

# Welcome to the Camp Whittier Summer Staff!



**BOYS & GIRLS CLUBS**  
UNITED BOYS & GIRLS CLUBS  
OF SANTA BARBARA COUNTY  
CAMP WHITTIER

We are thrilled you have chosen to spend your summer at Camp Whittier! To help you prepare for the best experience possible, this packet has some critical information and words of wisdom. Whether you're new to Camp Whittier or coming back for another summer, please read through the packet, as it is new this year!

## About Camp Whittier

Camp Whittier is located about 30 minutes from Downtown Santa Barbara. Camp Whittier is in a beautiful 55-acre setting within walking distance of Lake Cachuma. The camp is owned and operated by the United Boys & Girls Club of Santa Barbara County. Campers attend general sessions which allow them to sample lots of activities: rock climbing, ropes course (high & low), swimming, hiking, and more! We even have a session that is devoted to kids whose parents have been deployed. For more details, please read about our sessions online at [www.campwhittier.org](http://www.campwhittier.org).

## LIVING AREAS

About 40 staff members are spread throughout camp; living areas vary, depending on the position you have. Quarters are basic yet cozy—in most cases you'll enjoy electric lights, windows, screens, doors, and some shelves or drawers for your things. Bring stuff to decorate your living space, like posters, a rug, etc. You will be living in shared accommodations. We do ask that you leave your strings of lights and other exotic electrical things at home. They are a fire hazard in almost all of our buildings!

Use the Checklist



on the back of this packet to make sure you send in all your paperwork!

## BASIC UTILITIES

Toilets and showers are generally located in buildings separate from sleeping quarters but not too far away. These bathrooms have hot and cold running water, showers, flush toilets and sinks. They are basic facilities, so we recommend leaving most of the plug-in grooming appliances at home. Also, bring something to tote your shampoo, soap, toothbrush and other essentials from your sleeping quarters to the shower houses.



## PICKING A CAMP NAME

Camp names can be a fun way to identify yourself. A camp name is a summer nickname that is reflective of your personality or interests. Putting some thought into your camp name is a good idea, because it tends to become who you are known by longer than just summer.

Some suggestions when choosing your name:

1. Are there any animals that you like (ex. Coyote, Badger, Phoenix)?
2. Any cartoons or activities (ex. Kanga, Gumby, Glinda)?
3. Just something random (ex. Tuffer, Goo, Avocado) or something with a back-story (ex. Salsa, PopCorn, etc)

### **Sleeping quarters** for Counselors & Unit Leaders

Each session, about 90-100 campers are housed around camp in cabin groups of about 8 kids and one or two counselors. Cabins are clustered to group campers of similar ages, there are 4 on girls hill and 5 on boys hill. Counselors share rooms with the campers and another staff member. All staff will rotate sleeping in camper quarters to provide proper supervision.

### **Sleeping quarters**

Living quarters for staff who are not cabin counselors share a room with 3 other staff. All staff have their own bed and room somewhere in camp and rotate sleeping in the cabins with the kids, for supervision, security and fun. All staff are on-call after lights-out for the kids, regardless of their cabin coverage assignments for the night. (No staff are ever OFF while kids are here, nor can they leave camp).

### **Food**

Three full meals are served daily, and snacks are available between meals. Fresh fruit and a coffee and tea bar are available 24 hours a day. We all eat in the same dining hall, getting our food from the buffet line. Our cook does a great job providing a variety of foods at each meal. We serve balanced meals and offer a salad bar at some meals. Special dietary needs may be covered, including vegetarian and some allergies. Please indicate any special needs on the enclosed card. Also, you will get a chance to learn about the kitchen, all staff & CITs help serve!

### **MEDICAL & SAFETY**

Camp Whittier is accredited by the American Camping Association; we meet high standards for health, safety, staff qualifications and program opportunities. Program areas, including the pool, rock wall and archery, are supervised by qualified personnel. All rules apply for campers and staff alike. Medical staff are on site throughout the weeks, and a group of doctors are on-call.

### **OTHER CONVENIENCES**

Limited laundry machines are available (mainly to wash your staff t-shirts). The city of Santa Barbara is about 30 minutes away in one direction, while Buellton and Solvang are 15-30 minutes in the other. You can leave camp on your weekend breaks to go shopping and such.



