



PROSPECTIVE STAFF INFORMATION FOR 2008

CONTACT INFORMATION

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THE ARCADIA STAFF EXPERIENCE

Thank you for your interest in joining the staff at Camp Arcadia! Should you join our staff; the summer of 2008 will be one that you will never forget.

We have about 80 staff members, both male and female. Our staff travels to Arcadia from around the world, bringing new ideas and experiences to our activities and events. The staff is a healthy combination of individuals who have been at Arcadia summer after summer and individuals who are new to the family. All play an important role in the warm, friendly atmosphere we have maintained for 93 years.

Being a camp counselor is more than just a summer job. By contributing your enthusiasm, experience, creativity and sense of humor, you will also be playing an important role in the development of children. As a counselor at Arcadia you will be creating great moments campers will remember for years to come and developing skills that will last a lifetime.

You will not only help children grow but you too will grow, make lasting friendships and have lots of fun. You will gain experience in teaching, leadership, organization, management, time management, conflict resolution, public speaking and much more.

ROLE OF A COUNSELOR AT ARCADIA

The Arcadian Counselor experience involves wearing many hats! You will have two roles during the summer. You will be teaching your activity about 4 hours/day to a variety of ages. You will also be a lodge counselor, living in a cabin with a co-counselor and some campers.

Male staff will be teaching activities and acting as non-lodge counselors, while helping out in other ways.

All Staff participate in planning Evening Activities and Special Events. All Staff also share duties during the day and evening, maintaining the safety of all campers at all times.

LOCATION

Camp Arcadia is located in Casco, a small community within the Sebago Lakes Region of Maine. The Town of Casco offers amenities such as a post office, bank, library, general store, (and ice-cream shop!). North Windham is a 20 min. drive from Camp, featuring stores, movie theaters and restaurants. Camp Arcadia is a 45 min. drive west from the City of Portland and coastal beaches, a 2 1/2 hr drive from Boston, MA, and 1 1/2 hrs from the White Mountains of NH.

STAFF PRE-REQUISITES

- ◆ Counselors must be at least 19 years of age and/or have completed at least one year of college.
- ◆ Counselors should have some experience with children and a desire to teach new skills to all ages.

- ◆ All Waterfront staff must complete Red Cross Lifeguard Training (LGT), CPR and First Aid.
- ◆ Hiking Trip Leaders must be 21 years old, possess a valid driver's license and are required to have Wilderness First Aid and CPR.
- ◆ All Swim Instructors are required to have LGT. Water Safety Instruction is preferred, but must be completed before arrival at Camp.
- ◆ Canoe Counselors are required to have WFA and LGT.
- ◆ Archery, Campcraft, Junior & Cub Counselors and Riding Instructors are required to have CPR and First Aid.

Certification for Lifeguard Training (LGT), Wilderness First Aid (WFA), CPR and First Aid will be offered at Camp Arcadia in early June for a reduced rate.

IMPORTANT DATES: SUMMER 2008

June 6-Hiking Trip Staff arrive.

June 7-9th-Hiking Trip Staff Training Days

June 7th- Waterfront Staff who require **LGT training** arrive by 3pm

June 8th-10th-LGT training (3 day course)

June 10th-Trips, Campcraft and Canoe Staff who require **WFA training** arrive by 5pm

June 11th-12th-WFA Training (2 day course)

June 12th-Any staff requiring **FIRST AID or CPR** training arrive by 5pm

June 13th- First Aid and CPR training: AM & PM

*All remaining counselors arrive by 5pm for STAFF ORIENTATION WEEK

June 13-19th- Staff Orientation Week

June 20- Staff Day Off

June 21-Campers arrive!

July 18, 19, 20th-Parent Visiting Weekend

Aug 8th-Campers depart

Aug 10th-16th-A Week at Arcadia (one week camp session)

Aug 17th—23rd-Family Camp (informal camping week)

Aug 28th- Camp Closes

*Staff departure dates vary according to job.

STAFF ORIENTATION WEEK: June 13th-June 19th, 2008

Our intensive but fun Orientation Week is designed to provide you with many useful tools to become a great Camp Counselor! We will provide sessions on such topics as homesickness, how to be a lodge counselor, effective teaching strategies and time management. You will also have opportunities to get to know your fellow staff members, try some of our activities, learn about Arcadia traditions and prepare your activity and lodges for the campers' arrival!

ACCOMODATIONS

Camp Arcadia has beautiful, simple, comfortable cabins nestled amongst the pine trees. Every cabin has screened windows, front porches and views of the lake. While campers sleep in bunk beds, single beds are provided for all counselors. We will provide you with a pine box to store your clothing and a nightstand with shelves.

Most cabins have washrooms, and some have electricity. All cabins are located just steps to the nearby main lodge, beach, washrooms and shower facilities.

TIME OFF

Time off consists of time during the day when you are not teaching or supervising down in your lodge. You will be free approximately 4 nights each week (after your girls are in bed), 2 early evenings off per summer that begin at 5:30pm and a weekly, 24-hour period off (e.g.: 9 a.m-9 a.m).

While we do not impose a curfew at Camp Arcadia, we hope everyone will be in Camp by 12:30 and expect all Counselors to be sensible in getting proper rest and fully prepared for the following day.

