



# PROSPECTIVE STAFF GENERAL INFORMATION

Please read before applying for a position with us

## **CONTACT INFORMATION FOR EMPLOYMENT**

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## **STAFF PRE-REQUISITES**

- > Applicants must be at least 19 years old by June 1<sup>st</sup> or completed one year of college.
- > Must have strong skills and experience in one activity.
- > Some experience with children or a desire to live and work with children ages 7-17.
- > Desire to live and work in a rural and rustic setting.
- > Hiking Trip Staff must be at least 21 years old with a clean driving license and at least 3 years of driving experience.
- > Heads of Departments must be at least 21 years old with leadership experience.
- > We offer certification courses in June for a reduced rate, including: LGT, WFA, CPR and First Aid.

## **CAMP LOCATION AND WEATHER**

- > Camp Arcadia is located near the town of Casco, in Maine on the east coast of the US. We are one hour from the City of Portland. We are located on Pleasant Lake, which is clean, quiet and is warm in July and August.
- > We are situated on a hill and most cabins have views of the lake. Arcadia has a beautiful white sandy beach and 1 mile of waterfront. Our waterfront includes docks for swimming, canoeing, diving, boating and sailing.
- > On your time off, there is plenty to do! The local area offers lakes with swimming beaches and inexpensive places to eat. Portland is a wonderful city with good restaurants, shopping and other attractions. The White Mountains in NH are close by for hiking. There are excellent beaches and quaint towns to explore along the coast of Maine. We offer a van trip on days off for a small fee.
- > The weather in Maine is generally very beautiful in the summer, but we expect our staff to come prepared for any type of weather. Temperatures in June can range between 45-90oF and we always receive some rain and chilly nights. July and August are very comfortable, with average temperatures in the mid-high 70s.

## **MEALS**

- > All meals are served family style in our dining room and there is plenty of food for everyone. We have a salad bar and a vegetarian option is provided.
- > Staff sit at a table with campers of all ages. We expect staff to help the girls practice good table manners and to try a bit of everything! We change tables every Sunday so you have a chance to meet new staff and campers.
- > We eat outside several times a week, including Wednesday and Saturday supper, Sunday breakfast and the occasional picnic lunch.

## **TIME OFF**

All staff will receive one day off per week. We encourage staff to bring personal vehicles to camp for the summer for your days off.

- > Days off are generally on Saturday (8am-8am) and Sunday (12:30pm-12:30pm).
- > Each day, everyone will have some time off to recharge; go for a run, make a phone
- > Staff are asked to be back in camp by 12:30am so you are rested for the next day.

## **ACCOMODATIONS AND LODGE ASSIGNMENTS**

- > Our lodges are screened, summer cabins with a front porch. They are rustic but comfortable. Some have electricity and washrooms, some do not.
- > Female counselor staff live in the lodges with our campers. You will have a single bed, bedside table and area to store personal items. Camp can provide bedding or you can bring your own. There is a small fee to rent wool blankets and towels for the summer.
- > There is a central shower house with lots of hot water for female staff and campers.
- > Female staff can choose an age group to live with. Information will be sent out in May. You will live with 1-2 other counselors, depending on the age group. Lodge assignments are made very carefully and based on the activity you work in, camp experience etc.
- > Male staff live in the lodges that are off limits to campers. A central shower house and washrooms are close to all male cabins.

## **STAFF UNIFORM AND LAUNDRY SERVICE**

- > Each staff member will be provided with a uniform for the summer. The uniform is a royal blue shirt and shorts from Monday-Saturday and a white polo shirt and navy shorts on Sunday.

- > We will send you a packing list so you know exactly what to bring from home. Please visit our photo album to view the uniform styles.
- > We have a free camp laundry service that goes out twice weekly or staff can choose to use our laundry facility in camp.

### **STAFF TRAINING & SUPPORT**

- > Our Staff Orientation in June will help you prepare for the camper's arrival. Time will be spent getting to know fellow staff members, preparing to work in your activity and setting up your lodge for the summer. There is also time to learn Arcadia traditions and history, safety procedures, schedules and our expectations of staff. It is a fun but informative week!
- > Some staff will arrive earlier than others in order to receive extra training and time to set up specific activities.
- > We offer support and guidance to each member of staff throughout the summer.

### **SMOKING, ALCOHOL AND DRUG POLICY**

- > Smoking at Arcadia is restricted to a certain area of camp. Alcohol is not consumed on the camp property when in session. Drug use of any kind is not tolerated and is grounds for immediate dismissal.

### **TATTOOS AND BODY PIERCING POLICY**

- > Arcadia staff serve as role models to young children, therefore only ear piercing is acceptable. Tattoos must not be visible while wearing our uniform or in a swim suit. Please contact us if you have concerns.

### **PERSONNEL POLICIES**

- > Each staff member will be asked to sign our Personnel Policies when you receive a contract. We expect our staff to abide by these policies for the duration of your employment with Arcadia.

### **STAFF PAY SCALE**

Individual salaries are confidential and we expect our staff to respect this. There is an option to earn additional funds by joining our opening and/or closing camp work crew.

*US staff compensation packages* are based on: the duration of your contract, year in college, experience at Arcadia etc. Packages include:

- 1. Cash salary:** based on above factors.
- 2. Travel allowance:** this is a non-taxed amount paid at the end of your contract.
- 3. Room and board value:** this includes all meals, electricity, linen service, internet access and trips out of camp (hiking trips, etc).

*Foreign staff compensation packages include:*

- 1. Cash salary:** based on duration of your contract and your organization's salary structure.
- 2. Placement fee to your foreign organization:** covers administrative and flight fees.
- 3. Room and board value:** this includes all meals, electricity, linen service, internet access and trips out of camp (hiking trips, etc).