### **QUESTIONS ???**

*Please call or e-mail us if you need to ask about or discuss anything: we're happy to chat! 805 962 6776*

**CWsummerdirector@aol.com**

### **Debi Hite, aka Phoenix**

Camp Director

*Overall camp operation, leadership of summer management team, direct support to food service and maintenance staff.*

**campwhittiersb@aol.com**

### **Burton Lang, aka Coyote**

Summer Camp Director

*Overall summer logistics, hiring, training, planning, etc. Handles all the employment paperwork and makes sure you get paid!*

**CWsummerdirector@aol.com**

### **Christine Beers, aka Mermaid**

Director's Assistant

*Manages all the camper registration as well as talks to all you wonderful people!*

**whittieroffice@aol.com**

### **Bob Fortune, aka Cookie**

Maintenance

*Maintains camp to the pristine level of campiness as well as takes care of any facility issues.*

### **Fabio Hidrobo**

Food Service/Head Chef

*All food service operations, menus, special diets.*

### **Camp Song Preview #1**

We're making a purple stew  
Whip, whip, whip, whip  
We're making a purple stew  
Whip, whip, whip, whip  
With purple potatoes, and purple tomatoes  
And WE WANT YOU!

## When Do I Need To Arrive?

Here is a detailed schedule for when each person needs to be here to start work. Please arrive by 8 AM on your designated date, or on the day & time we arranged with you, listed on your job offer letter.

<b>June 20</b>	<b>CIT Leaders</b>
<b>June 29</b>	<b>Arts &amp; Crafts Specialist Nature Specialist Medics</b>
<b>July 2</b>	<b>CPR &amp; First Aid Class</b>
<b>July 5</b>	<b>Archery Specialist</b>
<b>8 AM -Breakfast</b>	<b>Lifeguards</b>
<b>8:30 AM -Staff Training Starts</b>	<b>Counselors</b>
	<b>Unit Leaders</b>
	<b>Ropes &amp; Rock Wall Specialist</b>
	<b>Drama Specialist</b>
	<b>Music Specialist</b>



Please be at camp by your scheduled time, or a littler earlier. **If you're arriving by plane, train or bus, please arrive in Santa Barbara the day before you are to start work at Camp Whittier.**

## Session Schedule & Breaks

Camp Whittier has three sessions this summer. Most sessions are Monday thru Friday with the exception of Operation Purple Camp. (OPC) Operation Purple is a special camp for kids whose parents have been or are deployed by the military. It is run a little differently because there are some things that the military is requiring that we do. Session 1 and 2 will be our Earth Village Summer camp theme.

Staff return to camp for an in-service training, meeting and announcements before each session starts. On the first day of the session (after the meeting of course), staff are assigned to different areas in camp to stand and greet parents. Some will be in the Oak Grove parking lot receiving and sorting the camper's luggage; some will be in various places on the road making sure parents arrive at the check-in area; some will be doing check-in & helping the medics; while others will be in the meadow entertaining the kids, playing games and more! On the last day of each session, the campers leave around 11 a.m. or noon. The staff stay to clean and prepare for the next group of campers (as well as debrief this session), then they have time off before the next session.

We try to give staff as much break time as possible—we know you'll work hard and need time to catch your breath. Each staff member has a little time to themselves everyday. We can schedule any needed time off **before** you arrive. At least a few times during the week, each staff member will have at least one evening "off." Off meaning that you don't have to be in a camper cabin, but still need to remain at camp. Program staff members will break counselors in cabins at night with campers, because campers need an adult around at bedtime, during the night and early in the morning.

Between the sessions, you will have one to two days to relax or explore the Central Coast. With such a close camp community, you can usually hook up with groups of staff doing all sorts of things, including hiking, boating, shopping, and just relaxing on the beaches.

# Camp Whittier Summer Calendar

June 1—July 5 Staff arrive; begin orientation, skills verifications and begin work

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July 2 CPR and First Aid Training at Camp Whittier

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July 5 Staff training begins for all staff through July 9

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**Session 1: Earth Village** Summer camp is about making connections, making connections with new friends, amazing counselors and beautiful places, making connections with the forest and the sky, making connections with yourself, your growth and your abilities. Camp Whittier is moving in an old/new direction this summer with an Earth Village Summer Camp.

