

New Staff Booklet

About Camp Marymount...

A small lodge, an infirmary, nine cabins, and an outdoor chapel. That was Camp Marymount when we first opened our screened doors in 1946.

Through the decades that have followed, summer upon summer, hundreds of young campers have descended upon this rolling, wooded expanse of pristine Middle Tennessee soil to experience and appreciate God's natural gifts.

And thousands have returned home with shared memories that have shaped their lives. Of toothpaste-covered cabins and trunk inspections. Of songs at dawn and songs at dusk. Of friendships and firelight. Of crosses and canoes.

Camp Marymount was established in 1939 originally under the name of Camp Happy Hollow and located in Joelton, Tennessee as a Catholic residential camp owned by the Diocese of Nashville. In 1945 Monsignor George Rohling purchased 147 acres in Fairview, TN, which would provide more space and a better environment for campers. The new camp was named in honor of the Blessed Virgin Mary and has been the home of Marymount ever since. Camp Marymount saw its first campers in the summer of 1946. In 1948, Senior Camp was added. 1951 brought the dedication of St. Anthony's Chapel. In 1959 Marymount had 138 campers and 22 counselors.

Today, Camp Marymount has a total of 340 beautiful acres and continues to use many of the original buildings, providing the Marymount camping experience to over 600 campers each summer with the help of 70 counselors and support staff. Marymount is open to girls and boys of all faiths between the ages of six and sixteen. Camp Marymount is now accredited by the American Camping Association and is financially independent of the Nashville Diocese. Marymount campers hail from 20 different states, Mexico and Canada and many of today's campers are third generation.

During the offseason (August – May) Marymount is open for rental groups to utilize our facilities for a variety of events (wedding, retreats, receptions, workshops, and teambuilding programming).

OUR CAMPING CREED

That Marymount camping develops sound, healthy bodies.

That Marymount camping, through its activities, gives directed expression to a liberty and exuberance of spirit that is wholesome for its youth.

That Marymount camping develops a balanced personality and qualities of leadership.

That Marymount camping fosters a deep and lasting comradeship between campers.

That Marymount camping teaches self-control and self-discipline that makes for strength of character.

That Marymount camping uses the beauty, power and solemn wonder of the outdoors in fostering deep spiritual qualities.

That Marymount camping gives a total experience in true living, forceful, inspirational and lasting in its impression on the body and soul of our campers. So complete and appealing a

lesson can be taught only in a camping environment where campers are their basic selves, on their own, and where the presence of God can be seen, heard and felt in the forms of nature and in the Sacramental Forms in the chapel.

THIS WE DO BELIEVE. TO THIS WE DO PLEDGE OURSELVES.

Why Work at Camp?

At camp amazing things happen! Lives are changed as friendships are formed, new skills are learned, and games are played. At camp, you will find that working with children is an extremely rewarding experience. Children will look up to you and see you as their role model. They will want to be just like you. Everything you say and do will stick with them and can change the way they think about themselves and the world.

Another reason to work at camp is that you will be a part of an environment that supports successful interactions with children. Unlike many environments, camp allows kids to "get dirty" and explore hands-on. Camp encourages campers to try new things and challenge themselves beyond what they thought they could do. No matter what the activity is - from drama to the ropes course - camp provides the cheerleaders, the coaches, and even the other players in the form of camp counselors. Camp counselors at Marymount are trained to carefully balance fun with safety and a sense of accomplishment. The camp experience enables campers to make new friends and develop new skills. In addition many campers leave camp with an increased ability to compromise and to live in community, the ability to communicate more effectively, and an increased desire to share with and help others!

Is there more? Yes! Camp is fun! For most of the summer you will be outside playing with campers and peers all day. You will participate in and lead activities. You will grow as a person and make friends who will touch your life.

Finally, working at camp is an opportunity to develop organizational, people, and leadership skills. By working as part of a team and by accomplishing individual goals, you will experience growth in the above areas. You will also care for and manage groups of children, which will show that you are trustworthy, responsible, and compassionate. These skills can be transferred to any profession.