We have a counselor lounge with Internet access, payphones and TV/VCR for use while not on duty. Whenever possible, we will try to provide transportation for counselors on days off.

There are many great places to visit on your day off, including coastal beaches, nearby lakes and towns, the White Mountains in New Hampshire and the City of Portland.

COMPENSATION PACKAGE

- 1.** Staff pay is based on age, experience, education, responsibilities at Camp and length of time at Camp.
- 2.** Room and board includes accommodation, all meals (vegetarian option provided), weekly laundry and linen service, electricity, email access and trips taken with Camp Arcadia (Unit outings, hiking trips).
- 3.** Travel Allowance.

STAFF F.A.Q.

Who can apply?

We are looking for staff, both male and female, ages 19+ who have skills and experience in one of the activities we offer our campers. Please refer to our staff page for the most current positions available. We prefer applicants with some teaching experience, however; we also hire staff who have a strong desire to learn to teach children ages 7-17 years old.

We are seeking dynamic, fun and patient individuals who are interested in sharing their talents and working with us in a rustic environment! Please read our job descriptions below for more information on specific activities.

What will I be doing?

During the day, you will be teaching your activity as well as being a lodge counselor to your campers. Activity teaching periods run for 2 hours in the morning and 2 hours in the afternoon. Your day will

also include getting campers up in the morning, helping them with lodge clean-up as well as some rest hour duty and putting your campers to bed in the evenings. Each day you will have a portion of time off. In the evenings, once your campers are in bed, you may also enjoy free time. We will give you a detailed description of your daily schedule once you arrive at Camp Arcadia.

Male staff will have other responsibilities. Please contact Valerie for more information.

Where will I be living?

Female staff will live with a co-counselor and their campers in rustic but comfortable summer cabins. Counselors will sleep in a single bed and will be provided with a nightstand and storage for your personal belongings. Some lodges have electricity and washrooms, and some do not.

We have a central shower house with lots of hot water, and washrooms are within a few steps of the lodges. Camp Arcadia has a laundry room for staff use, as well as several areas where counselors can spend their free time. Our counselor room is equipped with wireless Internet access and telephones. Cell phones are permitted in designated areas of Camp.

How do I apply?

-Please read through our website and all information provided on the staff page before applying.

-Contact Valerie at val@camparcadia.com. Please tell us a little about yourself in the email, as well as which activity you are interested in teaching.

-We will get in touch with you via email or by telephone to set up an interview.

-Please use our online application form to apply to Camp Arcadia.

Prospective Staff Job Descriptions:

Activity Instructor:

We are looking for staff ages 19+ who have skills and experience in one of our activities. Instructors will teach campers ages 7-17, about 4 hours/day. Some activities will have as many as 6 Instructors who work together. Each activity has a Dept. Head who will lead the activity and guide and evaluate staff throughout the summer. Camp Arcadia can provide certification courses for a reduced rate and a one-week Staff Orientation for all Activity Instructors.

Hiking Trip Leader:

Staff must be 21+ and have experience with hiking and/or backpacking. We are looking for individuals who are active and wish to share their love of hiking and camping with our campers. Some camping experience is a must. Trip Leaders are out of camp about 3-4 days a week, but female staff are also lodge counselors. We can provide WFA and CPR courses for a reduced rate in June, as well as our 3 day Trip Leader training clinic.

Trip Center Coordinator:

We are looking for a Staff person aged 19+ , interested in managing our busy Trips Center. Position involves organizing all food, gear and equipment for our outgoing Hiking, Canoeing and Kayaking trips. The Coordinator will go on some hiking and canoe trips throughout the summer. We can provide WFA and CPR for a reduced rate in June.

Riding Instructor:

Staff must be 19+ and have experience with English balance seat riding. We teach Stable Management, Hunter/Jumper, Equitation and Dressage. Campers also have the chance to compete in local horse shows. Instructors must have 3+ years personal experience with Riding. Teaching and showing experience is a bonus. We can provide CPR and First Aid training for a reduced rate in June, as well as our Riding Staff training clinic.

Junior Counselor:

Staff must be 19+ and have some experience with young children ages 8-9 years old. Staff will help facilitate the Junior Program for our youngest campers, by organizing the children for their 4 activity periods each day. No experience in the activities is required, but an interest in learning new skills is preferred. Junior Counselors should be patient, kind and enjoy having fun with children! We can provide CPR and First aid training for a reduced rate in June.

Cub Counselor:

Staff must be 19+ and have experience with infants and young children. Cub Counselors care for the children of the Directors and other staff members. The children are aged infant-6 years old. You must be patient, kind and have the ability to plan creative programs using our property and waterfront. Schedule will vary depending on the needs of the parents. Time off during the day will make up for early evening responsibilities. Cub Counselors generally do not live with the campers.

Office:

We are seeking friendly, outgoing Office Assistants to help us run our busy Camp office. The position involves communicating with visitors, answering telephones and general office administrative duties, such as copying, sorting mail and computer tasks. We can offer live in/out positions.

Prospective Foreign Staff:

We hire a limited number of foreign staff for both Counselor and Support Staff positions. We recommend contacting one of the foreign organizations we work with for further information on US J-1 work visas and application procedures:

CCUSA: www.ccusa.com

Camp America: www.campamerica.aifs.com

BUNAC: www.bunac.org