July 11-15

In addition to the wonderful activities that are traditional archery, swimming and silly songs; we will be making crafts and building shelters from natural materials. Night hikes and campouts will reinforce the theme of feeling at home in the woods. Each cabin will become a tribe with its own greeting. All cabins will come together as a village to share adventures, challenges, music and a culminating carnival at the end of the week. Drumming will begin and end every day with original songs. The daily rhythm of lessons will be tailored to student needs with three sessions of exploration and skill building and a fourth to relax, play games, swim or journal in a pristine setting. Poetry, dance, storytelling, singing and drumming will be an integral part of our campfires and closing paw-wow. A good time is guaranteed for all.

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## Closed Session

July 17-22

*Operation Purple* is a program that brings children of deployed service members together for an exciting and memorable camp experience. This experience gives them additional tools to help deal with stress resulting from a parent's deployment. Our efforts will go a long way in ensuring these tools are taught, that campers bond and connect with their peers, and in the process of have the time of their lives, campers adopt the message, "Kids Serve Too!" Along with the military themed activities, our Earth Village Theme sill prevail.

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July 25-29 **Session 2: Earth Village** (see session 1 description)

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July 29 **End of Camp Clean up & Good-bye Lunch**



**Details** *Here is lots of info about camp and your job...Let us know if we can tell you more!*



## **Staff Handbook**

Please read the enclosed information carefully. It is VERY important!

## **Transportation**

Send the enclosed “transportation card” as soon as you know your plans. If you are arriving by plane, train or bus, please call (or e-mail) us to confirm the date and time we need you here, and when to schedule your travel to arrive at the proper time. This will save you the hassle and expense of changing travel times. Plan to arrive a day early to get here on time and have a chance to settle in. We are happy to pick up at the Santa Barbara airport, or Santa Barbara or Lompoc train or bus stations.

## **First aid & CPR training**

All staff members must have basic first aid and CPR training (approximately \$50—\$65), each current through August 1, 2011. Note: if you are already certified, please remember that Red Cross CPR certifications are only good for one year. If you are having trouble finding a class, camp is hosting both courses on July 2, 2011.

## **Health History Form**

All staff members are required to complete the groovy health history form. Only the camp health care staff (and summer camp director) have access to the form. We’ll help you stay healthy, and the form is critical in an emergency. Required by ACA (American Camp Association).

## **Camp Store**

Camp offers a store with healthy snacks and souvenirs for campers and staff to enjoy. Any sugary substances you’ll have to get it in town.

## **Store and Entertainment**

“Life is a beach” when you live this close to Santa Barbara (plus a handful of other nearby towns). Santa Barbara (about 25 minutes from camp) has loads of supermarkets, retail stores, restaurants, entertainment, movie theaters and more! Santa Barbara has many good hiking trails, as well as places to rent kayaks, or just hang out on the beach. Staff from the Central Coast usually organize some fun events for staff to do together on some of the breaks.

## **Weather**

Summer temperatures include cool mornings & evenings, hot sunny days, and some balmy warm nights. Temperatures can range from 50 to 100 degrees! Clothing and sleeping gear for all of these conditions will greatly increase your comfort.

## **Luggage**

You won’t have a very large room this summer, so don't bring furniture (among other things). But, do bring all you think you will need including small storage crates and/or a locking trunk. Bring lots of extra clothes, in case you don’t get to do laundry very often (and guess what...You will get dirty! Camp is outside!) If your transportation limits how much you can carry with you, ship it (either UPS or FedEx only) prepaid to:

**Your name @ Camp Whittier  
2400 Hwy 154  
Santa Barbara, CA 93105**

## Summer Mail

During camp, all mail is delivered to camp. Since you are here for only a few weeks, please do *not* have all your mail forwarded here. Have non-urgent mail sent to a more permanent home where someone can selectively send you the highlights. The staff who sort the hundreds of pieces of mail each day will thank you for not having to individually sort through your catalogs, bank statements and junk mail!