The Camp Family...

When you work at Marymount, regardless of your position, you truly are part of the camp family! We have several year round positions that assure camp runs as efficiently and smoothly as possible. Below is a list of our year round staff to familiarize yourself with who is available when the summer camp program is not in session.

YEAR ROUND STAFF

Tommy Hagey, Executive Director
John Goodwin, Facility Manager
Gail Watkins, Kitchen Manager
Billy Higgins, Development Director
Dana Hummel, Camp Registrar
Lindsey Davis, Program Director

SUMMER STAFF

Marymount summer staff is made up of about 60 -70 high school and college age individuals. Many are in college studying a field that will enable them to work with children such as education, special education, human development and family studies, outdoor education, therapeutic recreation and more! While some of our staff also go on to various other fields, the lessons and life skills are taken to the "real world" by all our staff and campers.

Counselors or Staff in Training (CITs) are first year staff members who are going into their senior year in high school. They are part of the staff and have various responsibilities that include assisting cabin counselors and leading activities. Most of our CITs are former campers but we do sometimes have CITs who were not campers. There are limited spaces in the CIT program (as with all of our positions) so the application process can be competitive. CITs go thru a training program which helps them transition to staff “life” and the responsibilities that go along with being an employee of Marymount.

SUMMER ADMIN TEAM

The summer admin team is a collection of returning summer staff members that have been recognized as supervisors and role models for the entire staff. They were chosen by the year round staff and the head counselors. The goal of the admin team is to provide more support for the staff so we can provide the best summer experience for our campers. Each group of staff will have a designated admin team member that is their direct supervisor. Admin team members report directly to the Head Counselors and the year round staff. Admin team members are supervisors and will be evaluating their staff on a regular basis. Evaluations are a way for everyone to know how they are performing and provide staff with goals to work toward to improve their job performance.

ACA Accreditation...

Camp Marymount is proud to be accredited by the American Camp Association. Developed exclusively for the camp profession, this nationally recognized program focuses on program quality, health and safety issues, and requires us to review every facet of our operation. Marymount has voluntarily submitted to this independent appraisal done by camp experts and has earned this mark of distinction. The accreditation process occurs every three years (summer of 2010 is our next visit).

SUMMER CAMP STAFF POSITIONS

- The staff is made up of 60-70 members for each session (Girls session and Boys Session)
- The General staff is comprised of the following positions: cabin counselors, counselors in training(CITs), activity counselors (stables, waterfront, riflery, arts & crafts, wilderness awareness), cooks, kitchen crew, laundry, maintenance, camp nurse, spiritual director, nanny.
- There is also a summer administration team that is pulled from the returning staff. These staff members serve as supervisors/role models for the general staff. The summer admin team members are chosen by the year round staff members. The admin team members may have the above listed positions in addition to their administrative/supervisory responsibilities. Admin team members supervise general staff.

SUMMER PAY SCALE (PER WEEK)

<u>Position</u>	<u>Pay Rate</u>
<u>Counselor</u>	<u>\$160.00</u>
<u>Cooks</u>	<u>\$140.00</u>
<u>Head Counselor</u>	<u>\$180.00</u>
<u>Maintenance/stables</u>	<u>\$135.00</u>
<u>Kitchen Crew</u>	<u>\$125.00</u>
<u>Directors</u>	<u>\$170.00</u> Health care, Water front, Horse, Sr camp
<u>CIT Participants</u>	<u>\$50.00</u>

Nannies \$140.00

Misc Staff \$135.00 Arts & Crafts & other activity heads, Asst. Nurse,
Laundry

SALARY & BONUSES

All certification pay will be in the form of a flat bonus at the end of the session. The following are requirements that must be met to receive the bonus.

1. You must teach the activity you are certified in more often daily than other activities.
2. The office must have record of your certification
3. Certification cannot be expired.

