



# Staff Details

- **Staff Schedules** - Job offers give you basic idea of hours, and closer to camp, the google invites will have links to schedules for final hours and group assignment. Most schedules include an hour break, when working a full day, 15 minutes paid. For breaks, go where you wish, and away from the kids. If you have questions, contact Heather.
- **Payroll Details:** check your payroll schedule [on the google drive](#) used for payroll processing, which also include a worksheet with paydays, which are every two weeks, directly deposited one week after a 2-week period.
- **Payroll Contact:** Contact Heather for any help. *You should be able to make updates directly to your Workforce account, including resetting password.*
- **Emergency Contacts**-we suggest adding at least one to your phone.

## Communications

- **Emails:** All staff, please start checking & responding to emails/google invites *in the month leading up to camp*. Get back to us within 48 hours. This helps support Heather & others on the team, as it is a challenge to remind up to 30 people! Email anytime and we will get back to you, as well.
- **Texts:** We do our best to share updates in person, at team mtgs, or will text the group cell phones info you'll need that day. If something is more pressing, we will text your personal phones between 8am-6pm. Try to text other staff during these hours, too. If something is very urgent we will reach out at other times.



## If I Finish Cleaning Up Before End of Camp Day, Is it Okay to Leave?

- Often there is something more to do, like Leave No Trace at your site, deleting photos, or checking in with your team, so lean into that first.
- You are paid a bit extra, which includes for staying over sometimes, but if you have been staying a lot over, or finished earlier most days, check in with Heather asap.

# Guiding Principles for Meetings & Orients at Monkey Business Camp

- Maintain Confidentiality
- Take a small risk, Give and Receive Support
- Step Up/Step Back; Honesty-speak your truth, ok to pass; Ask for clarification; Acknowledge feelings
- Respect differences
- Honor time, Accept/expect lack of closure
- Take care of yourself
- Team meetings are tech free times. Put phones on silent/airplane. Exception: *If you want to take notes on your phone, please name that at the meeting.*



# Staff Orients & Team Meetings Timing

**Admin Team sends google calendar invites with info about reading and prep in the month before camp, please respond. All MBC staff, start checking your e-mails in the month before camps & reply!**

## 1. School break camps - Autumn, Winter, February and Spring Camps:

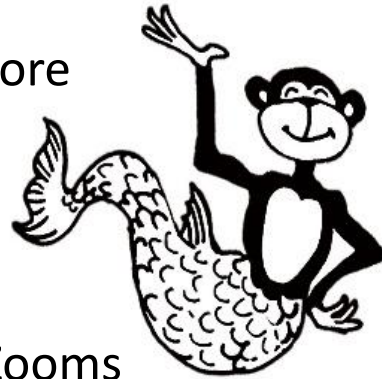
- Team meetings-Saturday or Sunday before camp when camp starts Monday; Monday before February Camp, which usually starts Tuesday.
- Hours to save: 1-5pm, but usually it is shorter.

## 2. Pre-Summer:

- Leadership Zoom Orient- sometimes held for all in late April, otherwise some individual Zooms
- Youth Leader Orient- 3<sup>rd</sup> Wednesday in May from 4:45-8:15. Some leadership staff attend and occasionally counselors. It's not mandatory and not all staff will attend, since the focus is on youth leaders, and we already have about 30+ of those.
- Staff In Person or Zoom Orient-for sessions 1 - 2, sometime on a weekend or after school, since some staff working summer are still in school then.

## 3. Summer (for two week+ sessions, not one week or less sessions)-Weekly hour mtgs, Wed or Th 2:30-3:30

- Great time to check in about camp with your staff team without the kids
- For mtgs for upcoming session, only staff working those will go to meeting, otherwise staff stay with kids. Floaters always stay with kids. Some S3 staff go to other sites to help-see daily schedule.



# Roles of Staff: Site Director (SD), S2 (Staff 2), S3 (Staff 3), Floater

- There are different levels of responsibility, depending on role. **MBC is grateful to each role at camp!**
- **S3:** main foci is engagement with the kids, and supporting overall goals of camp. S3s can lead circle games, songs, or transition calls, but always check with SD or S2 first.
- **SDs** lead the entire group for most of the day and deal with admin details & parent communications.
- **S2** leads smaller sections of the group or the entire group when **SD** away, like at lunch or chill time.
- See chart to the right with some examples when **SDs and S2s** have unique responsibilities. Also refer to this document: [SDs and S2 Comparison](#).

Time of Day	Site Director	S2
Greet & Check-In	Welcome & check in campers, Respond to texts, track timing	LNT, Site Scan, Oversee Camp Site at Morning Drop-off
Pick-up	Greet parents/caregivers & check out; respond to any incoming texts from office and Looksee	Leading closing circle, make sure that campers take their art and belongings
Special Guest	Make sure to be ready in time for them to start when planned. Engage timers if you need, ask S2 for support.	Help get special guest situated, and make sure campers thank at the end.

**Floater**-important role, usually only in summer. Supports overall at one site, visiting each of two groups, but will also step in and sub if someone out (floaters usually find out last minute about this, as often to cover sick staff), which could shift their break time. Someone from back end team may text about subbing, or find out once at camp.

# Taking Photos & Posting LookSee Activity Feed 1

- Great way for parents to get a feel for camp, see the value of our program, and start conversations with their kids!
- Parents receive text to link, if there are posts, by 7pm daily. They see all photos from the session, newest at the top.
- The SNA will specify a child without photo permission. It's very rare. Don't save or post pics with this child in them.
- All Staff/YLs can take pics at camp on their group's phone. If staff use their personal iPhone, airdrop to group phone; use Android, text and SD, please save the photos at admin time.
- **Posting:**
  - **At Break Camps, SD will post pics each day during admin time or at the end of the day.**
  - **In Summer, Samantha will take phones & post in strong wi-fi each day. SDs- Delete pics at admin time or lulls at pick-up, so you have between 5-20 good ones at the end of each day.**
  - **This is a new system for Summer – not posting from Tilden. Text Samantha info if it might not be clear what's in the pic, it's a new activity, or something surprising/fun happened.**



# Taking Photos for LookSee Activity Feed 2



- It can be a challenge to take photos with everything else you are doing, **and** it is important. Please try, but do not get too worried about it. All staff on the team & some YLs also want to help, so engage them.
- Get a mix of activities – nature exploration, active play, art.
- Choose your location to get a nice background – trees or field rather than the parking lot.
- Aim to get a clear photo of each camper’s face regularly. Parents love to see their kids in the feed. Prioritize photos with multiple kids.
- Ask kids to look up, smile, or make a funny face! OR try *“Who wants to be in a photo with (add in name of staff person or YL)?”*
- Get pics of your Staff & YL teams. We’ll post these pics to the feed the first day of new sessions, since we can’t post to the future session while in the current session. If we can post before the first session, we will.

# Contacting Parents



- In general, we do not want to contact parents/guardians during the day unless necessary. They are usually working and depending on us during the camp day.
- When campers ask if you can call their guardians, try to address the problem, whether it is an injury, feeling unhappy, etc., and redirect the camper towards something that will help them feel better, such as a game or art activity. Some helpful phrases here: *"Can you tell me what's going on/ how you feel?"* *"Want to go draw together?"*
- Be sure to use the templates in the notes app for any scenario they cover, for consistency and your own convenience.
- All communications with parents should be done through the LookSee app, whether by messaging or calling the listed person. If you need a parent to call you back, tell them correct sgroup phone #, since Looksee is a relay number.