Your summer address is:           **Your Name** (putting your camp name will speed things up)  
  **Camp Whittier**  
  **2400 Hwy 154**  
  **Santa Barbara, CA 93105**

## Staff Phones

If you have a cell phone, please keep it turned off or on silent while working with the kids. Camp is for the campers, and we want to make sure that your attention is focused on them. Make sure that you have voicemail set up on your phone so during your on-call evenings you can catch up. If there is an emergency and someone needs to get a hold of you, they may call the office, who will relay the message (805) 962—6776.

## Business office phones, internet & email

The camp office phones and internet access are for business use by the administrative staff only. Living without daily e-mail & the web can be a refreshing experience. We do have wireless satellite internet that will work with your laptops on the porch of the office. Please remember that internet is only available on your breaks.

## Medications & Health Care

For the protection of campers and staff, we employ a health care manager (usually a medic). Like campers, staff need to turn in all medications to the medic for safekeeping. Prescriptions must be in original pharmacy containers with your name on the label. The medics are available to help you, as well as the kids, with any health issues you may encounter during the summer.

## Laundry

Unfortunately we do not have a full laundry room. We have one washer and one dryer that is primarily used for the kitchen, however if something needs to get washed (like staff shirts, campers pants, sleeping bags, etc), we can arrange for that to happen. Make sure you mark your clothing with your name, and don't forget to **mark your clothing with your name** Get it? (It's easier to do laundry during breaks.)

## Lodge

During the evening, the lodge is for staff to hang out (if you aren't with the kids). During the day however, the room may be used as programming for the campers. There is a fridge in there, so if you have other snacks feel free to store them in there.



## \$\$\$ Paychecks \$\$\$

We know you took this job for the hefty paycheck. Each is for the number of days that you worked in the previous pay period. We cannot give advances, nor can we ever issue checks early. Paychecks will be given out **only** on the 15th and 31st of July and the 15th of August.

# Packing List

We're pretty casual with clothing at CW. The idea is to wear stuff that is functional for lots of playing in the outdoors and for catching the spills that will land on you. Camp supplies two staff t-shirts so you can wear them everyday. Please keep other duds camper-appropriate—our little ones don't need to go home with extra education from your clothing. Avoid sexually suggestive or revealing clothing, controversial attire, or clothing with messages promoting drugs, alcohol, tobacco, violence, weapons, sexuality, etc. Also please be discreet about body jewelry and tattoos, especially anything that is inappropriate for young children. Remember, you're a role model!

CW's summer weather is mostly dry and hot, with some cool mornings and evenings! Bring clothes you can layer, and include pieces that resist water. Be ready for everything!

## Clothes

- Long pants/jeans
- Shorts
- Undies
- Socks
- Sweaters/sweatshirts
- Swimsuit —(see staff expectations)
- Hat(s), bandanna(s)

## Shoes

- Sturdy pair, such as boots or sneakers
- Another pair of sturdy shoes
- hiking boots (if you have them)
- Flip-flops or Teva-type shoes for the shower, pool, and some parts of camp.

## Bathhouse Supplies

- Towel(s), washcloth
- Shampoo & conditioner
- Soap with a soap holder
- Toothbrush & toothpaste
- Hairbrush, nail clippers, all that jazz
- Feminine hygiene products
- A waterproof pail, basket or tote for all that jazz

## Not a bad Idea...

- Flashlight or headlamp
- Day pack
- Alarm clock (wind-up or battery operated)
- Batteries....lots of batteries
- Wrist watch
- 3-ring binder, paper & pens
- Stationary & stamps
- Dress-up items/costumes for themes, skits, etc
- Clean white items for tie-dying
- Favorite books & resource materials
- Bug repellent!!!
- Sunscreen

## Other Good Stuff

- Medications
- Glasses or contacts if you wear them
- Pocket knife
- Camera & enough film (or memory cards)
- Musical Instrument
- Items for your specialty program (if applicable)

## For your corner of the world

- Sleeping bag & pillow
- twin-size mattress cover or fitted sheets/blankets if you don't want to sleep in your sleeping bag every night
- Foot locker or trunk with a lock
- Small rug, lamp, cabin comforts
- Small crates or modular shelves to store your stuff
- A large cookie tin or other totally insect-proof and mouse-proof container for your own and your campers' snacks.