Certification Pay will also be given for the following:

1. College Degree 2. Teaching Certificate 3. EMT license
- *Maximum of \$150.00/ Two certifications will be paid

-First and Second certification, teaching certificate, EMT license-\$50.00 each

-College Degree-\$100.00

Yearly Bonus- you are also paid a yearly bonus of \$5per week for each additional year you work.. To figure this bonus it is (# of years worked – 1) x 5 = weekly bonus. The weekly bonus is then multiplied by 4 (for boys' session) or 6 (for girls' session) and added to your salary.

*****Camp Marymount will not pay for WSI certification for those who are support staff life guards but applicant will be given more serious consideration when applying for this position.***Camp Marymount does not pay for certification on the first year if Camp Marymount has paid for the training or...***Certifications will not be paid if they are a requirement of the job.**

POSITION JOB RESPONSIBILITIES – all of the below positions include other general responsibilities are not limited to what is listed. All Marymount staff members are expected to help in other areas after their general duties are completed (such as participate in camper activities when possible, assist in needed areas or duties-for example cover the kitchen or help the nannies, attend staff gatherings, meetings, & prayer services/mass.

ADMINISTRATIVE STAFF JOB DESCRIPTIONS

Head Counselor

1. Recruits staff with the Program Director
2. Plan training week with Program Director
3. Appoint Heads of Activities
4. Create counselor activity schedule
5. Plan time-off calendar and cabin duty
6. Plan Night Activity calendar and implement
7. Assign campers to cabins
8. Create camper Indian groups
9. Meet and greet parents
10. Supervise & evaluate counseling and activity staff, and provide supplies
11. Inspect Cabins for cleanliness
12. Provide guidance to counselors concerning their campers

13. Be in charge of discipline matters that extend beyond standard cabin counselor discipline and communicate when needed with parents
14. Coordination of entire program through announcements at flagpole and meals
15. Ring siren
16. Coordinate program with Lindsey Davis (from the support staff, including the food service director, laundry personnel, maintenance, Spiritual Director, office personnel, activity counselors, and the nurse)
17. Supervise and coordinate with the Head of Senior Camp and the CIT Director
18. Report to the Director & Program Director

Head of Senior Camp

1. Report to and coordinates with the Head Counselor
2. Supervises SC (Senior Camp) & evaluates counselors
3. Creates SC Night Activity Calendar and implements
4. Assigns SC counselor to cabins
5. Assigns Senior Campers to cabins
6. Creates SC counselor activity and time-off schedule
7. Meet and greet parents
8. Provide guidance to Senior Counselors concerning their campers
9. Supports and enforces all policies.
10. Plans and budget for 3 day/gypsy trip providing director with trip agenda, call in times, and request for checks. Also works with Head Cook on food supply list with enough notice so that it can be ordered.
11. In charge of discipline matters that extend beyond standard cabin counselor discipline
12. Plans and coordinates Junior Camp Carnival
13. Inspect SC cabins for cleanliness
14. Coordinates with support activity staff as needed.

CIT Director

1. Reports to and coordinates with the Head Counselor
2. Supervises and evaluates CITs
3. Arranges CIT schedule, including their activities, time-off, and cabins
4. Leads Counseling Skills Development meetings
5. Takes CITs on a bonding activity
6. Supervises Sunday Dinner Prep with the CITs

Head of Support Staff

1. Main contact for support staff-focused specifically toward male staff for girls' session and female staff for boys' session
2. Helps plan and promote weekly support staff mtg. and activities (minimum of 1 meeting and 1 bonding activity per week)
3. Oversees support staff time off schedule with Program Director
4. Encourages and require support staff involvement in night activities and other camper events
5. Communicates with HC and other team members any concerns or issues.
6. Night Duty responsibility
7. Inspects support staff living quarters and checks for cleanliness biweekly (Coordinate inspection with Head Counselor/Program Director)
8. Facilitate with staff training and ongoing education throughout session
9. Evaluate staff you supervise and provide feedback and goals
10. Supervises night duty and follows night duty description
11. This position (like most) is in addition to other staff responsibilities (Cooking, activity leader, head of waterfront etc). It is not a single (summer position)

