



Dear Summer Staff,

Welcome to YMCA Camp Seymour! We are so pumped to have you on our summer team. You have been selected based on your past performance and experience, your interview, and your references. We have no doubt that Seymour's campers will have a fantastic experience because of your hard work! Summer is quickly approaching, our staff team is growing, and every week of camp is full with overflowing waitlists! Kids want camp; so let's give it to 'em!

Enclosed is important information about training, ways to prepare for summer, and your life at camp.

## **Staff Training!**

### **Housing**

All staff will live together in cabins or yurts during staff training. The bulk of the personal belongings you will need for the summer can be moved into your first cabin/housing at the end of training. When packing, remember that space is especially limited during staff training because we will have other groups in camp.

### **All Staff Training**

**Sunday, June 16 at 12:30pm at YMCA Camp Seymour.** Staff will be in the main upper parking lot to greet and direct you. Bring ID for your hiring packets (See back of I-9 form and/or the To Do List for acceptable forms of ID). You will bring your luggage to the Dining Hall and then meet up with the rest of the arriving summer staff team! Have a few necessary things accessible for the day such as a water bottle, closed-toed shoes, clothing for active games, sweatshirt, etc. Staff are expected to remain on site for the duration of All Staff training, including overnight.

Be aware that there may be another group sharing camp with us and it is important that we play the role of hosts. Smile. Be helpful. Answer questions as best you can and help direct questions you can't answer to the appropriate staff.

Plan to be in camp for the duration of training—it is a packed schedule! Staff training will last until Friday, June 21. Skills Training will take place from Sunday, June 23 to Friday, June 28. You will have time off from then until we re-group on the evening of Saturday, June 29 to conclude training, and get ready for our first day of camp on Sunday, June 30.

### **Everyone is Welcome**

The Y stands for nondiscrimination, diversity, inclusion, and equity. We welcome all people regardless of ability, age, background, ethnicity, faith, gender identity, gender expression, race, or sexual orientation. We are dedicated to removing institutional and systemic barriers that result in oppression and racism.

## Get Ready for Summer!

Staff training will be a mix of active and quiet learning and discussion sessions. There will be lots of opportunities for your participation. Please come prepared to learn a lot and to have a great time together with your old and new friends! To do that, start assembling your own "toolbox" (ideas, tips, games, songs, activities, and stories) to share during training and use during the summer! You can find these resources and much more in the Camp Toolbox section of the website!

Things to consider when adding to your toolbox include: how can I adapt this to be appropriate for different ages and group sizes, what program themes and values does this touch on, when in the day and week would I use this...

Here is a basic "packing list" to bring to camp in your personal "toolbox":

- ❑ Two books or stories suitable for sharing with campers (not scary stories, not super long)
- ❑ Two ideas for unique one-hour activities you could teach or lead (Camptivities, cabin time)
- ❑ One skit from our skit book you could see yourself participating in
- ❑ One game from the game book you feel confident leading
- ❑ Choose a song from the songbook and look it up on YouTube – practice!

Find more ways to prepare for summer on the staff website. Submit your introduction, print a packing list, and take a peek at the Staff Manual!

## Your Life at Camp!

- We provide a Staff lounge area with Internet access.
- Campers are not allowed technology including phones and smart watches. Staff are expected to keep these items away at all times while supervising campers.
- On-site laundry. Free! You are in charge of providing your own liquid detergent.
- Meals provided when campers are on site. (Sunday lunch – Friday Lunch) Dietary options at all meals.
- Discounts in the camp store.
- Use of program equipment such as canoes, kayaks, and climbing wall with appropriate staff training and approval.
- Friday evenings off after clean up and the staff meeting, full Saturdays off each week, and two hours off per day.
- Learn more in the FAQ Section of the Staff Website!

## How can my family and friends reach me at camp?

For casual conversations, please use your time off and your personal cell phone. Cell service is spotty so Wi-Fi calling and texting is typically best!

In case of an emergency: contact YMCA Camp Seymour at 253-884-3392. After office hours, our voice mail system will give an opportunity to leave a message.

This address will work for Google Maps, mail, and packages:

Your name  
YMCA Camp Seymour  
9725 Cramer Road NW  
Gig Harbor, WA 98329

Incoming mail is distributed daily.

## Dress Code

All staff should be conscious of the image they portray to parents, campers, and the community. Final decisions of the appropriateness of attire rests with staff supervisors and the Camp Director. If unsure as to whether or not something is appropriate, staff should simply ask. The following guidelines apply:

- An official name badge, provided by Camp Seymour, is to be worn at all times.
- Camp Seymour will provide two staff t-shirts and one staff crew neck sweatshirt. These are to be worn with clean, professional khaki pants or shorts on Check-in and Check-out days.
- On Check-in and Check-Out days, hats and outer layers must be YMCA Camp Seymour branded.
- Clothes should be clean and well mended. Torn, skin-tight, short shorts or provocative clothing, or clothes with inappropriate logos, graphics, or words may not be worn at any time while on camp property. Remember you are a childcare professional!
- Appropriate swimsuits for playing in the water with children must be worn during aquatic activities. (sporty and functional style, not bikini or speedo style)
- Piercings should be small, non-distracting, and non-dangling. Body art may not display adult subject matter, inappropriate logos, graphics, or words.
- Footwear is to be appropriate to the job or duty. Flip-flops and slides are not permitted at camp at any time due to the uneven terrain. "Teva" or "Chaco" type hard sole durable sandals are permitted for some activities. Staff will be asked to change their footwear if deemed inappropriate.

