

# Camp Barney Melintz

Summer Resident Camp of the Marcus Jewish Community Center of Atlanta est. 1963

## 2014 STAFF APPLICANT HANDBOOK

**Winter Address:**

After September 1<sup>st</sup>  
5342 Tilly Mill Road  
Dunwoody, GA 30338-4499  
Phone: (770) 395-2554  
Fax: (770) 481-0101

**Summer Address:**

After June 1<sup>st</sup>  
4165 Hwy. 129 North  
Cleveland, GA 30528-2309  
Phone: (706) 865-2715  
Fax: (706) 865-1495

E-mail: [summer@campbarney.org](mailto:summer@campbarney.org)  
[www.campbarney.org](http://www.campbarney.org)



Jim Mittenthal, M.S.W., Director  
Susan Berger, Associate Director  
Adam F. Levin, Assistant Director  
Don Leslie, Operations Director  
Alan Barney, Food Service Director  
Lisa Light, Administrative Assistant  
Lynn Light, Administrative Assistant

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“Our Summer Place” est. 1963

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## Dear Camp Barney Medintz Staff Applicant:

Thank you for your interest in a staff position at Camp Barney Medintz during our upcoming summer season! For over 50 years, “Camp Barney” has welcomed over 1250 boys and girls and approximately 380 staff to our 500+ wooded acres surrounding two large lakes in the North Georgia Blue Ridge Mountains. They come from Metropolitan Atlanta, from throughout the United States and from many countries around the world!

Our activities are very exciting and enable each child to feel accomplished, from water skiing to horseback riding, backpacking and technical rock climbing to swimming and whitewater rafting, Maccabi Games to all land and court sports, cultural and performing arts programs to an array of other fun and unique adventures. We are especially proud, however, that the paramount reason campers annually return to Camp Barney is because of the exhilarating, meaningful and loving environment created by our staff.

Please complete and submit our **Camp Barney Staff Application, Criminal Background Form**, and for first time staff, **3 references** from individuals who have observed you in employment, academic, athletic, or social leadership positions of responsibility. Once you have completed this process, **beginning November 18**, please call us to arrange for a personal or telephone interview. At that time, we will have an opportunity to more thoroughly get to know one another or, for returning staff, catch up on the past year. We look forward to hearing from you soon!

Sincerely,



Jim Mittenthal, M.S.W.  
Director



Susan Berger  
Associate Director



Adam F. Levin  
Assistant Director



Don Leslie  
Operations Director

*Summer Resident Camp of the Marcus Jewish Community Center of Atlanta  
Camp Barney Medintz is accredited by the American Camp Association*

# **1. STAFF INFORMATION AND AVAILABLE POSITIONS**

Camp Barney Medintz employs 380 staff from Atlanta, throughout the Southeast, from across the United States and from several other countries as well. Together our staff creates an atmosphere of positive leadership, appropriate values, incredible enthusiasm, innovative programs and activities, appreciation for our natural environment, absolute respect for each member of our camp community and a diligent work ethic. In addition, staff facilitates a warmth and concern for each of over 1250 children, interactive Jewish learning and an appreciation for the history and future of Camp Barney Medintz as one of the most dynamic summer overnight camps in the United States since 1963.

Counselors will possess superb judgment, maturity, creativity, enthusiasm, warmth and care for each child for whom he or she is responsible. They are the prime caretakers of our campers. These qualities are essential in all Camp Barney Staff Positions.

Staff positions include:

## **a. Counselors, Unit Counselors**

Average age of counselors is between 19-22 years old. Counselors are at least 18 years old or high school graduates. Unit Counselors are at least 17 years old or entering high school seniors.

## **b. Program Specialists**

Specialists will possess specific skills, certification, experiences and qualities to teach: horseback riding, swimming, canoeing, water skiing, nature crafts, technical climbing and rappelling, back-packing, tennis, mountain biking, archery, roller hockey, other field/court sports, theatre/drama, song leader/music, dance, aerobics, arts and crafts, ceramics, journalism, radio, videography/movie production or Jewish education.

## **c. Support Staff**

Support staff will possess specific skills, experience and qualities in one of the following: registered nurses (R.N.s), office administration, canteen (store) operations, drivers, dining hall and kitchen staff, childcare staff and Health Center assistants.

