

# Camp Scully

“Changing the World One Camper at a Time...since 1920”

## Staff Handbook



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### MISSION STATEMENT

*Camp Scully's unique program provides an opportunity for an educational recreation program that fosters socialization skills in a natural environment for all children. This is accomplished by promoting acceptance of self and others through the social, recreational and educational aspects of camp life.*

# Scully's Story

## The past

Camp was founded in 1920 by Rev. Joseph Scully, Director of Catholic Charities, as the Children's Vacation Villa. It was originally located on New Scotland Avenue in Albany. In 1927, it was relocated to Crooked Lake in Rensselaer County, where it operated for seven years. In 1934, it finally settled at its present location on the shores of Snyder's Lake after the acreage was given to Catholic Charities as a donation. The health center was added in 1935 and chapel in 1939 and they are still in use today!

Since its inception the camp has focused its attention on families in poverty. The program focused on recreation and health, run by priests and nuns. It had a medical model – campers were referred by nurses in parish schools and sent to camp to have medical problems addressed, to gain weight and to get sunshine and exercise away from slum conditions of the inner city. Children were transported to camp by bus through the 1950's and given clothes they would need for a week. The summer was split into two five-week blocks, one for girls and one for boys. It started to be staffed by lay people in the 1960's. When the program changed its format to have two-week sessions, coed camping began, with separate cabins for boys and girls. It continued to serve predominantly children in poverty.

In the late 1980's, Camp started to recruit international staff from all over Europe and Australia, a practice which continues today. A new central shower house and bathrooms were added. Over time, there has been an increase in children with significant emotional/behavioral needs in the general population and the campers served have reflected this change. Our Staff Training is comprehensive enough to give our Counselors the tools they will need in order to meet this challenge. Camp Scully gives financial assistance to over 85% of children attending overnight camp.

## The present

Camp has added a private entrance road, modern staff accommodations and a new dining hall. In addition to its traditional overnight camp, a day camp has opened offering quality summertime recreation for children in the community. Camp Scully is a professional organization and serves as a year-round community resource offering out-of-school and outdoor education programs as well as its traditional summer camps. In 2010, Camp Scully started a Day Camp. This has proved to be incredibly popular and now provides more campers than the Overnight Camp. This means, that with both camps, Camp Scully now serves over one thousand campers each summer.

# Who Operates Camp Scully?

- Camp Scully is a non-profit organization of Catholic Charities Tri-County Services that is funded by donations and program fees.
- Camp Scully is accredited by the American Camp Association® and licensed yearly by the New York State Department of Health.

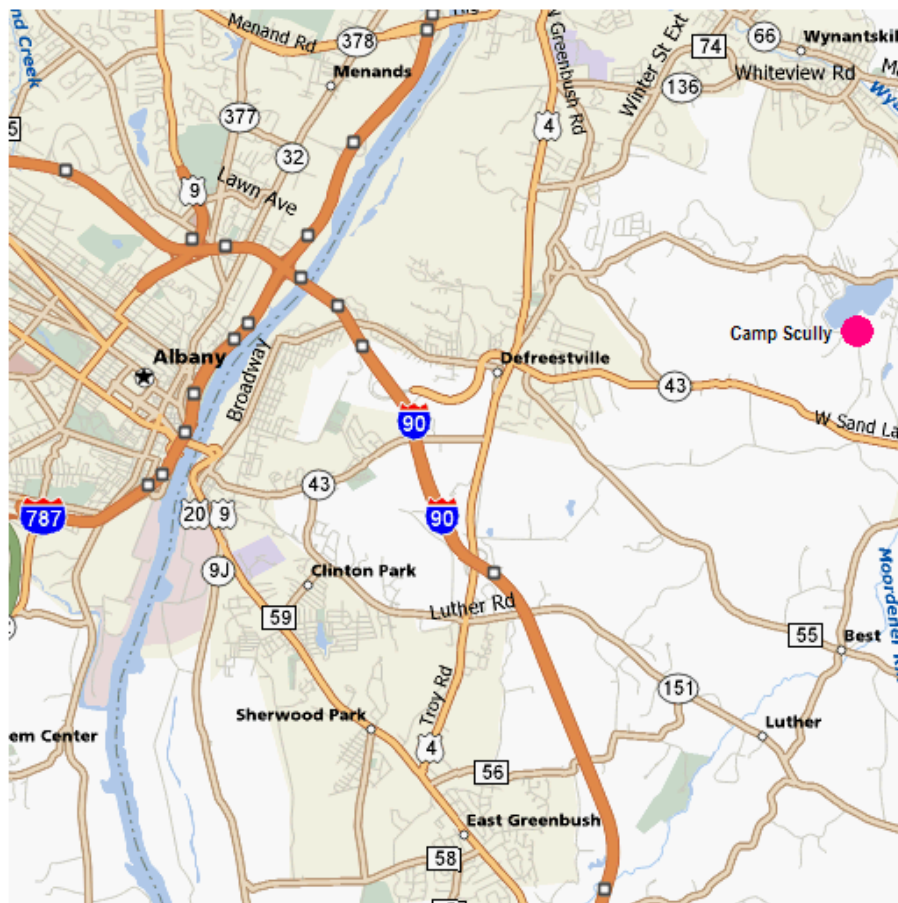
# Directions to Camp Scully:

## From Albany:

Take I-90 to Exit 8, Defreestville. That will put you onto Route 43 East. Take 43 straight through traffic lights, continuing for 3 miles. At red barn with billboards, turn left onto Geiser Road. That is a windy road that will take you to Camp Scully on the right-hand side. You will see wooden signs directing you.

## From Troy:

Take Route 4 south. Turn left at large intersection with Route 43. Take 43 East for 3 miles. At red barn with billboards, turn left onto Geiser Road. That is a windy road that will take you to Camp Scully on the right-hand side. You will see wooden signs directing you.

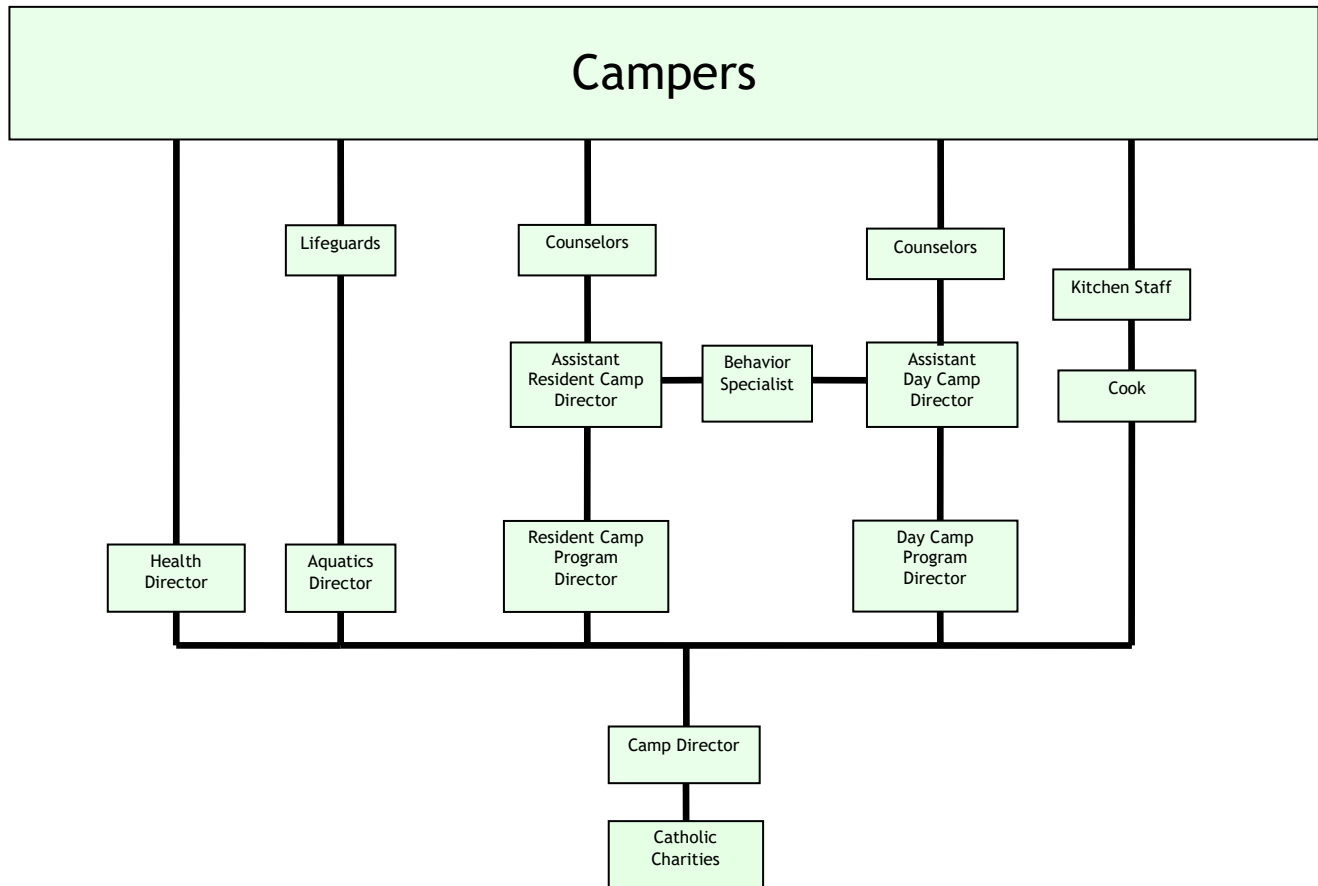


## What's in the area?

In about a ten minute drive from Camp you will find a variety of stores: Walmart, Target, Starbucks, Applebee's, McDonald's, other fast food places, some banks, hair-dressers, cell phone stores and a post office. About 30 minutes away are two indoor malls with movie theatres and other restaurants. The borders of Massachusetts and Vermont and the city of Saratoga Springs are just one hour away.

# Camp Scully Staff

Below is our hierarchy chart. You'll notice that there are 5 pillars supporting our campers, in line with the 5 areas of Camp Scully: Health, Waterfront, Resident Camp, Day Camp and Kitchen. We all work very closely with one another and rely on each other to get our jobs done.



- Camp Scully has two year-round staff: Camp Director (full-time) and Camp Registrar (part-time). Catholic Charities provides significant administrative support.
- Camp Scully is proud to have a high staff retention rate for seasonal staff. Through an application and interview process, the staff is carefully selected after contacting references and completing several background checks.
- Additionally, Camp Scully has a proud relationship with The University of Notre Dame and two staff members are hired through their Summer Service Learning Project. Furthermore, international staff is hired to broaden the diversity of Camp staff.

Below is a list of the values that we all live by at Camp Scully, campers and staff alike. Staff members are not only expected to live by them but to actively model them and encourage them in our campers as well. There is a weekly ceremony at which awards are given to staff and campers who exemplify these values.

<h1>S</h1>	<h1>C</h1>	<h1>U</h1>	<h1>L</h1>	<h1>L</h1>	<h1>Y</h1>
Service	Caring	Understanding	Love	Loyalty	Youthfulness