COUNSELOR AND ACTIVITY COUNSELORS POSITION DESCRIPTIONS

Counselor

1. Reports directly to the head counselor
2. Works cooperatively with total staff in planning and carrying out the overall camp program.
3. Assumes leadership role for the group of campers assigned to his/her charge.
4. Is constantly on alert for problems affecting the health and safety of all campers. This includes daily checks on camper hygiene, bug bites, cuts and scrapes.
5. Seeks to promote good personal relationships within his/her group of campers.
6. Teaches activities assigned by the Head Counselor with enthusiasm, knowledge, and concern for the campers' safety and in a way that has been outlined by the administration.
7. Promotes good conduct at mealtimes, and a quiet rest period, making sure that his/her campers receive full benefits from periods of relaxation.
8. Supervises CITs as assigned by the Head Counselor and CIT Director.

9. Prepares health and accident reports as required in conjunction with the health care coordinator and submits a written evaluation of the Camp program and assigned staff at the end of the season.

Counselor in Training

1. Reports to CIT Director
2. Joins daily cabin schedule and activities as assigned by the CIT Director or completes assigned duties (for example, nanny, office duties, or laundry); assists and observes where needed
3. Attends and participates during Counseling Skills Development Meetings
4. Observe and assist counselors and activity heads as needed
5. Prepare Sunday Dinner on the Tennis Courts under the supervision of the CIT Director

Nanny

1. To care for, transport (if age permits) ,and supervise the director's children.
2. Cit age employees also participate in the Cit program and have other responsibilities as well such as teaching an activity or assisting in camper supervision & the overall camp program as needed.
3. Reports to Cit director or Head Counselor (depends if Cit program is part of duties)

Spiritual Director

1. Responsible for the spiritual development of the entire program through the use of prayer services and Masses.
2. Plans and conducts prayer services & activities.
3. Schedules and assists priests for Masses, including music
4. Maintains the Chapel and all needed supplies
5. Reports to Head Counselor/Head of Support Staff

Activity Heads (Arts & Crafts, Wilderness Awareness, Wrestling, Drance, Nature)

1. Reports to Head Counselor and Head of Support Staff
2. Responsible for teaching activity to campers as scheduled
3. Informs program director of any supply needs or equipment issues.
4. Creates lesson plans and trains other activity instructors how to lead the activities (age appropriately)
5. Evaluates other instructors on a regular basis
6. Participates in other camp activities and duties as needed after general instruction is complete each day.
7. Activity head must have experience & knowledge of the activity.

Horsemanship Director

1. Reports to the Head Counselor and the Program Director.
2. Must be at least 21 years of age and possess CHA certification or its equivalent, and have experience with horses and teaching horsemanship.
3. Responsible for the care and cleaning of all tack.
4. Responsible for the care, feeding, grooming, and medication of all horses, under the supervision of the director.
5. Responsible to keep the barn, horsemanship sitting area, the ring, clean and in good repair.
6. Works in conjunction with the head counselor or program director to select horsemanship instructors.
7. Responsible for the training and ongoing evaluation of all horsemanship instructors.
8. Responsible for developing and supervising safe riding practices in the ring and on the trail.
9. Oversees all horsemanship instruction.
10. Responsible for checking the horses three times daily, once in the morning, afternoon watering, and evening feeding for any physical problems.
11. Responsible for evaluating horsemanship instructor using the Horsemanship instructor evaluation form and completing accident/incident reports as needed.

