



CAMP TAKODAH

FRIENDLY TO ALL
· since 1916 ·



January 8, 2012

Dear Staff,

I hope this finds you well! Things are busy as ever here at the Swanzey HQ. Campers are signing up every day, many of them citing your great work last summer and in summers past! It's time for me to start recruiting the staff team for 2012.

I'm asking that returning staff send in their applications by February 14th. It is crucial that I know who would like to return so I can take appropriate steps to recruit new folks as necessary. (Know someone great? I'd love to meet them!) If there is some holdup about your ability to return, I'd love to hear from you. My email, as always, is willy@camptakodah.org. I appreciate you making the effort to send an email or call as opposed to alerting me over forums like IM or Facebook.

A few things to note:

- As you will notice from this application, we're excited, for the first time ever, to offer cabin leader opportunities for the full summer via involvement in the North Village program. We are ideally looking for leaders certified in Lifeguarding and CPR, and especially excited about folks who are versed in adventure-based activities like teambuilding and ropes course activities.
- I anticipate some new opportunities at the Chef's Helper position this summer for folks familiar with kitchen duties. Please let me know if you are interested in this key role!
- As with last year, all staff (including Girls Camp staff working only July and August) should make every effort to be part of our Mega-Staff Orientation that will run from the evening of June 17 through June 22
- We will run certifications trainings and additional orientations for North Village Staff during the week of June 11 - 15th

It's going to be a great summer. I hope you can be a part of it!

Very Truly Yours,

William Therrien
Camping Services Director, Cheshire YMCA/Camp Takodah



2012 Camp Takodah Returning Staff Application

Return by Feb 14 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: _____

College or Preferred Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

If employed, can you provide proof of US citizenship? _____ Social Security#: _____

Are you between 18 and 65? _____ If under 18, date of birth: _____

Desired Position(s): Cabin Leader (All Staff Orientation 6/17 - 22, Boys Staff 6/23-7/20, Girls 7/21-8/17)
 North Camp Cabin Leader (All Staff Orientation 6/17 - 22, Boys Staff 7/21-8/17, Girls 6/23-7/20)
 Division Head Program Head (Candidates interested in program or division head roles, please include a resume)

Interest in support roles (check all that apply): Kitchen Maintenance Office

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.): _____

References

Please provide 3 character references: **at least one** must be a family member, and **none** should be fellow Takodah staff.

Name	Relationship	Phone
1		
2		
3		

Written Responses

Please answer the following questions on a separate piece of paper and include with your application.

1. Take a minute to reflect on what program involvements/classes you'd like to pursue this year.
2. **Open Format:** Anything you'd like us to know in applying for another year on the CT Staff?

Cabin Leader Salary Worksheet

This page applies only to Cabin Leader and Division Head applicants.

Benefits Include:

1. Base Salary 2. Applicable Bonuses 3. Paid Staff Training Week (included in salary) 4. Room & Board 5. Workers' Compensation Insurance 6. Days Off as per Personnel Policy

Base Salary

All of the following salaries are based on the completion of a full 35-day contract

<input type="checkbox"/> Completed Bachelor's Degree	\$1,000
<input type="checkbox"/> Completed Third Year College	\$950
<input type="checkbox"/> Completed Second Year College	\$900
<input type="checkbox"/> Completed First Year College	\$850
<input type="checkbox"/> High School Graduate	\$800

Bonuses

Photocopies of current certifications should be submitted with this application to receive bonuses.

<input type="checkbox"/> CPR/First Aid	\$50	<i>(Choose One)</i>
<input type="checkbox"/> First Responder/WFR	\$75	
<input type="checkbox"/> EMT	\$125	
<input type="checkbox"/> Certified Riflery Instructor	\$150	
<input type="checkbox"/> Certified Archery Instructor	\$150	
<input type="checkbox"/> Certified Canoeing Instructor	\$100	
<input type="checkbox"/> Certified Sailing Instructor	\$100	
<input type="checkbox"/> Water Safety Instructor (WSI)	\$75	
<input type="checkbox"/> Garden Manager	\$100	
<input type="checkbox"/> Bicycle Maintenance	\$100	
<input type="checkbox"/> Bus Driver (Age 21+, please include copy of driver's license for verification)	\$100	
<input type="checkbox"/> Lifeguard Training (Not valid without current CPR Certification)	\$50	<i>(Choose One)</i>
<input type="checkbox"/> Lifeguard Training Instructor	\$100	
<input type="checkbox"/> Special Needs Aide	\$150	
<input type="checkbox"/> Leader Corps Leader	\$150	

Total Salary and Bonuses:

\$ _____

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



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CABIN LEADER JOB DESCRIPTION

LENGTH OF SEASON

Five weeks (four weeks of boys' or girls' camp, plus one week of orientation)

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, hobbies, etc.) desirable
- Ability to assimilate the diversity of individuals' uniqueness into team effort
- Acceptance of the commitment to the Camp Takodah personnel procedures and practices

