

## **Getting on the Same Page: Guidelines for Being an Eden Village Camp Staff Member**

At its best, Eden Village embodies the collective will of extraordinary staff to create real magic. We've invited you to be part of our team because we believe you are an extraordinary person who can positively influence the lives of our campers.

We all work in concert to make camp amazing and transformative. To do this, you may hear "we all need to be on the same page." These are some of those pages! **Please initial each line and sign at the end.** This will help make sure everyone is pulling in the same direction, and that they are happy to be pulling.

### **Expectations That Make Eden Village Camp Special for You and Our Campers**

1. I will strive to be a positive role model to campers and conduct myself at all times in a manner that will not compromise the physical or emotional well-being of any camper or Eden Village employee.
2. I understand that Camp is a rustic environment. We spend extended time in the woods, we get dirty, we don't play recorded music, we clean our own bathrooms and personal and communal spaces. We strive to live simply with limited expectations. You and our campers will learn how to do without many modern conveniences, which allows people to focus on one another and nature. There is a peace, simplicity, and centering that are usually unavailable with a fast-paced, over-stimulated culture. We hope you will set an example for openness to this way of life, and encourage connection with nature.
3. We believe that campers benefit from listening to one another and nature, and making their own music (singing, instruments, etc.) for the brief time that they are here. No jam boxes or other music playing devices are allowed at camp, except in the kitchen, your personal housing, and with headphones in the staff lounge on your time off. There is no television in the staff lounge, as people are encouraged to spend time with each other without electronic interference.
4. I will live the Eden Village value of a zero-waste goal, and will not use items in a way which will cause the needless replacement or repair of them. I will value the property of my friends, campers, and co-workers and I will be conscious of protecting property from damage or destruction. I will conduct myself at all times in a manner that will not cause harm to or loss of others' property, including but not limited to Eden Village's program facilities, other staffers' or campers' belongings and Eden Village vehicles.
5. I understand the delicacy of the trust between Eden Village Camp and the families of our campers. I appreciate that the balance of Eden Village Camp's reputation and long-term viability rests disproportionately on my actions and the actions of my co-workers this summer. I will at all times protect that trust.
6. I understand that Eden Village is a pluralistic and inclusive Jewish community. I will honor the traditions and beliefs of our more ritualistically observant staff and campers. I will strive to support their ability to pray peacefully and without distraction by wearing clothing that isn't very revealing to community prayer events.
7. I understand that our community observes the laws of Shabbat in our public spaces and in private spaces we share with observant members of our community. I will strive to understand what this requires of me and make all necessary effort to maintain this community goal. I understand that simply not personally "believing in" a particular law or

construct may not have relevance to the impacts of my actions on the community.

8. Punishment (unrelated consequences) and guilt can NEVER be used as a means of controlling people. Getting children to behave just because they like you or you are their buddy is not acceptable either. We'll teach you a better way to manage behavior that preserves dignity, helps educate, and empowers people.
9. You'll experience a small, tight community, which is a very rare experience indeed in today's world. The joys (shared values and goals, mutual influence, people belong, home) and troubles (rumor mills, personality issues, we're stuck with each other, you're asked to do a lot of work) that go along with that will be yours to treasure and endure.
10. I will treat all people and our auditory community with respect and peace and refrain from the use of profane, derogatory, inappropriate, or threatening language.

### **On Being a Professional Role Model...**

Our staffers are professional role models for impressionable children, and powerfully set the tone for camp.

