



# Kamp Kiwanis®

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## Kamp Kiwanis 2010 Seasonal Direct Care Staff Time Off Schedule

Time off is designed to provide rest and relaxation away from Kamp. It is important that staff use their time off to “get away from it all” and return fresh to Kamp. Resident Kamp staff receives daily and weekly time off which is one scheduled day off per week, one early evening off per week and at least two hours of scheduled non-teaching time off per day. Because of the nature of camp life and the need for the safety and supervision of campers, Kamp Kiwanis’ administration and seasonal staff agree that staff will sit and socialize with campers during mealtimes, other non-teaching times and will agree that two staff will always supervise their group of campers during awake times and one staff will supervise their group of campers during sleep times with leadership staff on-duty for added support and supervision. Time off for 2010 seasonal resident camp staff will be as follows:

### Daily and Weekly:

Each seasonal residential camp staff member receives at least two hours off per day, one early evening off per week and one day off per week. This time may be spent on-camp or off-camp. Daily time off may or may not be broken up during the day according to the schedule. This is scheduled between staff members, their team and their supervisor; many times this is an assigned time. Early evenings begin **after dinner** and end at 1:00am. Early evenings off may be requested before the start of the season and all requests will be accommodated when possible. Weekly time off is an assigned time. For all residential staff, an early evening off may not be scheduled on the first or last night of their cabin’s session.

### During Session:

Every residential camp staff person has at least one late evening per session off. This begins after the campers are asleep in their beds and ends at 1:00am. Staff who have their late evening off may spend their time on-camp. The late evening off is scheduled among the cabin staff, making sure there is one adult staff member in the cabin at all times. For all residential staff, a late evening off may not be scheduled on the first or last night of their cabin’s session.

### Bus Trips:

Throughout the summer, staff will be **required** to travel to NYC and throughout the state of NY on busses to pick-up and drop-off campers between sessions. Those chosen will be required to miss time off, however will be accommodated overnight in a hotel and provided with expenses to cover food, this differs at times as some trips are up and back on the same day. This can be requested and all requests will be accommodated when possible.

### Session Breaks:

In addition to orientation and post-kamp, work time is allotted before the campers arrive and after the campers leave each session for staff meetings, in-service trainings, **completion of necessary paperwork** and the planning and preparation for incoming campers. Time off between sessions will be as follows:

- Leadership Orientation-days off TBA
- Staff Orientation June 24, 12:00pm, noon - June 26, 12:00pm, noon
- July 2, 12:00pm, noon – July 4, 12:00pm, noon
- July 9, 12:00pm, noon – July 11, 12:00pm, noon
- July 17, 12:00pm, noon – July 18, 12:00pm, noon
- July 24, 12:00pm, noon – July 25, 12:00pm, noon
- July 31, 12:00pm, noon – August 1, 12:00pm, noon
- August 7, 12:00pm, noon – August 8, 12:00pm, noon
- August 14, 12:00pm, noon – August 15, 12:00pm, noon

Post kamp will end on the last day of your agreement. All staff should arrange travel after 12:00pm on the last date on your agreement, keeping in mind distance to the train station and travel time.

**Additional time off may be added at management’s discretion.**

**Leadership staff time-off may vary from the above mentioned times.**