<i>Associated Values:</i>	<i>Associated Values:</i>	<i>Associated Values:</i>	<i>Associated Values:</i>	<i>Associated Values:</i>	<i>Associated Values:</i>
<p><b>Community Builder:</b> (good citizen, initiates and participates in projects, encourages others, volunteers)</p> <p><b>Peacemaker:</b> (just, fair, has integrity, forward-thinking, hopeful, optimistic)</p>	<p><b>Compassionate:</b> (empathetic, kind, forgiving, generous, supportive, affirming of others, put-ups not put-downs, courteous, polite, good-listener, patient)</p> <p><b>Respects the earth:</b> (gentle towards animals and plants, recycles, does not litter, learns about nature, responsible)</p>	<p><b>Respects others:</b> (open-minded, encourages others, affirming of others, put-ups not put-downs, seeks to understand rather than to be understood)</p> <p><b>Responsible:</b> (takes initiative, takes responsibility for themselves, disciplined, goal-setter, plans for one's future)</p>	<p><b>Self-confident:</b> (self-respecting, has integrity, believes in themselves, not afraid to stand up for their beliefs, seeks to make situations "win-win" when possible)</p> <p><b>Creative:</b> (expresses oneself, thinks outside the box, resolves conflict creatively, not afraid to be oneself, has unique skills one is proud of)</p>	<p><b>Trustworthy:</b> (loyal, honest, there when needed, does not gossip)</p> <p><b>Participates fully:</b> (works well with others, dependable, team player, gives one's best effort, good listener, asks for help when needed)</p>	<p><b>Courageous:</b> (visionary, just, fair, stands up for what is right, challenges one's own fears, asks for help when needed, gets back up and tries again)</p> <p><b>Learning &amp; growing:</b> (challenges themselves, sets goals, learns from their mistakes, open to learning from others, playful)</p>

## Medical Information

In order to provide a safe environment for all campers and staff, Camp Scully operates a Health Center (affectionately called the Nurses Nest) with a Registered Nurse 24 hours a day. Dr. Osborne of St. Peter's hospital in Albany is available on call to assist if necessary. Camp Scully requires full disclosure of significant medical issues and medications for all staff on the Staff Medical Form. **YOU MUST HAVE A PHYSICAL EXAM IN WHICH A DOCTOR CLEARS YOU TO WORK AT CAMP.** In the case of a medical emergency (prolonged fever, injury etc.), you will have the opportunity to visit a local doctor's office or hospital.