Head of Waterfront

1. Reports to the Head Counselor and Program Director
2. Plan, direct, and supervise a safe and fun waterfront program
 - ♦ Write (with the help of waterfront specialists) lesson plans that meet camp goals.
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver creative swim and watercraft program activities.
 - ♦ Follow all waterfront guidelines/rules & procedures

3. Train and supervise waterfront staff
 - ♦ Assist in the planning and implementation of staff training.
 - ♦ Train waterfront and counseling staff in their waterfront responsibilities.
 - ♦ Supervise waterfront staff to provide a safe and high-quality program.
 - ♦ Supervise the waterfront staff evaluation process.
 - ♦ Implement the scheduling of waterfront staff.
 - ♦ Directly supervise other aquatic staff.
4. Manage the physical facilities and equipment in the waterfront program area
 - ♦ Set up waterfront area prior to and during staff training.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Conduct initial and end-of-season inventory, and store equipment for safety.
 - ♦ Check equipment, and make (or file for) repairs, communicate with facility manger &/or maintenance staff appropriately.
 - ♦ Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ♦ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - ♦ Survey waterfront area daily, and keep the area free of hazards and debris.
 - ♦
5. Current certification in first aid and CPR. Prior experience in the development and delivery of recreational programs. Experience in supervising others especially peers is desirable
6. Must have valid WSI certification and Lifeguarding certification
7. Must be at least 21 years of age

KITCHEN JOB DESCRIPTIONS

Food Service Director (FSD)

1. Communicates with Program Director and the Head Counselor & reports to the Director
2. Plans nutritional meals for the session
3. Orders food from distributors and maintains budget
4. Supervises cooks and kitchen crew, ensuring that all safety and health regulations, as outlined by the Health Department, are followed
5. Coordinates with the Head Counselor and the Head of Senior Camp concerning food for programming
6. Provides timely information when equipment or supplies need replacing.
7. Evaluates staff performance and provides feedback and goals

Cook

1. Report to the FSD & Head of Support Staff
2. Assists FSD with meal preparation and serving
3. Maintains Health Department requirements

Crew

1. Reports to FSD & Head of Support Staff
2. Assists cooks with the serving of food
3. Clean up dining hall and wash dishes after meals
4. Maintains Health Department Requirements

GENERAL STAFF POSITION DESCRIPTIONS (MAINTENANCE, LAUNDRY, HEALTH CARE MANAGER)

Maintenance -Reports to Facility Manager and the Head of Support Staff

Responsible for:

1. Trash runs
2. Recycling runs
3. Cleans & restocks bathrooms
4. Grounds upkeep (mowing, weed eating, screening, etc.)
5. Keep shop clean and organized
6. Respond to Maintenance request forms and small repairs
7. Must consult with Facility Manager for all electrical or plumbing repairs.
8. General up keep of grounds equipment
9. Moving and setting up equipment for programming or activities.
10. Maintains and uses all safety equipment including eye protection when using lawn equipment

Laundry

1. Reports to Facility Manager & Head of Support Staff
2. Picks up and delivers all camper laundry- communicates with head counselor status of laundry and who is next in rotation. (Camper laundry rotates every three days).
3. Washes kitchen and infirmary laundry and coordinates schedule with FSD & nurse
4. Maintains cleanliness of laundry room
5. Notifies Facility Manger of any equipment issues

Heath Care Manager & Assistant Nurse

1. Responsible for camper/staff health care
2. Dispenses camper/staff medications.
3. Maintains written records of health care
4. Maintains and cleans the infirmary
5. Follows all protocol and procedures as listed in the Infirmary Manual
6. Reports to Head Counselor/Head of Support Staff
-See also the Infirmary Manual

All Marymount staff members are expected to participate in activities with campers, to have good proximity to campers and to engage campers in conversation and activity. Group Counselors are assisted by and provided time off by other scheduled staff members at camp. If your official job duties are completed, you are expected to participate and/or lend a hand. Yes it is a lot of work but it is worth it. If you have want a position where you are off at a certain hour, Marymount is not the place for you. We work hard and long but you will never forget your time spent at Marymount.

A MESSAGE ABOUT TRAINING...

