



Cape Cod Sea Camps Counselor Information

“Camping is an educational experience”

Camps are unique - in their setting, purpose and types of experience each provide. Our primary objective revolves around the growth and development of people within our unique setting.

CAPE COD SEA CAMPS (CCSC) was founded in 1922 by Robert J. and Emma Delahanty. Cape Cod Sea Camps, Inc. a Massachusetts corporation operates the overnight/resident program as well as the Monomoy Day Camp (founded 1965). Capt. and Mrs. Del’s family continue to utilize the same underlying philosophy of providing an atmosphere of fun and learning. **Nancy Garran, Executive Director**, 3rd generation of the family oversees the camps.

Resident Directors -Sherry Mernick, David Peterson and Stephen Wallace

Day Camp Director – Rick “Otis” Moyer

HOW TO APPLY FOR A POSITION AT CAMP: The application process includes the following:

- ✓ Application form - must be completed and returned to CCSC
- ✓ 3 Reference Forms - must be completed by selected references and returned to CCSC
- ✓ Personal or telephone interview - upon receiving a completed application form with **three (3)** reference forms, a director will contact you to make arrangements for a personal interview either by telephone or by visiting camp.



Positions Available at Camp

Resident/Overnight Counselors receive room and board, **live with and supervise campers in cabins**, teach activities, and are required to obtain certifications such as CPR, FA, LGT, WSI, or other certifications. *Both the resident and day camps have overnight programs with counselor positions available.*

Department Heads supervise and instruct in activities and have appropriate certifications, teaching or coaching experience.

Day Counselors supervise campers and teach activities during the day. *Days A-Way is an overnight program at the day camp and staff **live with and supervise campers in cabins**.*





Staff

Resident and Day counselors are composed of college students, graduate students and teachers. Our staff are chosen for their ability to teach certain skills, character and attitude, and their interest in working with children. Counselors are selected from all over the U.S. and the world.

Resident Camp - There are approximately 88 **cabin or unit counselors living with children in a cabin** and 28 supervisory staff. The camper/counselor ratio is 5:1.

Day Camp staff - There are approximately 75 total day camp staff. Approximately, 8-12

staff live in cabins, supervising campers in a special overnight program called Days A-Way. **DAW staff live with children in a cabin.** The camper to counselor ratio is 5:1.

Cape Cod Sea Camps Executive Director - Nancy W. Garran, oversees both the day and overnight programs.

Resident Directors - Sherry Mernick and David Peterson, Co-Directors. Counselor Training Director, Stephen Wallace. Program Director, Rick Francis.

Day Camp Director - Rick "Otis" Moyer.

At camp I learned that....nights on duty are as fun as nights off.... this is the best job in the world.... to gain the camper's respect is a very precious gift." CCSC Staff

Staff Orientation and Certification Training

Resident Camp - Counselors are required to attend pre-camp staff orientation, which begins approximately 7 days before the campers arrive.

Day Camp - Counselors are required to attend pre-camp staff orientation, which begins approximately 5-7 days before the campers arrive. Usually, orientation week runs Monday to Friday, 8:30 AM to 4 PM.

CCSC Certification School in early June offers a variety of Red Cross and activity instructor courses. Staff securing certifications at CCSC will not receive a stipend the first year, as CCSC will pay for the training. In subsequent years, stipends will be added to the base salary for various certifications (most certificates are valid for 2 years).

Job Requirements and Time Commitment

STAFF REQUIREMENTS: We are looking for individuals who have an interest and ability to work with children and have had some experience as a camper, counselor and/or have worked with children in a leadership capacity. Generally, the CCSC counselor must be 19 years of age or have completed one year of college or comparable experience. Candidates who have successfully completed our Counselor Training Program may be hired if they are 18 years of age and have graduated from high school. *All staff are encouraged over time to obtain any of the above certifications.*

Resident Counselors – live in cabins with children and teach activities such as sailing, swimming, tennis, land sports, etc. Certifications are required of staff as outlined below including CPR, First Aid, for swimming either WSI or LG, for sailing Small Craft Safety or LG, etc.