1. We work hard to create an environment with few external markers of "cool", so that kids can leave behind concerns and consciousness about clothing, appearance, social signifiers, and social statuses/groups to the greatest extent possible - and instead just be kids, free to use more of their intelligence focusing on the camp play, learning an instrument, etc.
2. We also want to avoid modeling images that many of our campers' parents would be upset if their child came home with, or adopted after camp. You are expected to maintain awareness that our many visitors are sizing up our staff hoping to feel reassured of our responsibility, "togetherness," and ability to care for ourselves and their children. Unless you are in costume or engaged in messy activity, you must keep yourself looking clean and neat.
3. Our staffers' hair must stay a consistent color and style within a summer. Hair colors must be found in normal human nature - nothing unusual or unnatural. We ask that piercings aside from those of the ear be removed while at camp, and reserve the right to ask that tattoos remain covered during camp. No new tattoos, piercings, or dread-locking hair during the summer. Please ask if you have questions.
4. Because your timeliness is crucial to the smooth running of camp, you must have a **watch** (not from a cellphone) on your person during all camp programs.
5. During the summer, to model our shoe policy for campers, we wear **sandals with a back-strap only**, even at the pool. You're encouraged to not even bring flip-flops, Birkenstocks, or any sandals without backstraps to camp.
6. On Friday evening during the summer, staffers are expected to wear entirely **all white**, without splashes of other colors.
7. During the summer, we ask you to wear simple, functional clothing, and leave at home clothing with flashy logos or large brand names. Please adhere to the Eden Village dress code and dress in an appropriate and responsible manner by not wearing very revealing clothing, clothing with derogatory or incisive words or symbols, and those which depict companies, corporations, private interests, or illegal activities.

### **It's part of the job...**

1. "The best laid plans of mice and men often go awry." At camp, despite best efforts, things aren't always going to go as planned. When that happens, don't always assume problems are known. When they are known, understand that those problems are addressed, although

perhaps imperfectly. You are very welcome to solve them yourself, and always invited to seek help!

2. I recognize how important my participation is to the wholeness of the community, and will attend all meals and all-camp events during the summer camp program.
3. I recognize that my job description is only the beginning of my responsibilities and I will go out of my way to pitch in, provide relief, assist all members of the staff to complete their job, and serve the camp community.
4. Camp life is busy. You'll start the camp day at 7 or 7:30am and finish at 10pm, changing what you teach and do about every hour.
5. Often, you'll camp out somewhere on property. You'll educate the campers about the environment and camping, and do other fun and educational activities. Sometimes you'll use tents, sometimes you won't. Kids need you to be excited, enthusiastic, and supportive.

### **Being on Staff at Eden Village Camp means...**

1. You will participate in ongoing supervision with your supervisors. You will have an extended check-in with your supervisor once every week. You will participate in collaborative evaluation with your supervisor every 6 months. The evaluation will be shared with you and signed and become part of your file. You may write an addendum if you feel it necessary.
2. Our lake and pool are strictly supervised by our Lifeguarding staff, as permitted by the Department of Health. Any infringement of lake and pool policies severely jeopardizes our permit to operate camp (as with any activity at camp with a set of rules and regulations specifically designed to PREVENT THE LOSS OF LIFE). These rules apply to both staff and campers at all times, including during off times, staff training, and times when camp is not in session. No exceptions are ever permitted.
3. Accepting tips or gifts is prohibited, in accordance with the American Camp Association's code of ethics. Parents are invited to make a contribution to the scholarship fund in your name.
4. A physician's certificate of health must be filed with our medical staff prior to your arrival at camp.
5. No pets are permitted at camp except with special permission.

### **Creating a Sanctuary For Children: Illegal, Inappropriate, and Never Allowed**

1. I value the property of Eden Village Camp as, first and foremost, a sanctuary for children at all times and will not engage or participate in any activity that endangers that sanctuary. My actions at all times will respect the delicacy of maintaining this sanctuary. I will not use, possess, or bring onto camp premises any illegal drugs or weapons. During the summer program, I will not bring onto camp property or store alcohol at any time.
2. During any program, intoxication at any level by any means whatsoever on camp property is the equivalent of turning in your resignation.
3. Eden Village Camp is a smoke-free environment.
4. Illegal drugs are illegal. Underage drinking is illegal. Any suggestion otherwise is never acceptable. All language, song lyrics, attire, and actions directly or indirectly promoting or suggesting use, possession, or the permissibility thereof is unacceptable.
5. I acknowledge that Eden Village Camp must diligently protect the trust of its campers and their families and I consent to random testing for drugs and/or alcohol.
6. I acknowledge the role that drugs and alcohol play in many vehicular accidents and the

responsibility of Eden Village Camp to ensure that its staff acted safely and responsibly. I consent to compulsory drug and/or alcohol testing should I be involved in a motor vehicle accident and/or receive a traffic fine or citation.

