

## **CAMP AGNES DEWITT DAY CAMP**

### **Who We Are**

Camp Agnes DeWitt Girl Scout day camp is owned and operated by Girl Scouts Heart of New Jersey (GSHNJ) for girls between the ages of 5 and 15 (K-10). We offer girls the chance to explore and discover the out-of-doors while challenging them with new and unique opportunities to learn, grow, and develop friendships.

### **What We Do**

We provide general and specialized programs each week where campers are grouped according to their grade level. All programs are badge driven, but also camper led. Camp activities include art and crafts, field games, archery, a low ropes challenge course, team-building, outdoor skills activities, hiking, cookouts, all-camp activities, and overnights.

### **Where We Are Located**

Camp DeWitt is located in the Sourland Mountains in Hillsborough, New Jersey. Our facilities include a rustic cabin with three season porch, electricity, and running water; four platform tent units; large open fields and pavilions, including one with tebins (small sleeping/activity structures), updated latrines, an archery range, a low ropes challenge course, campfire circles throughout camp, hiking trails and a large pool with a changing house. We also have a large, modern activity center.

## **SUMMER DAY CAMP OVERVIEW**

### **Our Staff**

Our staff is comprised of high school students, college students, teachers, and other mature adults who are interested in working with girls in a camp setting. Many staff members are experienced campers who having been coming to camp for years. Some of our staff are life-long Girl Scouts, while others become members of Girl Scouts for the first time. Girl Scouts Heart of New Jersey is an equal opportunity employer.

### **When is Camp?**

Camp will run for one half-week (Wednesday, July 5 – Friday, July 7) and 5 full-week sessions beginning Monday, July 10 and ending on Friday, August 11. Core camp hours for campers are from 9:00 a.m. to 4:00 p.m. Monday – Friday. Staff may be able to participate in Before (7:30 am – 9 am) and/or After (4 pm – 6 pm) Care hours which extend the camp day for campers in need.

### **Staff Work Hours**

Staff work hours will vary depending upon the position and bus transportation. Your assigned hours are the time that you are expected to be clocked in and ready to work. Generally, Counselors and Junior Counselors from 8:30 a.m. to 4:15 p.m. Most administrative staff and Unit Leaders work from 8:15 a.m. to 4:30 p.m. The Assistant Director works from 8 a.m. to 4:30 p.m. Before Care Counselors work from 7:15 a.m. to 9:00 a.m. and After Care Counselors work from 4:00 p.m. to 6:15 p.m.; administrative staff and unit leaders are asked to participate in covering before and after cares shifts (rotating across the summer; schedule TBD). A member of the administrative team is on site/on duty whenever campers are present. Overnight Counselors work their entire shift on Thursday through the end of their shift on Friday. Bus Counselors will work additional hours before and after camp based on their bus route schedule and will get on the first stop in the morning and the last stop in the afternoon.

### **Staff Transportation**

Staff members who are not working as Bus Counselors or Before/After Care Counselors are permitted to ride the camp bus at no additional cost. More information about the camp bus routes will be available closer to summer camp. If bussing is not available to a staff member, they are responsible for providing their own transportation.

### **Staff Trainings**

All staff are required to attend a 5-day staff training program (possibility of an overnight or sixth day for 2023). Depending on their role, staff may also be eligible/required to attend additional trainings or certification courses prior to the start of summer camp, such as archery and low ropes. The goal is also that all staff will be certified in CPR and First Aid (priority is given to staff over the age of 18); Unit Leaders are asked to make every effort to become certified. If you already have this certification or others, please share your certification information as soon as possible. During staff training, staff will become oriented to the camp, their job responsibilities, camp procedures and rules, and work on team building, safety, communication, programming, and camp skills. Please note staff must provide their own transportation for all training days. If staff need to arrive early or stay late on training days due to transportation, they should speak to the Camp Director upon being hired or as soon as possible so arrangements can be made. Staff will be compensated accordingly for attending staff training.

### Administrative Training (Assistant Directors, Health Center, Specialists, etc.)

Times will be determined closer to the start of summer based on team needs, but applicants can expect the training to occur June 21-June 23.

### Mandatory Staff Training Dates – full staff – an additional day (Sunday, 6/25 or Saturday, 7/1 \*may\* be added – if there is an overnight, it will be Wednesday or Thursday):

Monday, June 26	8:30 a.m. - 4:30 p.m.
Tuesday, June 27	8:30 a.m. - 4:30 p.m.
Wednesday, June 28	8:30 a.m. - 4:30 p.m.
Thursday, June 29	8:30 a.m. - 4:30 p.m.
Friday, June 30	8:30 a.m. - 4:30 p.m.

*All staff are given the opportunity to help facilitate training based on their experience and knowledge areas. Returning staff are required to facilitate portions of training.*

Staff who are unable to attend staff training for the entire duration will be required to make up trainings prior to the start of the camp season or before they are able to work. This availability is not guaranteed; please speak to the Camp Director should you have an issue with attending staff training. Staff training is a requirement of our camp accreditation standards.

### **First Aid/CPR Certification**

Camp will offer an onsite First Aid/CPR/AED certification training on a date to be determined prior to the start of summer camp. Spots for this training are limited and are on a first-come, first-served basis. More information and sign-ups for this training will be available closer to summer camp.

All staff should make every effort to hold a current CPR/First Aid certification. Certain positions, such as Program Specialist and Unit Leader, are required to have CPR/First Aid

certification. You may take a course wherever you would like or check our event calendar at: <https://www.gshnj.org/en/events/event-calendar.html> for other training dates. Regardless of where you take the course, please provide us with a copy of your certification.

**Archery Instructor Certification**

**Date TBD**

Camp will offer onsite Archery Level 1 Instructor training on a date to be determined prior to the start of summer camp. Spots for this training are limited and are on a first-come, first-served basis. More information and sign-ups for this training will be available closer to summer camp.

**Low Ropes Challenge Course Instructor Certification**

**Date TBD**

Camp will offer an onsite Low Ropes Challenge Course Instructor training prior to the start of summer camp (mid-late June). Spots for this training are limited and are on a first-come, first-served basis for staff aged 18 or older. More information and sign-ups for this training will be available closer to summer camp.

**Youth Mental Health First Aid**

**Date TBD**

Camp will offer a training in Youth Mental Health First Aid. This training will only be available to staff who are 18 or older. It will be held virtually and there will also be about two hours of prework required to attend.

**Pre-Camp and Post-Camp**

Pre-camp work may be required for certain positions including Assistant Director, Health Supervisor, Camp Coordinator, and Program Specialists. All staff are required to participate in post-camp closing on Friday night, August 11 and will be compensated accordingly. Please note staff must provide their own transportation for all pre-camp and post-camp days.

**Additional Information and Questions**

Need additional information about our summer camp? Check our website at [www.gshnj.org](http://www.gshnj.org) under the CAMP tab. See the Summer Camp Guide for more information about our camp programs.

For questions regarding Camp DeWitt Day Camp, please email the Director, Kate Greci, at [kgrenci@gshnj.org](mailto:kgrenci@gshnj.org).