All staff members must attend training week. Dates will be given out each spring. **PLEASE NOTE: ALL NEW STAFF MEMBERS ARE REQUIRED TO GET THEIR AMERICAN RED CROSS FIRST AID AND CPR CERTIFICATIONS BEFORE TRAINING WEEK. WE DO NOT PROVIDE THE INITIAL CERTIFICATIONS.WE CAN PROVIDE THE RECERTIFICATION COURSE FOR THESE PRE TRAINING WEEK AND DURING TRAINING WEEK.**

Staff members who are interested AND qualified may attend the following trainings.

1. American Red Cross Life guarding (new guards and recertification available PRE TRAINING WEEK)

Qualifications:

- Swim 500 yards continuously, using these strokes in the following order:
- 200 yards for front crawl (freestyle) using rhythmic breathing and a stabilizing, propellant kick. Rhythmic breathing can be performed either by breathing to the side or to the front.
- 100 yards of breaststroke.
- 200 yards of either front crawl using rhythmic breathing or breaststroke. These 200 yards may be a mixture of front crawl and breaststroke.
- Swim 20 yards using front crawl or breaststroke, surface dive to a depth of 7-10 feet, retrieve a 10-pound object, return to the surface, and swim 20 yards back to the starting point.
- Be a strong swimmer. Applicants may need to “train” for this class as it is rigorous and requires swimming laps on the first day. Students in this class are expected to study and pass all requirements. Students not passing all requirements will not be a lifeguard at camp. Students who pass all of the requirements will be lifeguards at camp and along with other camp lifeguards be required to participate in 2 in-services throughout the summer.

2. American Red Cross CPR for the Professional Rescuer and AED---(recertification only)—

Qualifications:

- Must have expired card or copy of it.

3. American Red Cross First Aid (recertification only)

Qualifications:

- Must have expired card or copy of it.

4. We may also offer additional training in specific activities prior to training week. If they are available we will announce them in the spring.

The Benefits of Working at Marymount

Many of the benefits of working at camp are intangible such as the stories, memories, laughter... Then there are those tangible and priceless artifacts such as a camp shirt, staff handbook, photos and letters that your campers might send you in the upcoming year.

However, you may be wondering about the more practical side of things.

Those benefits are:

- Comprehensive training
- Weekly salary
- Room and board
- Staff lounge known as the “Counselors Lodge”
- Internet access
- Laundry Area—soap provided
- Time off
- GCF (GOOD CLEAN FUN)

A Benefit for your Resume!

Working at camp also gives you the benefit of adding to your skills, knowledge, and experience. You will have made a difference in the lives of children...you will have been responsible for their well being... you will have been a part of a team that truly lived in community. How do you describe this in the future? How do you tell future employers about this real job?

Take a look at the sample description below. You can use this verbatim to describe your new skills on a resume:

Supervised and facilitated the growth and development of young people; worked within a team to provide care and guidance to a cabin of ten 12 year olds for 9 weeks; planned and executed unique activity programs. Duties included child/teen supervision, leading and motivating campers in various activities, conflict mediation and resolution, enforcing camp policies, and effective communication with campers, peers, and supervisors.

Keywords for your resume: teamwork, communication, organizational skills, leadership, conflict solving, child development, setting and achieving goals.

This benefit of working at camp will stay with you for a lifetime.

The Challenges of Working at Camp Marymount...

While working at camp is fun and a great learning experience, you will also find challenges.

We like to let you in on those challenges so **you can make an informed decision about your choice** to work at Marymount. Already having strategies to work through these types of challenges or having the ability to do so can set you up for success in a camp position. Take care to determine if you have the skills to work at camp.

Common challenges at camp:

Lack of privacy and “alone time.” Living in a cabin with campers and staff members is a great way to build relationships; however, it can be difficult as you will have a small amount of personal space for you and your belongings. You will have to respect others’ needs for space as well as help them respect yours. There is very little alone time. You will be with people for most hours of the day.

The need to always be “on.” You will work long hours! You work close to 7 days a week, almost 24 hours a day. You are expected to participate and support campers in activities every moment. It is your responsibility to be involved—having close proximity and engaging

campers! You will also be expected to be upbeat and positive and to keep the campers safe. You will be provided with ample time off, but are still considered “on the clock” in terms of your personal habits. When on your time away from camp, you will be asked to adjust your personal habits (if needed) to reflect the mission and values of Camp Marymount and the Nashville Diocese.

