



2019 STAFF INFORMATION, ORIENTATION AND ADDENDUM TO RULES OF EMPLOYMENT

Name _____ Date of Birth _____ Grade _____
Address _____ Town _____ Zip _____
Gender M F Phone-Home _____ Cell _____
Email _____

CAMP PROCEDURE QUESTIONS (check all that apply):

- _____ Working Papers Needed for Staff Under 18 Years of Age
- _____ Staff Member would like a **SPLIT PAYCHECK** (half of salary paid on July 26, 2019)

STAFF TRANSPORTATION

- Please complete the "**Staff Transportation Form**" on your Camp In Touch account to **request a bus run (bus driver or bus counselor), bus seat, carpool or staff parking permit**. Assignments for Staff Transportation will be given out on a first come, first serve basis. Rolling River cannot guarantee bus seats for counselors. _____ (initial)

STAFF EMERGENCY CONTACT INFORMATION:

NAME 1 _____ PHONE _____ RELATIONSHIP _____
NAME 2 _____ PHONE _____ RELATIONSHIP _____
NAME 3 _____ PHONE _____ RELATIONSHIP _____

PHYSICIAN INFORMATION (in case of emergency):

Physician Name _____ Phone _____
Address _____ Town _____ Zip _____

STAFF MEMBERS UNDER 18 YEARS OLD- Provide contact information below for responsible adult/guardian:

Name _____ Phone _____ Relationship _____
Address _____ Town _____ Zip _____

**Staff Member agrees to waive any and all claims or causes of action of any nature whatsoever, to the fullest extent permissible under law, against any third parties relating to any injury, damages, expenses or other loss incurred during the course of his or her employment, and agrees to indemnify and hold harmless any third party against whom Staff Member brings suit, including attorneys fees and other costs of defense. Counselor Initials _____ Parent Initials _____*

**Staff member agrees that all communication between camp and staff member involving the terms and enforcement of this agreement, whether before, during or after camp season, including but not limited to salary and termination, shall be limited to the staff member him/herself only. If you have a problem or concern, speak to your immediate Supervisor or a Director.
Counselor Initials _____ Parent Initials _____*

*******TURN OVER TO COMPLETE BACK OF AGREEMENT AND SIGN*******



2019 STAFF ORIENTATION DATES AND SUMMER EVENTS

Saturday, June 8, 2019: Welcome to Summer 2019!

9:00am-10:00am- New Staff Only – Introduction to Rolling River
10:00am-4:00pm- All Staff- Full Day Staff Orientation

Tuesday, June 11, 2019: Transportation Meeting for Drivers and Bus Counselors

6:00-8:00pm- Potential Bus Driver and Bus Counselors ONLY (Bus Driver mandatory drug tests 3:00-6:00pm)

Saturday, June 15, 2019: Group & Specialty Staff Training, CIT Training

9:00am-1:00pm- New Staff Only- Detailed Training
1:00pm- 4:00pm- All Staff Training
1:30-3:30pm- CIT Training

Tuesday, June 18, 2019: Divisional Meetings and Group Assignments

6:00pm- 8:30pm- Full Staff Meeting, Divisional Meetings with Group Assignments/Labeling, Specialist Meetings

Wednesday, June 19, 2019: Make-Up Meeting #1

5:00-9:00pm- Only attend sessions missed (sessions TBA in June)

Thursday, June 20, 2019: Make-Up Meeting #2

5:00-9:00pm- Only attend sessions missed (sessions TBA in June)

Saturday, June 22, 2019: Meet Your Mateys Day Camper Orientation

8:30am-4:00pm
Group Counselors- Assigned Time (1 hour meeting, arrive 1 hour prior to start time, total 2 hours)
Specialty Counselors- Assigned Time by Specialty Supervisor (total 2 hours per specialty counselor)

***In Summer Mandatory Off-Hours Activities with Families (dates to be announced)**

Parent Visiting Nights- 1st-5th Grade Counselors (Dates TBD, time 6:00-8:30pm)
Evening Theater Shows- 1st-4th Grade Counselors, 5th-8th Counselors based on group participate (Dates TBD)
After Camp Watermelon League- Navigator Counselors based on group participation (Dates TBD)
Navigator Counselors- Two (2) Early Drop Off and Late Back Trips, Possibility for 3 Day/2 Night Overnight Trip (Dates TBD)
Staff Appreciation Party is not mandatory but encouraged to attend (exact date in August TBD)

Attendance is mandatory at the meetings. Failure to attend any of the required meetings will result in a loss of a day's pay for each meeting missed as per the contract. You must attend the makeup meeting or your job will be changed or terminated. I understand the training requirements to work as a Rolling River Crew Member.

Staff Name _____ **Signature** _____ **Date** _____

Director Name _____ **Signature** _____ **Date** _____

***Parent Name** _____ **Signature** _____ **Date** _____