## Curfew

To ensure sufficient rest and sleep, good health and enthusiasm, all staff are expected to be in their quarters by 10:30 PM, except for those staff who are on duty. Staff remaining in camp on scheduled time off are expected to comply with this policy. Staff are expected to get enough rest to prevent excess fatigue, illness, and injury. Curfew violations may result in loss of off-site time-off privileges.

## Smoking

Camp is a non-smoking and tobacco free facility (**including electronic cigarettes and vapes**). Staff and guests may not smoke in any building or on camp property. Camp is also a marijuana free facility.

## Consumption of Alcohol

YMCA Camp Seymour does not allow **ANY** alcohol on Camp property from the first day of Summer Staff Training through Labor Day. YMCA policy requires the strict control of the use of alcoholic beverages on YMCA property. Such use requires the expressed written consent of the YMCA. Pursuant to Washington State law, individuals under the age of 21 years are not allowed access to such use. The YMCA may deny any desired use of alcohol if it is determined that such use might jeopardize or compromise the interests of YMCA Camp Seymour, other users of the facilities, guests, or members. Exceptions to this policy may be made by the Executive Director. Federal, state and local laws are enforced on YMCA property, and the use or possession of legal or illegal drugs is strictly forbidden.

### Operational Guidelines for Alcohol Consumption

**Summer seasonal staff are not permitted to consume alcohol on camp property at any time.**

- All staff are expected to be ready to respond to emergencies at any time.
- Violation of this policy is grounds for immediate termination.
- All state laws concerning the use of alcohol by minors are enforced.

## Substance-Free Workplace

The YMCA is committed to providing a drug, alcohol, and tobacco-free environment for staff and campers. Staff is strictly prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, sale, or use of any controlled substance while on working time or at the workplace (on or off YMCA property).

Such conduct is also prohibited during non-working time to the extent that it, in the Camp Director's opinion, impairs the employees' ability to perform their job, affects the Association's reputation, or threatens its integrity. Use of legal or prescription drugs is prohibited to the extent that use impairs the staff member's ability to perform their job or adversely affects the safety of the employee or others.

Staff are prohibited from giving or making alcoholic beverages available to individuals while on working time or on YMCA property. In addition, employees are prohibited from giving or making available alcoholic beverages to individuals under the age of 21 at any time. All employees will refrain from consumption or use of any tobacco product while on duty or on camp property. Any employee who is in violation of these regulations shall be subject to disciplinary action, up to, and including termination of employment

## Visitors

Staff are expected to spend their working time with campers. Staff visitors are not permitted on camp property. Visitors may, for a short period of time wait for, pick up or drop off a staff member who is on time off at the upper parking lot. Visitors must leave camp premises after doing so. The Camp Director may make exceptions or honor requests for visitors on site during time-off, such as giving a parent a tour of camp. Approved guests may not stay overnight or partake in the use of camp equipment or activities.

## Youth We Serve

Camp Seymour serves youth mainly from the Tacoma area. However, we sometimes have campers and staff from all over the world. The YMCA offers financial assistance to families who need it in order to help all kids have a camp experience. We serve campers from many different socioeconomic and cultural backgrounds. Come prepared to work with a diverse group of campers this summer!

## Use of Camp Equipment

Camp owns a lot of neat and useful stuff. To make **personal** use of any equipment owned by camp, staff must first gain permission from the director responsible for the equipment—program or otherwise. The rescue boat is **not** for personal use at any time and must remain on the dock. Staff must demonstrate that they are skilled or have appropriate training for any equipment used (i.e. if they want to borrow a kayak, they must be Lifeguard or small craft certified, if they want to climb on the wall, they must have had previous training). Staff will sign a liability waiver for each occurrence releasing YMCA Camp Seymour from any responsibility for equipment use or misuse. It is the sole responsibility of the staff borrowing equipment to ensure that the equipment in question is suitable for use (no holes in the canoe etc.). Camp is not responsible for injury due to equipment malfunctions. Staff borrowing equipment from camp will be responsible for paying for any damage or replacement, if necessary, of the equipment regardless of circumstances.

## See You Soon!

Once again, we are excited to have an awesome summer with you on the team. We're looking forward to getting to know you and supporting you all season. The staff website is meant to give you resources and an idea of what to expect, so please take some time to check out everything that's there. We know that the pre-summer nerves are real and can be overwhelming, so please reach out to us with any questions or concerns!

If you have any questions between now and training, please contact us.

Sincerely,

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