“Envelope of Safety.” Keeping campers safe—emotionally and physically is your job! To be able to do this you will sometimes need to find a balance between being the fun counselor who is a “friend” and being the responsible adult who sets and enforces rules. This “envelope” that you create with clear boundaries will allow campers to explore and take “risks” in a healthy way. When hanging out with the campers, you may feel a “regressive pull” and have the tendency to act like a kid---just when you most need to act like an adult. You’ll need to resist the temptation to act childishly.

Difficulties with campers. Campers are not perfect. They may assert their independence in difficult ways, such as disagreeing with you or complaining about seemingly everything. Campers will get homesick. They may fight and call each other names. They might bully one another. They may be loud when you wish they’d be quiet and quiet when you wish they’d be loud. All of these things are typical at camp. You will learn & develop strategies during training and throughout the summer to solve these issues, but there is no cure-all; your patience may be tested.

“Restrictive” policies. Staff members are expected to follow the policies of camp. At times this may feel restrictive. You may disagree with a few of the policies or how the camp is run. However, it is expected that staff members will have a positive attitude about camp, the staff, and the leaders of the camp when working. It is also expected that staff members will approach the camp leaders with concerns and questions in a mature and thoughtful manner.

Other challenges to think about:

Working at camp has to be something you really want to do! Besides the challenges listed above, you may also face obstacles when deciding if camp is right for you. One of those obstacles is **MONEY!** If you only wish to make money—don’t work at camp---any camp. You can make as much or more working fast food, landscaping or retail. If you are looking for something deeper that has meaning beyond money, camp is for you!

Another challenge is that the people closest to you may not understand your motivation or desire to work at camp. Many staff have shared that their parents or friends feel this way. Parents are often concerned about missing their son or daughter and also are thinking of the financial end of it. Friends are often concerned about missing time with a good friend. By sharing Marymount materials with your family and friends, you will be letting them “in” on the experience. Often people change their opinions and find it easier to let their loved one be a part of camp once they see for themselves the camp dynamic and its important ministry.

Typical Day...

SAMPLE JUNIOR CAMP DAILY SCHEDULE

7:45 AM - Rise
8:15 AM - Prayer Service
8:30 AM - Flagpole/Breakfast
9:15 AM - Cabin Clean-Up
10:00 AM - 1st Activity
11:00 AM - 2nd Activity
12:00 PM - Wash up for lunch
12:30 PM - Lunch
1:20 PM - Rest Period
2:30 PM - Activity or Swim Lesson
3:30 PM - Activity or Swim Lesson
4:30 PM - Free swim or free

5:30 PM - Clean-up for dinner
6:25 PM - Flagpole/Dinner
7:45 PM - Night Activity
9:30 PM - Showers/Lights Out

Camp Marymount Staff Information

It is imperative that we provide every camper and staff member with a comfortable and safe living environment. To do this, we have specific rules that govern the way we treat people and property at camp and during camp sponsored activities. Take a look below at some of the information and guidelines for camp staff that would be important for you to know before accepting a job; other guidelines and policies are covered during training.