If you are a cabin counselor, you will sleep in the same cabin as the campers and therefore it is unsafe for you to keep any medication in your bunk space. All medications, including but not limited to vitamins, prescription medications and Over the Counter (OTC) medications, must be turned over to the nurse. The nurse will keep all medications locked and private per HIPAA guidelines; you may have access to your medications whenever you need them.

# Required Forms

When you are hired you will be sent the following documents:

- Two Acceptance Letters – One is for you and the other should be signed and returned to camp.
- Background Check Form – It is a goal of Catholic Charities that we protect all children in our care. In order to ensure that we are hiring individuals that do not have a background that may potentially harm a child, we are required to conduct a background check on all potential hires. Please complete it and return it to camp.
- Medical Form – This should be completed and returned to Camp. Don't forget the doctor's part!
- Staff Biography Sheet – Don't sweat it, it's just a way for us to get to know you a little better.
- CC-2 Form – This form has your demographic information and is used for reporting purposes.
- W-4 and IT-2104 forms – Government tax forms, one for Federal and one for NY State.
- Personnel Policies Form – Read them then sign and return them to camp.
- Job Description – Your formal job description, please sign it and return it to camp.

Additionally you must bring to Camp a **Photo ID** and your **Social Security Card**. Do NOT forget these as you will not be able to be paid and may jeopardize your ability to live and work at Camp.

# Packing for Camp

You will not have a lot of space at Camp nor will you have much privacy. You will have the opportunity to secure documents or money with the Camp Director, but everything else will be stored in an unlocked cabin that everyone has access to. Please keep this in mind when deciding what to bring to Camp. Below are a few suggestions to guide your packing and a few do's and don'ts for good measure.

**All belongings should be labeled with your name.**

- Clothes for about 10 days – shorts, shirts, underwear. Laundry facilities are limited.
- Swimsuits (2) – see guidelines below
- **Watch** – a cheap one at Walmart will suffice, but try and get a waterproof one.
- Bedding – Sleeping bag, sheets, comforters, pillows.
- A small **backpack** for use during your work day.
- Alarm Clock – don't count on cell phone.
- Fan – we have no AC, so bring a box or clip-on fan.
- Rain Jacket and boots– yup, it rains here.
- Towels (2) & toiletries – a container to store them together is helpful.
- Notebook, journal, pen, book etc.
- Flashlight – headlamps are cool here.
- Sandals – **must have heel strap** (flip-flops can only be worn in the shower)
- Warm sweater or jacket
- Weekend “not camp” attire. We have Friday night and Saturday off and an end-of-season banquet where we all dress in nicer clothes
- **Photo ID and Social Security Card.**



The following items are **NOT** allowed for campers and while you may have them their use is limited.

- Cell phones
- Tape, CD or MP3 players
- Radios or Televisions
- Digital Cameras
- Video game players
- Food or drinks – including candy
- Money
- Pocket Knives

Possession of the following items could result in you being dismissed from camp, your employment terminated and possibly notifying the police.

**DO NOT BRING THEM TO CAMP OR STORE THEM AT CAMP OR USE THEM AT CAMP.**

- Illegal Drugs
- Alcohol
- Pornographic Material
- Weapons – including knives

### Swimsuit Guidelines

Our goal is to provide a pleasant swimming experience and be modest in our swimwear for the sake of children, families and the type of organization we wish to represent.

- **Females –** Acceptable swimwear would include: one-piece swimsuits and tankinis.  
Unacceptable swimwear would include: bikinis, tube tops, low cut tops or high cut bottoms and thongs
- **Males -** Acceptable swimwear would include: boxer-style trunks and jam trunks  
Unacceptable swimwear would include: Speedos and thongs

## What Can I Expect From My Summer at Camp?

To meet incredible people who are dedicated to children

To try new activities - then teach them to others

To feel that the money I earn could never quite adequately pay me for all that I do

To learn a lot about myself, others, and how to work with children and adults

To do some of the most embarrassing things I have ever done and enjoy it!

To do things I never would have thought I'd be able to do, or be capable of doing so well

To work with others who are extremely dedicated

To give hugs and to make memories that last a lifetime.