Day Counselors – supervise campers and teach activities during the day. Certifications are required of staff as outlined below.

General/Activity Counselors must be certified in CPR (Cardiopulmonary Resuscitation) and First Aid.

Sailing staff must have their CPR (Cardiopulmonary Resuscitation), First Aid and either Small Craft Safety or a Lifeguard certificate. Other certifications are encouraged such as, U.S. Sailing Level 1.

Swimming staff must have their WSI (Water Safety Instructors) CPR and First Aid certificates. We encourage our teaching staff to also have an LGT (Lifeguard Training) certificate.

Lifeguards must have current LGT, CPR and First Aid certificates.

CAMP SEASON:

Resident Camp - The general commitment for staff will be from approximately 6/24-8/20. Call for specific dates. The camp season is 7 weeks long for our campers. Counselors are expected to commit to 8 weeks including staff orientation, the 7 week summer program and remaining at camp until all their responsibilities are completed after the campers depart.

Day Camp - Monday through Friday, 8:30AM-4:00PM for 8 weeks including regular staff orientation. The general commitment for staff will be from approximately 6/24-8/20. Call for specific dates. Counselors are expected to remain at camp on our closing day until all their responsibilities are completed.



Resident Campers – There are approximately 390 campers per session. Generally, the geographical distribution of our campers is as follows: 40% New England, 50% other states and 10% foreign countries. There is usually a 70 % return rate with a total of approximately 630 different campers attending each year. There are 10 units or age groups, 5 each for boys and girls, with 30 to 50 campers in each unit.

Campers are assigned to Wono (girls) or Monomoy (boys) units as followed:

- Wono Juniors and Monomoy Junior Scouts** -Ages 8-9, entering grades 3 and 4
- Wono Middlers and Monomoy Scouts** -Ages 10-11, entering grades 5 and 6
- Wono Petty Officers and Monomoy Guides** - Ages 11-12, entering grades 6 and 7
- Wono Seniors and Monomoy Seniors**—Ages 13-14, entering grades 8 and 9
- Wono and Monomoy Junior Counselors** -Ages 14-17, entering grades 9, 10, 11, 12.

In each unit there are approximately 5 to 9 counselors, an assistant head and a head counselor, augmented by Junior Counselor assistants. There are 12 to 14 campers in each cabin and 2 to 4 counselors. Counselor areas are simple but separated from the campers. In most cabins, there are bathrooms attached with running cold water and all cabins have electricity. Shower houses are adjacent to the cabin areas.

Day Campers - There are approximately 300 campers per week and eight units of 30-40 campers and 6-8 staff. Each unit has their own head counselor with 4-5 staff, augmented by Junior Counselor assistants.

Campers are assigned to coed units as follows:

- Crew Unit** - ages 4 to 5; **Apprentice Seaman** - ages 6 to 7; **Seaman** - age 8; **Tars** - age 9; **Bosuns** - age 10; **Midshipmen** - age 11; **Petty Officers** - ages 12 to 13; **Junior Counselors** - ages 14 to 17. Generally, the geographical distribution of our campers is as follows: 17% Cape Cod, 36% off Cape in Mass. and 41% in 24 other states and 6% foreign countries. There is usually a 60% return rate with a total of approximately 845 different campers attending each year.

Camp Activities



Special Camper Programs

COUNSELOR TRAINING PROGRAM:

The **CCSC Resident** and **Monomoy Day Camp** Counselor Training (JC) program is a specialized four-year program designed to provide young men and women, ages 14-17, with the skills and knowledge necessary to become well qualified camp counselors. Through a variety of counseling experiences, graduates of this program emerge with the training required to work at CCSC and at camps throughout the country. Each summer there are requirements that must be completed in order to return. Emphasis is placed on developing high skill levels in the various activities at camp, but more importantly the program will focus on counseling and teaching skills.