- All staff members must attend “training week”. Dates will be given out each Spring for when are to arrive. Training week is an important time not only for our staff to prepare for their roles but also for us to bond as a “family”. It is the only time we have Marymount to ourselves to enjoy.
- Smoking is permitted on a limited basis. There is a private area and limited time for smoking. Smoking is only permitted behind the kitchen. This is not a place to “hang out”, we have a counselors lodge for you to hang out. The area is for smokers only and if necessary will be monitored to keep people from abusing their smoking privilege. Smokers please keep in mind that someone is covering for you while you are smoking, consider your fellow staff members will exercising your right to smoke. So smoke then go back to your job or if you are on time off then go hang out in the counselor’s lodge (CL).
- The illegal use of any controlled substance is prohibited while employed by Marymount. Under age drinking is prohibited. Staff members 21 years of age and older are expected to drink alcohol responsibly, keeping within the legal limits. No alcoholic beverages may be brought onto camp property, and no one is to return to camp under the influence. Possession or use of alcoholic beverages at camp/during camp activities, illegal use of alcohol at any time during a counselors’ employment (including time off) and returning to camp under the influence of alcohol is grounds for dismissal. Marymount has the right to administer staff to random drug tests throughout the summer session.
- Medications are not allowed in cabins and must be stored and administered by the Health Care staff in the infirmary
- Staff health care is closely monitored. Illness or injury may preclude staff members from continuing work at camp. Workman’s compensation may not cover all cases; a staff member’s insurance provider would be financially responsible when so deemed. Decisions made regarding continued employment will be made by the camp administration and they will use several factors; the factors are: recommendation of the in-house camp nurse, the recommendation of a licensed physician and the recommendation of the staff member’s direct support person (supervisor). All staff must have a health form completed and signed by their doctor prior to training week. A physical is required within the last 24 months of employment.
- Pay checks are distributed every other week, the final pay check will be mailed after proper check out procedures have been followed and all evaluations have been submitted.
- Staff members have time-off but it varies between the positions.
- Physical abuse, verbal abuse, sexual abuse or harassment of campers and/or staff is prohibited and will result in dismissal.
- Gossip and negativity among the staff community are not tolerated and are grounds for dismissal.
- Attempts will be made to accommodate the dietary needs of staff. Vegetarian meals are offered. Counselors are expected to model healthy eating habits.
- No pets or animals may be brought to camp.
- Camp Marymount has strong faith programming that is based on the Catholic

faith, but you do not have to be Catholic to work at or attend camp. Marymount is faith filled place and staff members should be comfortable working in a faith filled environment.

○ Each staff member will be given a staff shirt to be worn on opening and closing day. The following are the basic guidelines for what not to wear at camp:

1. Shorts not too tight nor too short nor too “low riding.” Shirts, same as shorts. No tube tops or midriffs. An easy way to gauge what is OK is to think about the type of work you will be doing - a lot of movement, bending over, etc...
2. Clothing should not display beer or alcohol labels, sexual innuendos, inappropriate themes or cuss words.
3. All females must have proper undergarments - bras, and sports bras. This includes when wearing tank tops.
4. Swimsuits: Female staff—one piece suits, only. Male staff –swim trunks, only.

How do I apply?

We hope you like what you have read about Marymount. We invite you to complete the application. If you need more information before doing so, please contact Lindsey Davis, program director, at the camp office. Her information is below.

We want you to make the best decision you can for a great summer!

The following are the steps to take to ensure your application/hiring process goes smoothly.

- Complete the online application in full. Please be honest. Failure to disclose information can be cause for rejection of your application or withdrawal of any offer of employment at any time.
- Submit your completed application.
- Have the three reference forms (you can download and print these from our website) completed by teachers, employers or a member of the clergy (not co-workers, family members or friends) OR arrange for a reference letter to be written on your behalf. Your form and/or letter should be mailed by the person completing them, not by you.
- Someone will contact you to either arrange for an interview or to let you know the status of your application.
- If you are offered a position, please take the time to think over what was discussed at your interview. You may even want to review the application handbook. Camp is a big commitment. Please be sure this is the right job for you before you accept a position.

Once you are hired and you accept the position here are a few things to do:

1. Check your email regularly as the admin team will communicate throughout the spring in order to get everyone on staff updated on training dates and other helpful information.
2. Get all paperwork completed and turned in prior to training week. This included the staff health form which you can download from our website www.campmarymount.com.
3. Be prepared for the best summer you may ever have!

Please direct staff inquiries to:

Camp Marymount

c/o Lindsey Davis

1318 Fairview Blvd.

Fairview, TN 37062

615-799-0410 x 10

Lindsey@campmarymount.com