

Mendham Day Camp Staff Info 2020

Welcome to the team! Read this sheet as soon as possible!

Due to the 2020 pandemic restrictions, all dates listed are subject to change. Please check the Day Camp website often. Also, the Department of Recreation is moving forward with plans to hold the Day Camp as usual. We realize, that this is subject to change. As a result, no employment is guaranteed.

Your Paperwork (due Friday, June 5th)

(visit <http://www.mendhamdaycamp.com/welcome-to-our-team.html> for fillable documents)

We provide an **entire month** to complete all the necessary paperwork. **Please do this ASAP.**

- All employees must fill out a 2020 W-4 tax form. Do not use nicknames on this form, use your legal birth name. **Please write your date of birth on the bottom of the sheet for our record.**
- All employees must fill out a **MEDICAL RELEASE/WAIVER** and allergy action plan, if applicable. Visit the webpage, type in your responses, print it, sign it (with a parent, if applicable), and hand it in with your paperwork.
- All employees must read through the **Staff Manual**, print and sign the last page, documenting that they have read and understand their job responsibilities.
- All employees must follow applicable guidelines for performing a **Background Check**.

Mendham Day Camp Background Check Requirements		
	camp counselor applicants who are currently <u>UNDER 18</u> years old and will <u>REMAIN UNDER 18</u> years old through and <u>INCLUDING THE LAST DAY OF CAMP</u>	camp counselor applicants who are currently <u>18 YEARS OLD</u> or <u>WILL TURN 18 YEARS OLD</u> prior to or on the last day of camp
Returning Staff from last year (employed by Day Camp within last 12 months)	subject to a background check by the Mendham Borough/Township Police Department	returning to camp within twelve (12) months, and who previously submitted a Form D criminal history check shall be subject to a Name Check (SBI 212B) through the New Jersey State Police, in addition to a local Police Department history check.
New first-time hires for current year	subject to a background check by the Mendham Borough/Township Police Department	full fingerprint-based criminal history record check (Form D) through the New Jersey State Police, in addition to a local Police Department history check
returning to camp after more than twelve (12) months	subject to a background check by the Mendham Borough/Township Police Department	subject to a new Form D criminal history check, regardless of whether one was submitted previously
<small>All rules and regulations pertaining to Chapter 10, "Criminal History Checks," of the Code of the Borough of Mendham remain in full force and effect</small>		
<small>All rules of confidentiality and authorizations for such checks shall be governed by the laws of the State of New Jersey</small>		

- If you were **born after June 5, 2002**, you must fill out **Working Papers** and have a local **Background Check** completed by the Mendham Borough Police Department. Working papers are available at your current school. Complete Part A of the Working Papers, then mail/drop off your working papers at the Borough Recreation office (6 West Main). We will complete Part B and mail back to you. If you are currently in 8th grade, you must complete your paperwork with the aid of your **Middle School**.
- Only **current 9th graders and up** should go to **Mendham High School** for paperwork completion. In hopes of easing the process, please see the step-by-step instructions. For more information visit: http://lwd.dol.state.nj.us/labor/forms_pdfs/lse/mw-373.pdf
- If you born **before June 6, 2002**, you must complete a criminal-history Background Check (see chart).

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Mandatory Training – Sunday, June 7th

Due to the pandemic restrictions, this date may change and/or will be held remotely/online. Please check the Day Camp website for updates.

Sunday, June 7th

8:30am – all Senior Staff reports to the Garabrant Center

9:00am – all Counselors report to the Garabrant Center

11:00am – all Counselors returning from 2019 will be dismissed

1:00pm – all first-year Counselors hired for the first time in 2020 will be dismissed

We WILL NOT accept paperwork at the training session on June 7, 2020. We expect all paperwork returned to the Recreation Offices (6 West Main Street) by Friday, June 5th at 7pm. No exceptions will be made. Late or incomplete paperwork may jeopardize employment.

Work Weeks

- Full-time counselors must check off the weeks that they CAN work. **If you check off a week, you are committing to those weeks.** If, due to extreme unavoidable circumstances, you cannot work a committed week, you must talk to Recreation Director, Bruce DiBisceglie, immediately, and at least ten days prior to the week in question.
- Part-time substitutes will be called, as needed. We can't make any promises, but if you check a certain week, make sure you are available that week, as we often have walk-up registrations, counselors who fall ill and other unforeseen reasons to call.

Cell Phones & Social Media

- There will be absolutely **no cell phones usage allowed during camp hours** (this includes training sessions). Leave your cell phones at home, or if you chose to bring it along, there will be a collection box in which you can keep it during camp hours, stored inside of the Carriage House.
- If you need to make a call during work, feel free to use the Carriage House phone. This is encouraged.
- As stated in our Staff Manual, cell phone possession and usage will result in dismissal from one's position. There will be no warnings or second chances. **A cell phone potentially puts the entire camp at risk.** Only senior staff members will carry cell phones for internal communication reasons only.
- **Your social media is a representation of you and our Day Camp.** Check your Twitter, Instagram, YouTube, Facebook, Vine, etc. for appropriate material. You're in the work force and you are an extension of the place for which you work. Parents of campers may Google counselors working with their children to check his/her social media to learn about the persons interacting with their child. In short, **clean up your social media accounts.** We are checking too. Sorry, it's the way of the world now. Besides our Day Camp family, future employers, colleges, university, etc. will view what you post.

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Sign Up

Make sure you sign up for Remind! <https://www.remind.com/?sign-up=true>

This is our number one form of telecommunication. This is how we will send out staff assignments - either Friday night or Saturday - and any other pertinent information. It is your responsibility to find out if you are working. We will expect to see you, if you are on the list.

Salary

Everyone's favorite subject! As per our postings, there is a new pay scale. The good news...you will be paid for your training session, if all your paperwork (above) is complete on time! The pay scale is based on a Tier system. The tiers are determined by total hours worked in your career with the Day Camp since you began with us, multiplied by your performance percentage as determined by the Senior Staff. Factors that go into performance assessments are (but not limited to): enthusiasm, teamwork, communication, punctuality, flexibility, accountability, and above all, adherence to all safety rules.

Checklist to complete BEFORE June 5, 2020:

- _____ Complete your contract - check off weeks (***write them down, so you remember***) and sign it
- _____ Clean up social media accounts
- _____ Fill out W-4 write birthday between this on the bottom of the form:
(**Cat. No. 10220Q Form W-4 (2020)**)
- _____ Complete your medical release form and any necessary allergy action plan
- _____ Read entire staff manual, print the last page, and sign it
- _____ Complete the process for working papers, if applicable
- _____ Complete steps for background check
- _____ Sign up for Remind to receive text alerts regarding work
- _____ **Submit to the Bower's Building NO LATER than Friday, June 5, 2020 at 4pm, the following:**
 - completed contract,
 - W-4
 - medical release (and allergy action plan, if necessary)
 - last page of the staff manual - signed (***by signing it, you are stating that you have read and are willing to abide by the standards and expectations put in place for your employment***)
 - working papers
 - receipt of background check (if applicable)