

MONKEY BUSINESS CAMP

Staff Program Details

How to Use These Materials

There are a few resources that work together to help you get ready for camp:

- **Staff Prep Guide**
→ What to do before camp (reading, forms, what to bring, Wacky Wed themes)
- **“Staff at MBC” Guide**
→ How we show up at camp (camp culture, working with kids, team dynamics, Site Director specific info)

By section below:

- [Overview, what to pack](#)
- [Activities and Equipment at camp](#)
- [First Aid & Safety](#)
- [Boundary Setting, Awareness & Engagement](#)
- [Welcome staff & Youth leaders](#)
- [Tilden Specific details](#)- Summer only
- [Staff Roles, Photo Taking, Paperwork](#)
- [Site Director Information](#)
- **Staff Google Drive**
→ Staff/YL schedules, camper lists, daily schedules, payroll schedules (updated closer to camp start)
- **Staff Handbook (this document)**
→ Links to important camp info, Tilden specific details, Who Does What Admin/Operations Team

You don't need to memorize everything.

Start with the Prep Guide, and use the others as references as you go.



Tilden Summer General Info-Helpful to Have for Quick Reference

CONTACT NUMBERS HEATHER AND SAMANTHA:

Heather: 510-701-7877 Text first if sick/other urgent item asap; otherwise e-mail: heather@monkeybusinesscamp.com

Samantha: cell: 510-502-5060 samantha@monkeybusinesscamp.com

Please keep texts to camp hours, unless sick or more urgent.

Heather reviews messages at 7am (or close!) during camps.

CELL NUMBERS FOR EACH GROUP:

SB: 510-367-4348 SME:510-367-4348 FS: 510-334-2891 MC: 510-697-7118

PARKING AND DRIVING:

SME and SB teams park usually in Lone Oak Road Parking Area

MC and FS teams park by Big Leaf area, either across street from Big Leaf or in spaces further from arrival steps, so leaves parking for parents.

Driving: Drive slowly and carefully in the park! You represent camp.

Theft Prevention: Do not leave items in car, there have been thefts.

Bike/Scooter: no official places to park, but EBRPD requires 15 feet from a trail

TILDEN STORAGE SHED CODE (put on phone, keep discreet):

For staff at Meadows Picnic Area- 1070



“Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life forever.” ~ Amy Poehler

WHO DOES WHAT ON ADMIN TEAM

Find contacts for below folks on staff contact list, and on group cell phones.

OPERATIONS (OPS): Samantha, Brad and Zach

CURRICULUM: Samantha

ADMIN & PAYROLL: Heather

STAFF: Samantha and Heather- Samantha on site more

PARENT COMMUNICATION: kids who do not fit into our system- Site directors do initial, but in conversation with Samantha, determine best course of action. She might do communication.

YOUTH LEADERSHIP (recruit, register, orient, mentor): Zach, with Heather and Samantha

STAFF PAPERWORK: Zach Bigelow

Each staff responsible to upload any items due to [Staff Account](#). For return staff, only when need new 1st Aid/CPR certification (biannually) or minor work permit (annually).