This is Henry our mascot peacock

**\*\*\*Please Leave at home\*\*\***

- Weapons
- Candles & incense
- Expensive jewelry
- Liquid fuel lanterns
- Large amounts of cash
- Irreplaceable, sentimental items
- Cigarettes, chewing tobacco, drugs & alcohol
- Big electronics (such as mini or big fridge, TV's, gaming systems, desktop computers, etc)
- Anything else that doesn't belong at camp...



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 CAMP WHITTIER

## Camp Whittier Summer Staff Information

Questions?? Call us! 805 962 6776

Name \_\_\_\_\_ phone (\_\_\_\_) \_\_\_\_\_

**Transportation Please mark the appropriate boxes**

- I am arriving by private car at \_\_\_\_\_ (time/date)
- I need to be picked up at Santa Barbara Airport at:  
 Date/time/flight #/airline \_\_\_\_\_  
 From (city) \_\_\_\_\_
- I need to be picked up at the  Santa Barbara Amtrak Station  Lompoc Amtrak Station  
 Date/time/train # \_\_\_\_\_
- I need to be picked up at the  Santa Barbara bus terminal  Lompoc bus terminal  
 Date/time/bus route # \_\_\_\_\_

*You are responsible for making your transportation arrangements. Feel free to call us with questions.*

**Food** Veggie options are available at all meals, though it's difficult to accommodate extreme/strict vegan or kosher diets. Bring your own food substitutes if you are concerned.

- I am vegetarian
- I am vegan
- Other (allergies, etc) \_\_\_\_\_

**Special needs/concerns** \_\_\_\_\_

## Training

### Pre-Camp Orientation

The goal of this week is to give you an insightful and inspiring overview of camp, including your role/job. You'll get to know lots of your co-workers especially the unit staff with whom you'll most closely work. You'll learn Camp Whittier's traditions and procedures, how to work effectively with children, and how to use camp equipment and facilities.

Parts of the week will resemble a session with campers, so you'll learn the flow of things. You'll go on a campout with the staff, get dressed up for theme meals and experience traditional activities like the campfire. You'll also learn how to lead activities and songs. Veteran staffers can share their insights about the CW, and new staff members are encouraged to introduce new songs, activities, and such. We'll finish the physical set up of a few program areas, decorate and spruce up the kids' cabins and prepare ourselves for a summer with kids!

## CW Orientation

### Questionnaire

*To help us design staff orientation and training, we'd like some info about you.*

**Name** \_\_\_\_\_

**What are you most looking forward to at CW?**

**What are you most nervous about at CW?**

**What are you most interested in learning at CW?**

**Please circle the activities below you would like to learn more about:**

- Fire building
- Skits
- Values
- Crafts
- Games
- Archery
- Initiatives
- Behavior Management
- Camp Songs
- Leave No Trace
- Other \_\_\_\_\_

# PAPERWORK

## we need from you

Please complete and send in all of the pieces listed below. It's a big help to us when you send them in early. Did we mention that it also helps us get paychecks out, and that we know who you are?

- One copy of the **employment offer** letter, signed by you
- Signed Job Description
- Completed Personnel Action Request (**section 2 only & sign & date at the bottom**)
- Completed Application for part-time employment
- Completed Bloodborne Pathogen Training (signed)
- Completed Safe Work Practices acknowledgement form (signed)
- Signed Employee Handbook acknowledgement form
- Completed Consent to Treat
- Signed Staff Expectations
- Camp Whittier Release & Indemnity Agreement (initialed and signed)
- Completed Voluntary Disclosure Statement
- Completed Choice Point form
- Completed Health Form
- Completed **W-4** form
- Sign and return the completed **I9** form (**section 1**)
- Photocopies of your **CPR/First Aid** cards & any other certificates for your position, **front & back**.
- Photocopies of your **driver's license** or **state ID & social security card, passport** or **birth cert.**



**Send all items to:**  
Summer Camp Director  
Camp Whittier  
2400 Hwy 154  
Santa Barbara, Ca 93105



Thanks! We look forward to working with you this summer!