To teach new skills

To work hard

To work very hard!

To have fun

To be relied upon

To be outdoors all day every day

To make some new friends

To laugh

To feel overwhelmed at times

To ask for help

To be asked for help

To be extremely tired at times

To challenge myself and others

To be needed

To know hundreds of songs by heart

To make a difference in the lives of children

To encourage and motivate others

To make mistakes

To put others' needs ahead of my own

To be enthusiastic about all activities

To grow as a person

To be part of a team

To plan programs and events

To follow rules

To be patient

To be a leader

## **I should not expect...**

To be on vacation or get to do all the fun things that the campers "get to do"

To be asked to do things I'm not capable of doing

To be bored

To have things always go according to schedule

To have my own needs met *all* the time

To ever forget my outstanding camp experience

Being a camp counselor might be the most difficult job you have ever had. You will get from camp exactly what you put into it. If you are ready to give 100% to this job, then you will experience one of the best summers of your life!

# Camp Experience

Training at Camp Scully is intense & demanding, and helps you develop skills necessary for success. Our goal is to make training as much like camp as possible. This means we start early and finish late each day usually 8 AM-9 PM. You will not receive time off during training and therefore must remain at camp. This allows you to adjust to camp life quickly and form positive relationships with your co-workers.

## **Communication with the outside world**

- Below is camp's mailing and email address and phone number:
  - Address: 24 Camp Scully Way, Wynantskill, NY 12198
  - Email: campscully@ccalbany.org
  - Phone (518) 283-1617
- Please do NOT tell your friends to call you for a chat, you will not be available. Friends or family can, however, call in the event of an emergency. You will NOT have your cell phone with you so this may be the quickest way to reach you.
- Having a vehicle at Camp Scully is not necessary. However, during your time off, please understand that it is NOT the responsibility of other staff who have vehicles to take you places. If you wish to do other traveling on your time off, you will need to find your own transportation.

## **Cell Phones**

We do not allow campers to bring cell phones to Camp. Among other reasons, we believe Camp is a place for them to get away from all that and focus on the special, unique things that only Camp has to offer. You, as a staff member, may bring your cell phone to Camp. However, you may only use it when you are on your time off (more about that later) and **you may not carry it while on duty with the campers**. Do not expect to be making or receiving calls or texts while you are supervising children. We suggest telling your friends and family that you will be out of touch at Camp for a while and will contact them when you can.

## **Camp Store**

- Our store sells a variety of beverages, candy and snacks, and items from our clothing line: T-shirts, hooded sweatshirts and bandanas. Postcards and stamps are also available.
- Each staff member will have the opportunity to open an account and add money at any time.
- Each person at camp is limited to one visit to the Camp Store per day.



### **Visitors**

Visits during the week are strongly discouraged and must be approved by the Camp Director. All visitors must check-in at the Camp office and they should not distract you from your duties with the campers.

### **Laundry**

Laundry facilities are available for you to use on your time off. We suggest packing 10 days of clothing to ensure enough clothing for the week.

### **Staff Personal Relationships**

Inevitably, some staff members will develop relationships with other staff over the summer that go beyond a platonic friendship. In fact, several people who have met someone special at Camp Scully have gone on to get married! There are, however, a few guidelines to adhere to, especially when campers are around.

- No physical displays of affection are permitted when campers are on site; this includes kissing, intimate hugging and hand holding.
- Your personal relationships should **never** be discussed with campers.
- Many of our staff are not yet 18 and therefore not yet adults. Anyone who is not yet 18 cannot have a physical relationship with another staff member.
- Physical relationships with campers are strictly prohibited. This could result in termination of your employment.

### **Time Off**

Each staff person gets two hours off per day. At the end of each week children are picked up on Friday evening. Once camp is cleaned up and prepared for the next session, everyone is off for the weekend until Sunday at 11:00 a.m. You will not be able to take any vacation while at Camp Scully. It is important to the continuity of the camp experience to have staff available for the entire period. However, if you have something very important to you for which you need more than your two hours off, please talk to your supervisor and we will do what we can.

### **Alcohol Policy**

The use of alcohol is strictly prohibited at Camp Scully at all times. This includes the Camp grounds or in the forest surrounding the Camp or at the adjoining Town Beach. Alcohol may not be kept in the cabins or in your vehicle. Personal use of alcohol during weekend time-off must be done in compliance with all NYS laws (for example: 21 year old drinking age; motor vehicle laws relative to consuming alcohol; purchase of alcohol for use by minors, etc.) Furthermore, staff members are expected to act in a manner that reflects positively on the reputation of Camp Scully.