Resident Camp JC Unit - There are approximately 140 campers and 30 staff total for both units. All JC's must be full season campers.

Day Camp JC Unit - There are approximately 40 campers and 8 staff. All JC's must be full season campers. Special commitments are required of Day Camp JC staff, such as supervising special JC trips and overnights.

DAY CAMP CREW UNIT: The 4-5 year old group is a special part of our day camp program. This is a self-contained unit operating much like a nursery or kindergarten class in a camp setting. The unit has their own cabin facility with a camper/staff ratio of at least 5:1. There are approximately 25 campers per week in this unit. The day consists of an Arts & Crafts period, Swim period, Group Games and a chance to try activities such as Gymnastics, Archery, and Tennis etc.

Cape Cod Sea Camps



The major activities we hire staff to teach are the following: Sailing, Swimming, Tennis, Arts and Crafts, Archery, Drama, Riflery (BB and .22), Photography, Nature, Windsurfing, Waterskiing, Land sports (team sports), Kayaking, Canoeing, and Woodworking. These activities are offered in both programs.

Special activities such as hiking, adventure ropes, aerobics, snorkeling, cooking, and wrestling are offered randomly throughout the season according to the interests and talents of both the campers and staff. Land sports include most athletics such as baseball, basketball, softball, field hockey, soccer, lacrosse, etc.

We encourage counselors to introduce new activities within the confines of our camp philosophy. Our program is designed to satisfy the interests and talents of young people - campers and counselors.

Resident Camp - Counselors generally teach 4 to 5 periods of activities each day. Counselors are "off duty" every other night and have one day off each week as assigned by the program director.

The **Resident Camp** program for an average day:

Daily Schedules for Camp Programs		4 th Period
7:00 AM	Review	3:30 PM
7:30	Breakfast	5 th Period
8:15	Morning Assembly	Dinner
9:30	1 st Period (5 per day)	Evening Activities
10:45	2 nd Period	9:30 PM TAPS
12:00 PM	Lunch, Store, Rest	(Bedtimes vary with age)
2:30	3 rd Period	

Day Camp - Staff are expected to arrive by 8:30 AM and remain until 4 PM each day, Mon-Fri, or until responsibilities are completed. There are five periods as follows: **GAMES ... ELECTIVE (Activity Period) ... LUNCH ... SWIMMING ... OCCUPATION (Activity Period)**

Specific Day Camp Responsibilities

Crew Unit

8:30 AM	Staff Arrive	12:30PM	Activity Period
9:00 AM	Campers Arrive	1:30	Games Period
9:30	Art or Swim Period	2:00	Snack
10:30	Art or Swim Period	2:30	Council Ring
11:30	LUNCH	2:55	Campers Depart
12:00 PM	Quiet Play/Stories	4:00 PM	Staff Depart

	Apes-Sm	Tars-Bos	Mid-PO	Junior Counselors
8:30 AM	Staff Arrive			8:30 AM Staff Arrive
9:00 AM	Campers arrive, Council Ring			9:00 AM Campers Arrive
9:30	GAMES/SWIM	GAMES	OCCUP	9:30 - 11:30 Two 1 hour ELECTIVES
10:30	SWIM/GAMES	OCCUP	GAMES	11:30 LUNCH
11:30	LUNCH			12:30-2:30 PM Two 1 hour ELECTIVES
12:30PM	ELEC	ELEC	SWIM	2:40 Campers to Council Ring
1:30	OCCUP	SWIM	ELEC	2:55 Campers Depart
2:40	Campers to Council Ring			4:00 PM Staff Depart
2:55	Campers Depart			
4:00 PM	Staff Depart			

MONOMOY DAY CAMP DAYS-A-WAY STAFF: The Monomoy Day Camp runs an innovative

Activities are usually assigned to staff on a weekly basis. Activity periods last about an hour. Sailing is one activity that is offered for approximately 12 weeks of the season. Swimming is a required activity for campers (6 for learning & 6 miles) for this program. proficiency level. Our WSI staff teaches using the American Red Cross system and certified Lifeguards guard the swimming areas.