## **d. Administrators (“Head Staff”)**

Unit Heads supervise multiple cabin groups within a specific age range (unit). Their responsibilities include supervision of all counselors, campers, programming, administration, management and communication with families associated with their unit. Head Specialists supervise all staff, program, facility, curriculum and administration associated with their specialty area. These “Head Staff” are at least entering college seniors, possessing specific skills, experience, credentials and leadership qualities deemed appropriate by the CBM Camp Director(s).

## **2. PROCESS FOR APPLYING FOR EMPLOYMENT**

- a. Complete the online employment application thoroughly.
- b. **New Staff Only** - Send 3 reference forms to Non-Relatives (i.e. Teachers, Employers) who have observed your character, work ethic, etc., and ask that they be returned to the CBM office as soon as possible.
- c. Schedule an in-person or telephone interview (if living beyond the metro-Atlanta area) with the Camp Directors.
- d. Applicants will be notified of their status shortly after interviewing and not later than early spring. Notification will be in the form of: (1) An employment "Letter of Agreement;" (2) A "Waiting List" letter; (3) A letter offering a position other than one for which you applied; (4) A letter explaining our inability to offer an employment "Letter of Agreement" at that time.

## **3. CAMP BARNEY MEDINTZ PERSONNEL POLICIES**

The purpose of the following information is to clearly state for staff some of the requirements, privileges, limitations and responsibilities of living in a resident camp. The practices, policies, and procedures for staff at Camp Barney Medintz have been designed to enable the Camp staff to function within a safe and secure environment. The following policies represent information which prospective staff should know during the application process; a complete set of policies is a part of the employment "Letter of Agreement," and will be sent should one be offered. Shortly after staff receives the "Letter of Agreement," they are sent additional information about programs, staff committees, What-To-Pack/Transportation/Health Forms, etc.

### **A. ASSIGNMENT**

The Camp Director shall be sole judge regarding the assignment to areas, units, living villages and supervisors. The "Letter of Agreement" for specialists and support staff are specific as to job assignments; those for counselors and unit counselors are not specific as to unit placement, which will be made upon arrival at camp.

If deemed in the best interest of Camp or determined by the Camp Director, reassignment of staff duties may occur during staff training or during the course of the season.

### **B. GENERAL RESPONSIBILITIES**

1. All staff members are on-duty 24 hours a day except during designated time off.
2. The staff member will always act professionally, in the best interests of Camp Barney Medintz, both in camp and in the communities surrounding camp.

3. Staff members serve as role models for campers and, therefore, will be responsible to CBM for routines, promptness at activities, programs and meals, language, manners, cleanliness/hygiene and behavior.
4. Staff members will be responsible for any administrative tasks such as letters to families, purchasing supplies, managing inventories or writing evaluations.
5. Staff members will consistently demonstrate, through effort & attitude, that every camper's safety, care, growth, and experience at Camp Barney is paramount.

### **C. THREE BASIC RULES**

Every community establishes "rules" with which its members delineate acceptable from unacceptable behavior. Rules should be simple, clear and easy to follow. At CBM, all staff will be asked to abide by THREE BASIC RULES. Those staff members who do not will be dismissed from employment immediately.

1. **THERE IS NO ABUSE TO PEOPLE OR ANIMALS.** We will not tolerate abuse. This includes physical, psychological, and/or sexual abuse. Campers will not be hit. We have a number of pets and animals at Camp. They are to be treated with respect.
2. **THERE IS NO ABUSE TO THE ENVIRONMENT.** Camp Barney Medintz is a beautiful facility. All staff members are expected to respect the environment, our camp facility, and equipment, as well as the property of other staff and campers.
3. **THERE IS NO ALCOHOL OR ILLEGAL DRUGS.** Possession, use or sale of illegal drugs, misuse or prescription drugs, and possession and/or use of any alcoholic beverage in camp or while on duty during camp sponsored activities is prohibited. Violations will result in dismissal.

The legal age for alcohol consumption in Georgia and throughout the U.S. is 21 years. This law will be enforced in and out of camp. When out of camp on time-off, discretion must be exercised by camp staff (of legal drinking age) in consuming any alcoholic drinks, for the safety of the staff member and as a reflection of Camp Barney Medintz. To return to Camp in an unfit condition as a result of use of alcohol will also result in immediate dismissal.