### **The Internet-Camp Divide (Complete terms in Internet Policy Form)**

1. I understand that I must not only present myself appropriately and responsibly in person, but also on the internet. Prior to camp, I will set my social media accounts to the most restrictive privacy settings and I will review all my social media accounts, personal websites, or group websites through a camper's parent's eyes, and remove any content that portrays or implies conduct unbecoming of a counselor at Eden Village Camp, including irresponsible or underage drinking, use of illegal drugs, derogatory, profane, or incisive language, and violent or sexually inappropriate behavior.
2. I understand that my social media accounts and internet presence will be closely reviewed by our campers' parents and so must be randomly reviewed by us too. I understand that I may be asked to remove any item which is viewed as inappropriate by the Director. I agree to comply with those requests.
3. I agree to maintain an appropriate and responsible separation between my private life and the campers of Eden Village Camp, including refraining from social media communication with campers. I will decline and not initiate "friend requests" on Facebook or other similar sites.
4. I understand that it is ultimately the campers' parents' right to supervise or allow any communication between staff and campers outside of camp. I agree that I will not exchange contact information with campers without the explicit permission of the camper's legal guardian.

### **What's Never Acceptable**

Engaging in any of the following acts will subject staff to corrective action up to and including discharge, at the Director's discretion:

1. The striking, mistreatment or abuse (physical or mental) of any camper(s).
2. Immoral, inappropriate, immature, criminal, or indecent conduct: Soliciting persons for immoral purposes; sexual harassment or the aiding and/or abetting of any of these activities.
3. Refusing to obey the direct request of a supervisor (insubordination). If your supervisor requests you to do something and you disagree, always follow the instructions at the time and discuss it later when both you and your supervisor are away from campers and other staff. All disagreements can be further discussed with the camp director.
4. Failure to perform assignments satisfactorily, safely and efficiently.
5. Absenteeism or tardiness without proper notice.
6. Theft, unauthorized use, abusing, defacing, destruction, or neglecting property belonging to campers or other staff members.
7. Failure to report any task-related accident involving personal injury or property damage (no matter how minor) to your supervisor, division leader or camp director.
8. Discrimination against a camper or fellow employee because of race, color, age, creed, sex, national origin, or membership in any other group protected by law.
9. Except when carrying out specifically assigned tasks, males are not allowed in female cabins and vice versa. Coed tenting is not permitted on overnights.
10. Harassing, threatening, intimidating, or coercing any camper, staff, or parent.

11. Failing to properly communicate with campers, staff, or parents including intentionally misleading or undercommunicating.
12. Unsatisfactory performance, insubordination, non-compliance or disregard of Eden policies and procedures, or theft.

This is *not* an exhaustive list of all the acts that will subject staff to disciplinary action. No set of rules can cover all situations. Cases not covered by these rules will be handled on an individual basis.

**Finally...**

1. You have the right to be treated with dignity, honesty, and compassion at all times; so do others.
2. Trust is important. If you feel someone is falling short of the mark in being credible, being open with communication, treating everyone with respect, and being fair, please bring it to that person's attention. We have every intention of being all those things, and we need your help when we make mistakes.
3. We expect people to "communicate cleanly." In other words, if you have a problem with someone, it is your responsibility to talk directly with them about it in a timely way. This is important, vital, critical to the health of the community.
4. We appreciate intelligent mistakes, and value people's ability to fail forward. We encourage carefully planned experimentation even if it might result in failure.
5. I am not perfect, but I pledge to apply thought and care to all my actions while at camp.
6. I understand that being an exceptional member of the Eden Village Camp requires many more tangible and intangible things that aren't listed here. This is not a comprehensive list of all that is expected of me, but an overview of the most fundamental policies that require my compliance.

I have read the guidelines above and agree to comply with them:

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_