AGE/EDUCATION QUALIFICATIONS

- College-age students are our goal
- High school graduates with experience are welcome
- Completion of junior year of high school qualifies persons to apply as co-leaders (who work directly with another, older leader)

RESPONSIBLE TO

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

OBJECTIVE

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

Resident Camp Takodah is a unique environment providing tremendous growth opportunities for campers and leaders alike. Our major focus is on camper growth and development, according to our above stated objectives. Thus the cabin leader is the most critical position on our camp staff, being 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 directing the activities of a specific age 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 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 in order to be an effective leader.
2. Leaders are to 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 week (one week prior to camp opening)
2. Meet and greet incoming campers and parents; help with check-out of campers during closing
3. Assist with planning and leadership of assigned program instruction areas, division 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 enjoyment of 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. Exhibit an ability to take 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

Rev. December 2011, WT

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

We require staff to obey all national/state laws and local regulations as well as the practices and procedures outlined below. We consider these policies and practices to be considered part of your contractual agreement, and your acceptance of them is implicit in signing of a contractual agreement for summer employment 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 under 18 to work. Your parents may denote this permission by signing the back of your application.

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. Young people 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.

Attendance~ Staff members are expected to attend all camp functions and assigned duties (including flag raising and lowering, meals, staff meetings, etc.) unless otherwise assigned, on assigned time off, or specifically excused by the director. We hold staff meetings and department meetings at least once weekly during our time at camp. Attendance is mandatory unless staff have been excused to a conflicting duty.

Time Off ~ Takodah staff have one day off each session of their own choosing, and one day off between sessions (changeovers). Key staff assigned program duties during changeover dates will be compensated with additional time off. See below for more details on daily breaks.

Staff members may leave camp only with the permission of the camp director. Staff members are expected to check out with their supervisor and sign out in the "check-out" book.

Salary, Payments & Contracts – You will be compensated for your work at the YMCA. Each staff member has agreed to work for a specified salary, which is agreed to by signing a contract. Each staff member's salary is a personal matter, and not for general discussion. If for any reason staff members need to discuss salary, the Camp Director is available to answer questions. Salary is important, but we expect that no matter what your salary may be, you will do your best possible job.

Pay Periods – Pay Periods vary from role to role:

- Boys Camp Leaders and Support Staff - end of Boys Camp
- Girls Camp Leaders and Support Staff - end of Girls Camp
- Specialty Camp Staff (Family, Mini) - end of Specialty Week
- Program and Administrative Staff - 50% end of Boys Camp and 50% end of Girls Camp

Verification & Taxes - In accordance with Federal Law, we are required to review your eligibility for employment and to withhold a portion of your paycheck(s) for income and social security tax according to your instructions. Please come to camp prepared to fill out an I-9 and W-4 form with either: (1) a passport or (2) a photo ID/driver's license and a birth certificate or social security card. We will also need you to share a valid Social Security number with us. International staff are exempt from taxes, but must have a valid J-1 visa to work.

Insurance – Each staff member is responsible for her own health and safety. Accordingly, health and accident insurance coverage is the responsibility of each individual and her/his family (if such family resides at Takodah during the summer). Should you need medical services during your employment, the Keene Clinic and other doctors are on call in the area and available after consultation with our own health services staff.

Camp Takodah and its workers compensation insurance do cover all employed staff for work-related accidents and illnesses. Any work-related injuries must be reported to the health services staff immediately.

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.

Staff Orientation & Training Week – Prior to the arrival of our campers, there will be a paid, contracted week devoted to training topics and team building. Attendance by the total staff during all training sessions is mandatory. In the unlikely event that a staff member is granted permission to miss any segment of staff training, s/he must make up material via an individual briefing with her Division Head. Additional written materials (staff manuals, program-specific information) is provided to all staff; please read them and become familiar with their contents prior to the start of camp.

Evaluations – All staff performance is overseen and evaluated by an immediate supervisor and/or the 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~ On opening and closing days, staff members wear our de facto uniform: a Takodah staff shirt (provided), with a khaki skirt, shorts or trousers.

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~ Staff should take the first initiative in welcoming any guests, alumni or visitors to camp, displaying friendliness and directing all visitors to the camp office 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
- 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 em-

ployees, 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 computers, TVs, electronic games, cell phones, beepers, tablets, e-readers or other such units in camper cabins or program areas. One staff music player or clock radio is appropriate in each cabin for selective supervised use, with volume not to be heard outside the camper cabin. We prefer that Takodah be a place where campers and staff can make their own music, and can enjoy silence and the sounds of the woods rather than the constant chatter of background music.

In addition, staff should be mindful that any audio or print media used in a cabin holds healthy messages for youth. We are especially concerned about the impact of profane or vulgar lyrics, 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 camping 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 (allergies), 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."

PURCHASING~ All purchasing for camp supplies, department needs, etc. is done through the camp Program Director, with receipts turned in immediately. Leaders may not purchase articles for campers unless specific permission has been granted by the camp director. Staff personal purchases are to be made on personal time off.

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.