### **D. TIME OFF**

1. Each staff member will receive 8 days off during the camping season: 3 during each 4-week session and 2 during inter-session. Days off for counselors, unit counselors and unit heads are approximately 28 hours each. Specialist's days off, also approximately 28 hours each, are primarily scheduled from Friday 6:00 p.m. through Saturday night curfew, unless certain specialty areas require supervision/instruction on Shabbat. All other staff will work out specific days off with their Supervisor.
2. All cabin counselors and supervisory staff will remain in Camp during the first three and last three days of each session. Counselors are asked to avoid taking Friday/Saturdays off.

3. Request for time off in case of family emergencies, weddings, college orientations, etc., as well as for consecutive days off, is possible only with the approval of the Director. These requests must be submitted in writing in advance of the summer.
4. Days off can be taken in or out of camp. All staff who takes their day off in camp is subject to the same rules as if they were on duty, such as curfew, etc.
5. Individual staff members may leave camp only on scheduled days off and evening free time. Evening free time begins no earlier than 10:00 p.m.

**E. CURFEW**

Camp Barney Medintz assumes that its staff is composed of mature persons who understand the need for and value of adequate rest towards the performance of a good job. Camp-wide *Curfew* is 1:00 a.m. Each staff member is to be in camp by 12:30 a.m. and his /her own cabin by 1:00 a.m.

**4. CAMP BARNEY MEDINTZ SALARY SCHEDULE**

**For:** Counselors, Program Specialist, and Support Staff.

“Head Staff”: Negotiated with Director

Based upon full season: SALARY INCREMENTS	COMPLETED 11 <sup>th</sup> GRADE	HIGH SCHOOL GRADUATE	COMPLETED FRESHMAN YEAR	COMPLETED SOPHOMORE YEAR	COMPLETED JUNIOR YEAR	COMPLETED SENIOR YEAR
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Base Salary * <b>xx</b>	\$700	\$1000	\$1,200	\$1,400	\$1,600	\$1,800
(a) Certification:** <b>xx</b> i.e. LGT or WSI, Outward Bound, First Aid, Horseback, CPR, Cultural Arts	\$50	\$75	\$100	\$100	\$100	\$100
(b) Previous CBM <b>xx</b> SIT Program participant	\$100	\$50				
(c) Previous Israel <b>xx</b> Program participant	\$100	\$50				
(d) Travel Allowance: <b>xx</b>						
100-250 miles	\$75	\$75	\$75	\$75	\$75	\$75
250-750 miles	\$100	\$100	\$100	\$100	\$100	\$100
750-1500 miles	\$150	\$150	\$150	\$150	\$150	\$150
1500 and over	\$200	\$200	\$200	\$200	\$200	\$200

**\* RETURNING STAFF BONUS:**

<u>If you have:</u>	<u>Add:</u>
Graduated High School	\$200
Completed Freshman Year	\$300
Completed Sophomore Year	\$400

**\*\*CERTIFICATIONS:**

Applicable if required for position sought/hired

**xx FULL SEASON**

**COUNSELOR / UNIT COUNSELOR**

\$100 Bonus – Full Season  
\$ 50 Bonus – Partial Season

## 5. A TYPICAL DAY AT CAMP BARNEY MEDINTZ

### Sample Schedule

7:15 a.m.	Wake Up
8:00	Breakfast
8:45	Cabin clean-up, Health Call, Activity Prep (for Specialty Staff)
9:15	Activity I (Most activities each day planned as a cabin group)
10:30	Activity II
11:45	Activity III
1:00 p.m.	Lunch
1:45	Rest hour, Canteen, Mail
3:00	Activity IV
4:15	Activity V
5:15	Free Swim
6:00	Dinner
6:45	Free Play, i.e. boating, tennis, the "Blob", Arts & Crafts, etc.
7:30	Activity VI/Evening Programs
8:45	Milk Line (milk & cookies before bedtime!)
9:30	Cabins-in (later for older campers)

Staff are generally permitted time-off until staff curfew unless you are assigned to OD (On-Duty) one night each week, part of a program-planning session or staff meeting, on a camp-out or scheduled trip.



If you have any additional questions or would like more information, you are welcome to call the Camp Barney Medintz office at (770) 395-2554.

# Camp Barney Medintz

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