

Camp Barney Melintz

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

STAFF APPLICANT HANDBOOK

Winter Address:

After September 1st
5342 Tilly Mill Road
Dunwoody, GA 30338-4499
Phone: (678) 812-3844
Fax: (770) 481-0101

Summer Address:

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

E-mail: summer@campbarney.org
www.campbarney.org



Jim Mittenthal, M.S.W., Director
Susan Berger, Associate Director
Dave Weinberg, Assistant Director
Don Leslie, Administrative Director
Michael Drucker, Operations Director
Alan Barney, Food Service Director
Fran Harrell, Alumni/Travel Coordinator
Lisa Light, Administrative Assistant
Lynn Light, Administrative Assistant

Camp Barney Medintz

"Our Summer Place" est. 1963

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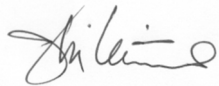
Dear Camp Barney Medintz Staff Applicant:

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 1300 boys and girls and approximately 400 staff to our 540 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, including water skiing, horseback riding, backpacking and technical rock climbing, swimming and whitewater rafting, Maccabi Games, all land and court sports, cultural and performing arts programs, and 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 thoroughly and submit our Camp Barney Staff Application**. Once submitted, **beginning Wednesday, November 15th, please call our CBM office to schedule an in-person, telephone, or online skype interview**. We look forward to hearing from you soon!

Sincerely,



Jim Mittenenthal, M.S.W.
Director



Susan Berger
Associate Director

Dave Weinberg
Assistant Director



Don Leslie
Administrative Director



Michael Drucker
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 400 staff from Atlanta, throughout the Southeast, from across the United States and from several other countries. Together, our staff creates an atmosphere of positive conscientious 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 our nearly 1300 children, welcoming Jewish environment, 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.

STAFF POSITIONS INCLUDE:

a. Counselors, Unit Counselors, Childcare Counselors

Average age of counselors is between 18-21 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/Activity Specialists

Specialists will possess specific skills, certification, experiences and qualities to teach the position(s) they are pursuing: horseback riding, swimming, canoeing and kayaking, stand-up paddle boarding, , water skiing, nature crafts, technical climbing and rappelling, back-packing, tennis, mountain biking, archery, floor hockey, other field/court sports, theater/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, 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 employment application by clicking on Staff Application below.
- b. New staff members are required to submit **3 references**. The reference form will be emailed to your identified references upon submission of your application. Your references should be non-relatives who have observed your character and work ethic in an employment, academic, athletic or social leadership position. Please ask your references to submit the form as soon as possible.
- c. All applicants are required to call the CBM office to schedule an in-person, telephone or online skype interview (if living beyond metro-Atlanta). Please call the CBM office at 678.812.3844 beginning November 15th to schedule your interview.
- 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 exciting creative programs, staff committees, What-To-Pack/Transportation/Health Forms, etc.

A. ASSIGNMENT

The Camp administration 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 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 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. "Head Staff" members will also be responsible for any administrative tasks such as letters to families, purchasing supplies, managing inventories, writing evaluations, and end of season reports..

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 that do not will be dismissed from employment immediately.

1. **THERE IS NO ABUSE TO PEOPLE OR ANIMALS.** This includes physical, psychological, and/or sexual abuse or neglect. Staff (or campers) will never engage in these abusive physical behaviors with each other. We have a number of pets and animals at Camp. They are to be treated with respect, as well.
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.

Staff will also use good judgment when choosing to be around other staff who may not necessarily use good judgment. By virtue of proximity or association, "perception" will be considered in our environment which relies on positive role models.

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 5:00 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 take their day-off in camp are 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 time-off. Evening time-off begins no earlier than 10:00p.m.

E. CURFEW

Camp Barney Medintz assumes that its staff is comprised 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 th GRADE | HIGH SCHOOL GRADUATE | COMPLETED FRESHMAN YEAR | COMPLETED SOPHOMORE YEAR | COMPLETED JUNIOR YEAR | COMPLETED SENIOR YEAR |
|---|----------------------------------|----------------------|-------------------------|--------------------------|-----------------------|-----------------------|
|---|----------------------------------|----------------------|-------------------------|--------------------------|-----------------------|-----------------------|

| | | | | | | |
|---|-------|--------|---------|---------|---------|---------|
| Base Salary * xx | \$700 | \$1000 | \$1,200 | \$1,400 | \$1,600 | \$1,800 |
| (a) Certification:** xx i.e. LGT or WSI, Outward Bound, First Aid, Horseback, CPR, Cultural Arts | \$50 | \$75 | \$100 | \$100 | \$100 | \$100 |
| (b) Previous CBM xx SIT Program participant | \$100 | \$50 | \$25 | \$25 | | |
| (c) Previous Israel xx Program participant | \$100 | \$50 | \$25 | \$25 | | |
| (d) Travel Salary: xx See below | | | | | | |

TRAVEL SALARY

*** RETURNING STAFF BONUS:**

| | |
|---------------------------------------|-------------|
| <u>If you are returning for your:</u> | <u>Add:</u> |
| 2 nd Year | \$200 |
| 3 rd Year | \$300 |
| 4 th Year + | \$400 |

COUNSELOR / UNIT COUNSELOR

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

****CERTIFICATIONS:**

Applicable if required
for position sought/hired

xx FULL SEASON

| | |
|--------------------------|-------|
| Birmingham | \$75 |
| Charlotte | \$150 |
| Memphis | \$200 |
| New Orleans | \$200 |
| Orlando | \$200 |
| Raleigh | \$200 |
| Nashville | \$100 |
| South Florida | \$200 |
| Tampa/Bradenton/Sarasota | \$150 |
| 750 – 1500 miles | \$300 |
| > 1500 miles | \$400 |

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 1 (Most activities each day planned as a cabin group) |
| 10:30 | Activity 2 |
| 11:45 | Activity 3 |
| 1:00 p.m. | Lunch |
| 1:45 | Rest hour, Canteen, Mail |
| 3:00 | Activity 4 |
| 4:15 | Activity 5 |
| 5:15 | Free Swim |
| 6:00 | Dinner |
| 6:45 | Free Play, i.e. boating, tennis, the "Blob" |
| 7:30 | Activity 6/Evening Programs |
| 8:45 | Milk Line (milk & cookies before bedtime!) |
| 9:30 | Cabins-in (later for older campers) |

Staff are generally permitted time-off (from 10:00pm until staff curfew at 12:30pm) 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 (678) 812-3844.

Camp Barney Medintz

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