### **Salary**

You will be paid every other week on a Friday and the exact amount of your salary will be detailed in your offer letter. Your salary will be evenly divided across pay periods throughout the summer weeks.

Salary increases are awarded for years of service and greater levels of responsibility such as becoming senior staff. These promotions are based on merit.

# Programming

## **Activities**

All campers are split up in cabins by age and gender, to facilitate appropriate activities. Campers follow a schedule of various activities including, but not limited to: swimming, kayaking, canoeing, nature, sports, participating in challenge activities, shooting archery, building forts and cooking.

## **Skill Clinics**

Campers get to choose two activities that they will specialize in each day. Campers are mixed gender and age to broaden the social experience. Skill Clinics vary from year to year, but typically include the following: beginners' swimming, advanced swimming, boating, drama and dance, art and journalism.

## **All Camp Activities**

Periodically during the week the whole camp comes together for fun, exciting all-camp activities. These include A.C.E. (All Camp Experience), Evening Campfire, Beach Party, Skit Night and our Candlelight Ceremony.

## **Weekly Themes**

Each week at Camp, programs and activities revolve around specific weekly themes. Some of the themes we have enjoyed in the past include the following:

**"Lights, Camera, Action!"** All budding stars should take a close look at this week. We'll have a ton of Talent shows, lip-synching, music, hip-hop dance, improvisation, skits and shows; maybe a puppet show or two.

**Pirates of the Caribbean** Arghhh! Pirates have come in from Snyder's Lake and are in search of a buried treasure! This week's activities will be focused around the search for a buried treasure and saving Scully from falling under the command of the Dreaded Pirates of Snyder's Lake!

**Wild, Wild West** Cowboys & Indians roam the cabins of Scully this week! This week's activities will be focused around traditions and customs from western times of the United States. From panning for gold to marshmallow quick draw competitions.

**Around the World** Get a taste of different cultures each day when we visit a new country this week. We will travel to a bunch of cool places around the globe. This week's activities will be focused around learning about the traditions, customs, language, and fun activities of several different countries and cultures.

**Color Wars** Cabins are divided into different colored teams to battle it out through small competitions from tug-of-war to gaga this week! This week's activities will be focused around Olympic-like games & competitions each day and the quest for the tie-dye trophy.

**Super Heroes** Pick your favorite super hero. Invent your own hero with unique special powers. Compete against other cabins with your super hero counselors in an explosive finale to Resident Camp.

**Weird Science** Bill Nye has nothing on the crazy and cool experiments that will be happening this week. This week's activities will be focused around fun and crazy experiments from rocketry to exploding volcanoes!

**Teen Week** (Overnight Camp only) This week is just for campers in 7<sup>th</sup> or 8<sup>th</sup> grade. Unique, special activities like Laser Tag, breakfast in bed, activity tripods and much more are the norm this week in a break from the traditional camp for younger campers.

# Pick-up Day

## Departure Time

- Day Camp – Pick up time is between 4:30pm and 5:30pm unless the parents have paid for extended hours when pick up goes until 6pm.
- Resident Camp – Pick up time is on Fridays from 5pm to 7pm.
- Once the last camper leaves we have staff meeting after which you are off-duty until Sunday at 11am.

## Through A Camper's Eyes

The following is a quote from a camper. She has been coming to Camp Scully for a number of years:

### *What is your perception of a camp counselor?*

"I believe a camp counselor should be someone who is enthusiastic and upbeat. This is important because mood is contagious and the happy enthusiastic mood of a counselor will spread to the campers and greatly enhance their experience at camp.

A counselor also has to be very understanding and approachable. This is a particularly important quality for a counselor working with older groups (ages 10-14) of children, as well as with younger children. A camper should feel that if a problem arises, they can easily approach their counselor and trust them in handling the situation.

A counselor is responsible and has good communication skills so they easily communicate with their bosses, co-counselors and campers and also be trusted in handling campers."

## Contact Information

Camp Scully  
24 Camp Scully Way  
Wynantskill, NY 12198

518-283-1617 (office phone)

Camp Director           **Abby Cowburn**           [acowburn@ccalbany.org](mailto:acowburn@ccalbany.org) or [campscully@ccalbany.org](mailto:campscully@ccalbany.org)

Camp Registrar           **Jackie Scholten**           [campscully@ccalbany.org](mailto:campscully@ccalbany.org)

518-303-1484 (office fax)