Daily Breaks & EVENING STAFF FREE TIME (R & R) ~ Staff have one hour off each day during morning class periods 1,2 or 3, unless assigned a class coverage for a colleague who is ill or on a day off. In addition, most

nights afford staff evening free time between 9:45 and 11:30. Snacks will be scheduled and available all evenings (except the first and last evenings, when leaders are asked to go to bed at the same time the campers do) in the dining hall, 9:30 to 11:00. All staff are to leave the dining hall by 11, reporting back to Division camp fires by 11:30 PM. All campfire should be out and staff in bed by midnight.

STAFF LOUNGE~ Friendship Lodge is the staff lounge. It is equipped with internet/e-mail access, games, furniture and a kitchen facility. Staff who enjoy a snack in the lounge should make certain that all cans and snack containers be disposed of in the staff lounge trash. It is expected that the staff will keep the lounge clean and presentable as visitors do stop in to observe, and a number of our staff reside in a section of the building. Campers and LITs many not use the staff lounge.

SAFETY AND HEALTH REGARDING BLOODBORNE PATHOGENS~ These guidelines are designed to protect employees who are exposed to blood born pathogens such as hepatitis B virus and human immunodeficiency virus. The following positions are determined to be entitled to protection: nurses who are assigned to health and safety responsibilities; others who have accidental exposure and should comply with regulations. It is understood that all body fluids shall be considered potentially infectious materials. When dealing with body fluids, staff need to use surgical gloves supplied in all first aid kits and maintenance supply prior to contact. Throw away all gloves and launder clothing in contact with potentially hazardous material. Immediately wash parts of the body that have come in contact with body fluids with disinfectant soap and water. Report to the Health Lodge to record the incident; give a full report to receive further instructions. Equipment and surfaces must be cleaned and disinfected after contact with blood or the potentially infectious materials. Potentially infectious material should be placed in a closable leak proof container and labeled for testing. The Health Lodge will assist with this procedure. Employees are encouraged, at the expense of the Cheshire YMCA, to have HBV vaccine within 24 hours of providing first aid in any situation involving the presence of blood or other potentially infectious material. Those not interested in taking advantage of this must sign a release provided by the CYMCA. The potentially hazardous material is to be collected and tested to determine HBV or HIV presence (if permission can be obtained from the individual or legal guardian).

TELEPHONE~ Our camp telephone (603) 239-4781 is for emergencies and business – not personal use. If someone must call you, please instruct her/him to leave a message requesting that you call back. Notes of such calls will be placed in your mailbox in Friendship Lodge. There is a telephone available for staff use in the main room of Friendship Lodge (year round) (603) 239-8826. This phone offers free local and nationwide long distance service, and is the only telephone available for staff personal use that provides some degree of privacy. Cell phone reception is poor on the camp property.

Email Access – We offer a computer in the staff lounge and a wireless access point to facilitate web-based email and internet access for staff, especially our Internationals. Please be considerate of other staff by limiting sessions to 10 - 15 minutes at a time. Additionally, please do not tie up our limited bandwidth with Instant Messaging programs, Online Games, or downloading audio and video.

MOTOR VEHICLES AND TRANSPORTATION~ All personal motor vehicles must be parked in the parking lot and not driven on camp property. We ask that you not loan your vehicle to other staff members. There is no public transportation in the camp area and transportation to and from camp is the employee's responsibility. Only approved drivers 21 years of age or older may operate camp-owned vehicles. Campers are not to ride in any vehicles except on approved trips for medical or specific programs. No one is to ride on the outside of a vehicle at camp or in a truck bed.

PETS~ Pets of any sort, even if just visiting, need explicit prior approval of the Camp Director. We're generally not equipped to have pets reside with you at camp. Please arrange other care for your pets during your time working at Takodah.

PERSONAL GEAR and EXPLOSIVES~ Personal firearms, ammunition, firecrackers, and explosives are prohibited. Should you elect to use personal gear at camp, including (but not limited to): sporting goods, fishing gear, watercraft, computers, books or games, please note that we cannot be liable for damage or theft. We can allow you to use musical instruments and sporting goods in the program at the discretion of relevant Program Heads. We

cannot allow staff to use personal harnesses, ropes or safety gear on our ropes courses or trips, personal watercraft at the waterfront, any use of personal firearms or archery gear.

LAUNDRY~ Staff members are responsible for their own laundry. Coin operated laundry machines are available in camp. Support & Admin Staff Laundry: Main Laundry building. Cabin Leaders' Laundry: Behind the Upper Mo-nadnock Twins, any time.

MAIL AND PARCEL POST~ Should be sent to Camp Takodah, 55 Fitzwilliam Road, Richmond, NH 03470. Takodah is located on the south side of Route 119, one fourth mile from the Richmond "Four Corners." Please do not officially change your address to Takodah with the US Postal Service. The USPS cannot forward your mail to an new address once camp ends, leaving us awash in your mail, and you unable to get your personal documents. We cannot commit to forwarding personal mail once the camp season concludes.

Your acceptance of your work contract will be with the understanding that the standards of daily conduct will at all times reflect the principles of good character and positive role modeling as a criterion of leadership while representing the Cheshire YMCA as a staff member at Camp Takodah.

THESE PRACTICES AND PROCEDURES WILL BE VALID FROM THE BEGINNING OF YOUR EXPERIENCE THROUGH ITS COMPLETION.