

Camp Minsi - General Information & Notes for Staff

Living Accommodations

For those living in the staff site, your tent will be assigned to you when you arrive at camp. The staff tents are about 2-3 times larger than a camper tent and they have bunks, mattresses and electricity. Electricity is for essentials items such as a light, phone charger, and alarm clocks. No televisions, refrigerators, or air conditioners. You will have a cot and a mattress supplied to you.

Every staff member living in the staff site will be sharing a tent with 1-2 other staff members. The camp management will try to accommodate tent-mate requests. The BSA Youth Protection Guidelines are in effect at all times (under 18s will tent with under 18s; over 18s will tent with over 18s). The staff site includes a communal shower house with sections for over 18s and under 18s. There are also washers and dryers available for staff members to do laundry. Those staying in cabins for the summer will be notified of their accommodations by the camp director prior to the start of the season.

Other Duties of Staff

You will, naturally, assist the entire staff in forwarding the program and the objectives of the Boy Scouts and Camp Minsi. While the position assigned in your contract is your chief duty, we expect you to assist in any manner that may be assigned, understanding that you may also be re-assigned to another position depending on need.

Leave of Absence

If you will be missing any days (or weeks) during your contracted work period (days between June 14 through August 5), you must notify the camp director in writing prior to the start of the camp to make sure your responsibilities will be adequately covered. With the exception of sudden family or personal emergencies, all absences (including arriving late or leaving early) must be approved by the camp management prior to the start of season.

Weekends and Days Off

For the staff, regular weeks of camp begin on Sundays at noon. The staff is expected to be in camp, in uniform, and at the dining hall at noon for a staff meeting and lunch. The staff will be released at the end of each week at noon on Saturday. It is advised that the staff use this 24-hour time off to relax and prepare for the next week of camp.

All staff members must leave camp after check-out on Saturdays as there will be no guaranteed adult supervision in camp over the weekends. Any staff members needing special accommodations over the weekends must contact the camp director prior to the camp season to make special arrangements.

Nights Off

Each staff member will be assigned a night off during the week in which they are permitted to leave camp. Nights off begin immediately following evening colors (approximately 6pm). All staff must return to camp by 12am (midnight). If a staff member needs to leave camp at any other time, they must receive prior approval from the camp director before being excused from service. Any staff member under 18 must have a permission slip signed by a parent/guardian in order to leave camp on their night-off.

Personal Property and Electronics

There is no insurance coverage, provided by your employer for personal items against theft, fire, or other risk. If you desire such coverage see your own insurance provider. Camp Minsi is not responsible for lost, stolen or damaged property. It is highly recommended that as a staff member you do not bring valuable items to camp. Any personal property you bring to camp is your responsibility. A footlocker or strongbox with a lock is recommended for valuables, such as money.

Cell phones and personal electronics must be used responsibly and should not be used around Scouts or leaders.

Staff members should only utilize their phones when they are not on duty, and they should do so in staff site. Unauthorized or excessive use of a cell phones or electronics in program may result in disciplinary action.

Employment and Payroll Paperwork

All employment and payroll paperwork (including staff contract, W-4, I-9, valid ID, working papers, insurance information, taxing jurisdiction forms, BSA registration, PA clearances, and training certificates) must be completed and returned prior to the start of employment.

BSA Membership

All camp staff members must be registered members of the Boy Scouts of America. If you are not currently register with the BSA through a troop, crew or pack, you will need to complete a BSA application to be enrolled as a Council Camp Staff Member. All adults (those over the age of 18) must complete the BSA Youth Protection Training (available online at www.myscouting.org) and attach the certificate along with their BSA application.

Medical Forms

All staff members must complete and return parts A, B and C of the BSA's Annual Health and Medical Record. This requires an annual visit to a physician. For the current BSA Annual Health and Medical Record Forms go to: www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx

Online Trainings

Prior to the start of employment, all staff members must complete a series of online trainings. These include the BSA Weather Hazards Training and Unlawful Harassment Training. Staff should print the current certificates after completing these trainings. Staff members must also present a current BSA Youth Protecting Training Certificate (taken online at www.myscouting.org).

PA State Clearances

Pennsylvania State Law dictates that any employee who comes in direct contact with a child must obtain the following three clearances:

1. Report of criminal history from the Pennsylvania State Police (PSP)
2. Child Abuse History Clearance from the Department of Human Services (Child Abuse)
3. Fingerprint-based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

This applies to all camp staff members (paid and unpaid). The Child Abuse, PSP and FBI clearances can all be applied and paid for online; while the FBI clearance requires a fingerprint submission. All Clearances are required to be submitted to the Minsi Trails Council office prior to the start of employment.

Staff Conduct

Your conduct while employed as a staff member must be exemplary, both on and off duty. As staff members you must bring only positive reflection on your actions. Failure to abide by this principle will be grounds for immediate termination. You are expected to live by the Scout Oath and Law at all times. Positive role models are a must!

Immediate Termination

Staff will be immediately terminated for: a) Use of alcohol in camp. b) Use of alcohol by anyone under 21 at any time. c) Use of illegal drugs at any time. d) Abuse of over-the counter drugs. e) Striking a camper, another staff member, or adult leader for any reason, even if you feel justified. f) Inappropriate physical contact with, or exposure to, a camper, another staff member, or adult leader. g) Continued use of foul or abusive language. h) Theft or vandalism of camp property. i) Any violation of Summer Camp Staff Agreement contract.

Uniform and Attire

The uniform is a significant part of being a Camp Minsi staff member. The appropriate uniform must be worn at all times when outside of the staff site. Staff member can receive a **25% discount on all Scouting uniform parts** at the Minsi Trails Council Office in Allentown, PA. In order to receive this discount, please inform the Scout Shop associate at the time of checkout (bring a copy of your staff contract with you for proof of employment).

The official staff activity uniform (Class B) will consist of a red staff polo shirt, Scout shorts with a Scout belt, a staff hat, and the Centennial BSA Uniform Low-Cut socks. Each staff member will be issued 2 red staff polo's and 1 staff hat for the summer free of charge. Any staff members with red shirts from years past may wear them as well. If you would like to purchase additional staff polos, please let the camp director know by April 1, the cost will be \$10 per shirt.

The official field uniform (Class A) will consist of the Green venturing shirt with Forest Green venturing shoulder loops, Scout shorts with a Scout belt, and the Centennial BSA Uniform Low-Cut socks. The Class A uniform will be worn for all colors ceremonies (morning and evening) as well as for all breakfasts and dinners.

If you have any questions regarding the uniform, please ask the Scout Shop for assistance. If there are further questions, please contact the camp director.

Staff Uniform – What You Need:

- 1-2 green Venturing field uniform (Class A) shirts (with appropriate patches and shoulder loops)
- 2-4 pairs of official BSA canvas Scout shorts (either the BSA Canvas Cargo Shorts or the Centennial Canvas Convertible Pants)
- At least 4 pairs of the Centennial BSA Uniform Low-Cut Socks
- 1 official Scout belt.

Questions?

Lisa Empfield, Camp Director
610-751-0849 | lisa@campminsi.org

Greg Larson, Program Director
610-984-4497 | greg@campminsi.org

Paul Oswald, MTC Director of Support Services
610-465-8576 | paul.oswald@scouting.org

John Buz, Camp Minsi Ranger
570-839-7860 | john.buz@scouting.org