More Personnel Policies...

Day Camp Bus Monitors Continued.... Some of the responsibilities include supervising children on each bus, attendance on and off the buses, communicating with and to the parents. Bus monitors receive compensation for their responsibilities. If interested, contact the directors.

PHYSICAL EXAMINATION: PHYSICAL EXAM FORMS ARE DUE JUNE 1st. The Commonwealth of Massachusetts requires that *all camp staff members, prior to arriving at camp, must have a completed health history, physical examination and current immunization record.* The exam must be conducted during the **preceding 24 months** and include **proof of immunization** as well as a **negative test for tuberculosis.**

If you have had a physical exam within the last 24 months, have your physician fill out the health form and return it to us. For students - your college clinic should provide this service. All staff are given a "health screening" by our medical staff during pre-camp orientation and a completed health form is required. **ATTEND TO THIS EARLY!**

HEALTH INSURANCE: Cape Cod Sea Camps, Inc. does not provide coverage for any non-work related injuries. Individuals must carry their own insurance for medical coverage. Proof of a health insurance policy for medical coverage is required. A Section 125 plan is available.

A more complete list of personnel policies is available and provided upon employment. Some of our policies for CCSC are identified below. CCSC, Inc. abides by the laws and regulations of the Commonwealth of Massachusetts including, but not limited to **Equal Employment Opportunity, Hiring and Screening of Prospective Employees, Criminal Background and Sexual Offender Checks, FICA (Social Security), Federal and State Withholding, Worker's Compensation Insurance.**

OFFER LETTER: After having an interview with one of the directors, if employment is to be offered, Cape Cod Sea Camps, Inc. will issue a letter confirming the appointment and specifying the conditions upon which employment is contingent. The offer letter does not constitute an offer of employment, but is simply intended to verify employment information.

WEEKLY STAFF MEETINGS: Staff meetings must be attended by all staff members and are held on Mondays, Wednesdays and Fridays. Salaries are not based upon experience, certifications and education, but are based on a need basis. Generally, meetings are completed by 4:00 PM.

Resident and Day Camp Paychecks are issued each week, based on 1/8th of the season salary. Appropriate taxes are deducted on a weekly basis.

OVERNIGHT COVERAGE: Days Away staff have rotating overnight assignments. On a

SALARY DEDUCTIONS: Staff members will be eligible to assist in deducting the charges from your salary or paying separately. **Incidental Charges** (Camp store, etc.) will be invoiced individually with the option of coverage of any special overnights. A schedule of

ADDITIONAL SALARY REMUNERATION: Items not included in the above salary are the following: assigned shifts is posted during orientation week. **Staff** are assigned to supervise and cover

Room and Board is provided to all **Resident** or **Day Camp** staff that live on camp grounds along with bedding and laundry service.

each JC overnight and Super **15% Commissions** are given to employed staff for a primary referral for a new camper at the resident and day camps on the tuition only. Contact the directors for further

Seasonal Staff

Seasonal staff that do not live on camp grounds receive a camp lunch daily as well as all meals when assigned to supervise overnights.

Day Camp Bus Monitors are needed on each of our five bus routes at the Day Camp.

Cape Cod Sea Camps

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Best Summer Ever.....

Find us on the Web:
www.capecodseacamps.com



EMPLOYMENT AT WILL: Your employment situation at Cape Cod Sea Camps is “at will”. This means that either you or Cape Cod Sea Camps may terminate your employment at any time for any reason.

UNIFORMS: Appropriate dress will be worn at all times. CCSC or Monomoy Day Camp staff shirts will be provided to all staff and must be worn as designated by the directors.

