



## TAMWOOD STAFF GENERAL INFORMATION



To help you determine if Tamwood Camps is the right fit this summer, please read through our General Staff Information. We also encourage you to read information about our 'Junior Centres' on our website. Please don't hesitate to contact us if you need further information regarding employment at Tamwood.

### **WHAT TO EXPECT FROM CAMP LIFE**

Being a Camp Counselor with Tamwood is an incredibly fun and rewarding experience. You will work with great people, stay constantly active, experience new things and develop leadership and organizational skills. You will also play a huge role in creating an amazing summer for our campers!

Our campers come from all over the world and some are experiencing North American culture for the first time. Their level of English will vary. While at Tamwood, students attend English class five days a week for three hours a day. The remainder of the day is spent participating in activities, both on campus and around the city.

Being a counselor can also be demanding at times and requires a high level of energy, patience and adaptability! This means maintaining a positive and open attitude toward camp, the campers and fellow staff. It also means being a team player and having the ability to get along with a diverse group of people.

Life at camp is busy and active. Each day has a full schedule of meetings, classes, meals, activities, events, excursions and evening programs. We count on our staff to execute this programming with great enthusiasm as a team.

### **CAMP ACCOMMODATIONS**

Accommodations will vary depending on the camp location you work at:

**Whistler:** Staff will live in shared apartments with 2-3 other counselors at the Blackcomb Staff Residence buildings. Everyone eats at the Staff cafeteria.

**Vancouver:** Staff will live in the student residences at Simon Fraser University in Burnaby and each staff member will have a private room. Everyone eats together in the Student Dining Hall.

**San Francisco:** Staff will live in the student residences at San Francisco State University and each staff member will either share or have a private room. Everyone eats together in the Student Dining Hall.

**Los Angeles:** Staff will live in the student residences at UCLA in Westwood. Each staff member will either share or have a private room. Everyone eats together in the Student Dining Hall.

**Boston:** Staff will live in the student residences at Curry College, located in Milton, about 30 minutes from Boston. Rooms are both shared and private. Everyone eats together in the Student Dining Hall.

There are laundry facilities at the residences, or you can send your laundry out with the camp laundry.

### **MEALS**

Meals are served cafeteria style at all locations, so you can help yourself to the foods you wish to eat at meal times:

**Breakfast:** 8:30am-9:00am

**Lunch:** 12:15pm-1:15pm

**Dinner:** 6:00pm-7:00pm

There will always be a vegetarian option and the meals are carefully chosen to be well balanced. You can help yourself to coffee, tea, juice, water, salad and fruit at mealtimes. Dessert is served at both lunch and dinner. There is a healthy snack offered in residence in the evenings.

### **TIME OFF**

All staff receive a block of 36 hours off each week. The Camp Director will create and post the Staff day off schedule each week. Staff will also receive 3 hours off each day while the campers are attending English classes. During this time, staff are free to sleep, relax, exercise or leave campus for time off but everyone must be on time to greet the campers when classes are over. We will try to accommodate special requests for days off if received in advance; however, once the day off schedule is posted it is final.

### **NIGHT DUTY**

Counselors are responsible for Night duty on a rotating basis. Night duty starts at the end of the evening program and ends at 11:30pm. Each staff member will be assigned 2-3 times a week.

### **COMMUNICATION**

Campus residences are equipped with Wi-Fi and staff can choose to sign up for this service for an additional fee at the start of a contract or staff can use designated computers for use during free time. Cell phones may be used when not on duty. There are pay phones available on campus.

Once hired, we provide the full mailing address of the camp location.

### **STAFF UNIFORM**

All Tamwood staff wear a uniform while on duty. We will provide staff with 3 uniform shirts and the style will depend on your position. Staff may wear their own clothing with the uniform, provided it is clean and respectable looking. You are responsible for keeping your uniform clean at all times.

### **SMOKING, ALCOHOL & DRUG POLICY**

Staff are only permitted to smoke while not on duty and out of sight of campers. Possession or use of any illegal or restricted substances or knowingly being in the presence of fellow staff that are using drugs or alcohol will not be tolerated while on contract with Tamwood. If a staff member is caught in possession of, or using drugs or alcohol they will be relieved of their duties and their position will be terminated immediately.

### **APPEARANCE**

We ask staff with tattoos to make an effort to conceal while on duty. For safety reasons, facial jewelry including tongue rings or exposed body piercing should be removed while on duty. Please speak with us if you have concerns with our expectations around staff appearance.

### **PERSONNEL POLICY**

All staff will be asked to sign a Personnel Policy along with their contract. The Personnel Policy is designed to protect our campers from harm and to provide clear guidelines of our expectations of staff and subsequent restrictions while employed with Tamwood. Please speak with us if you have concerns about the content of the Personnel Policy.

### **STAFF TRAINING AND SUPPORT**

Before campers arrive, we provide a Staff Orientation to help you learn about being a Tamwood camp counselor and to get to know fellow staff. Directors and Senior Staff receive additional training. Orientation is busy, interactive and informative! It requires full participation to make the most of your summer. We will send the Tamwood Staff Manual ahead of time and expect our staff to have read it by the time Orientation begins. All staff will be required to write an open book test at the beginning of training and a closed book test at the end of training. A passing grade is required. This is for the safety of campers, colleagues and you.

Throughout the summer, Tamwood staff will receive ongoing support and staff evaluations from the Camp Administration and Senior Staff. We want to ensure everyone has a successful, fulfilling summer with us!

### **REQUIREMENTS TO WORK AT TAMWOOD CAMPS**

- 18 years of age by June 1st. 21 years of age for management positions
- Documented experience working with children and/or ESL students
- Eligible to work in Canada (for Whistler and Vancouver) or the US (for San Francisco, Los Angeles, Boston).
- Valid First Aid and CPR certification by July 1st, 2012 at own expense
- Criminal record check completed at own expense. We will send instructions at a later date.
- Other requirements are outlined in individual job descriptions, found at [www.tamwood.com](http://www.tamwood.com)

**OTHER QUESTIONS ABOUT WORKING WITH US THIS SUMMER?**

Contact Tamwood's International Camps Program Manager: [campsmanager@tamwood.com](mailto:campsmanager@tamwood.com)  
and we will be happy to address your questions via email or telephone.