

Monkey Business Camp — Staff Prep Guide

We're so glad you'll be joining our team this season—we're excited to have you at camp!

Before camp begins, there are a few steps to help you get ready.

Please take some time between now and the start of camp to review materials and prepare.

→ We recommend going through the materials at least twice and practicing songs and games ahead of time.

You will receive a separate email about required employment paperwork (I-9, background check), which has a different timeline.

Before Camp

1. Read (in order below, as info builds on itself)

- [Youth Leader Handbook](#)
(So you know what Youth Leaders have been asked to learn and can support them)
 - [Staff Handbook Summer Camp \(Tilden Park\)](#)
 - [Parent Information Packet](#)
(Helpful to know what families have been told)
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2. Complete Required Form

- **New staff:** [New Staff Survey](#)
- **Returning staff:** [Return Staff Survey](#)

Deadline

- **Summer Camp:** May 10 (or ASAP if after)
 - **Break Camps:** 2 weeks before your program begins
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3. Come Prepared to Participate

Camp is most fun when you bring energy and ideas.

We recommend being ready to help lead:

- 3 songs/chants
- A few games in each category (circle, field, parachute, nature, and quick fillers)
- **Handbook Links:** [songs and chants](#) | [games and activities](#) | [nature connection](#)

✨ You don't need to be an expert—just willing to jump in and try.

4. 🎒 Bring Each Day

- Food (lunch + 2 snacks)
 - Water bottle (required)
 - Closed-toe shoes
 - Camp shirt
 - First two days: blue
 - After: other colors OK, or Wacky Wednesday ok costumes
 - Participate in Wacky Wednesday
 - [Summer themes](#)
 - [Break Camp themes](#)
 - Layers (weather can shift)
 - Optional: hat, sunscreen
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🕒 Arrival

- Arrive **ready to go at your start time**
 - If your shift begins at 8:00, plan to arrive 5–10 minutes early so you're set and ready
 - This helps the day start smoothly for everyone
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5. 📁 Where Things Live

Staff Google Drive

You'll find:

- Staff schedules + break times
- Staff contact lists + payroll schedules
- Camper & Youth Leader lists
- Daily schedule (activity plans)

Most documents are updated closer to the start of your session. Camper lists and daily schedules will be reviewed at team meetings.

6. 🗣️ Communication

During camp hours:

- Email or text as needed

Outside of camp hours:

- Use email for non-urgent communication

If you are sick or something urgent comes up:

- Text Heather at any hour
- Please do not wait until morning

Response expectations:

- Respond to emails and texts within 48 hours

Before camp begins:

- Check your email regularly in the weeks leading up to camp
 - Important updates, schedules, and details are shared there
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 **Final Note**

You don't need to have everything figured out before day one.

What matters most is:

- Showing up on time and ready
- Being engaged with kids and your team
- Being open to learning, trying, and growing

We're excited to have you with us.

~ Heather & MBC Team