ALCOHOL POLICY: The Cape Cod Sea Camps, Inc. has a committed interest in ensuring the health and safety of its employees. It believes that a working environment free of alcohol abuse is healthier, safer, and more productive. The laws of the Commonwealth of Massachusetts govern Cape Cod Sea Camps, Inc. Consumption of alcohol is illegal for any person under the age of 21. Therefore, underage use, possession of alcohol or the selling or distribution of alcohol by anyone to underage persons is strictly prohibited by Cape Cod Sea Camps, Inc.; and any individual found to be in violation of this policy will be subject to disciplinary action up to and including immediate termination of employment or dismissal and referral for criminal prosecution if the circumstances dictate.

Cape Cod Sea Camps’ policy in regard to any individual is as follows: The use of alcohol on camp grounds, or the use of alcohol which may affect an individual’s performance is grounds for disciplinary action up to and including immediate termination of employment or dismissal from camp. Cape Cod Sea Camps, Inc. has the right to terminate employment of an individual when an individual is found selling or distributing alcohol to underage individuals.

DRUG POLICY: The laws of the Commonwealth of Massachusetts govern Cape Cod Sea Camps, Inc. No controlled substances are permitted on the camp grounds at any time unless prescribed or authorized by a licensed physician. Any individual using or distributing illegal drugs is in violation of this policy and will be subject to immediate disciplinary action up to and including termination of employment or dismissal and referral for criminal prosecution if the circumstances dictate.

SUBSTANCE ABUSE POLICY: Cape Cod Sea Camps, Inc. will not tolerate inappropriate use of chemical substances. If an individual is found to be in violation of this policy he or she will be subject to disciplinary action up to and including immediate termination of employment or dismissal and referral for criminal prosecution if the circumstances dictate.

Personnel Policies.....

CHILD ABUSE POLICY: Cape Cod Sea Camps, Inc. will not tolerate child abuse, including the following; sexual, physical, emotional abuse; sexual molestation or neglect of an individual under the age of eighteen. There are two types of situations Cape Cod Sea Camps may encounter with campers involving suspected child abuse.

- ✓ A camper who evidences behavior or states that he or she was abused prior to coming to camp. Appropriate steps will be taken to address this situation, including reporting the situation to the Massachusetts Child Protection Agency.
- ✓ A camper who alleges that he or she was abused while at camp. If child abuse is suspected and as a result of an investigation confirmed while at camp, the abuser is subject to disciplinary action up to and including immediate termination of employment or dismissal from camp and criminal proceedings will be pursued if the circumstances dictate. Law mandates reporting child abuse to the proper Massachusetts Child Protection Agency.

Cape Cod Sea Camps, Inc. supports and maintains an environment that encourages any camper who believes he/she has been a victim of child abuse or neglect as defined in this policy to report the incident(s) immediately to her counselor, head counselor or director.

PERSONAL POSSESSIONS: Valuable personal articles such as expensive watches, radios, stereos, computers, TV’s, refrigerators should not be brought to camp. CCSC prohibits the presence of firearms, ammunition, explosives, fireworks, and hazardous substances.

PETS: Counselors are not permitted to have pets at camp.

SMOKING POLICY: The Town of Brewster has enacted a health regulation forbidding smoking in the workplace and The Commonwealth of Massachusetts has adopted regulations prohibiting the use of tobacco products by camp staff in the presence or view of campers. Smoking is not allowed in any camp building, or in the view or presence of the campers.

And a few more.....

ELECTRONIC TECHNOLOGY & COMMUNICATION: Communication using electronic devices, such as cellular telephones, computers, palms, pagers, etc. are restricted in use and not allowed while on duty or in the view or presence of campers.

PERSONAL APPEARANCE: It is expected that employees of Cape Cod Sea Camps present an appropriate personal appearance as role models for children. For example provocative tattoos or multiple body piercing are considered inappropriate for our children's camp setting.

EMPLOYMENT BACKGROUND INFORMATION: Employees who may have unsupervised contact with campers must have a background free of adverse conduct, criminal or otherwise, which would disqualify a person from employment working with children. Screening of staff includes contacting references, reviewing prior work history, performing SORI (sexual offender registry information) and CORI (criminal offender registry information) check, and may include lawfully reviewing social networking sites and blogs.