

Camp Gan Israel Highland Park Employment Handbook 2022



HIGHLAND PARK NJ

Contact Info:

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A Message from the Director

Thank you for your interest in employment at Camp Gan Israel Highland Park NJ.

Working with children in an indoor/outdoor group setting is hard work, but it can also be a lot of fun and a most rewarding opportunity. You'll be employed alongside some marvelous co-workers and have the chance to develop skills in leadership, decision making, creativity, teamwork, problem solving, and working with people. Many of our past employees identify their years at Camp Gan Israel Highland Park as the single most important experience in their personal and professional growth. It is a place where people make lifelong friendships and associations.

Please take a moment to review the information that follows to familiarize yourself with the various employment opportunities available here.

We'd also like you to visit the rest of our website which will give you extensive information about the camp organization and programs.

If you're looking for a great summer and have something worthwhile to offer to kids, then you've come to the right place!

Feel free to contact me with any questions or concerns at director@GanIsraelnj.com or 732-296-1800 #3.

Sincerely,

Mrs. Chayale Shagalow
Camp Director

Top 10 Reasons to work at Gan Izzy HP

1. Enjoy working in a fun setting
2. Be a member of a supportive team of professionals
3. Make a difference in children's lives
4. Work in casual-camp dress in a relaxed setting
5. Enjoy a break from the academic routine
6. Have your summer evenings and weekends free
7. Earn a guaranteed salary
8. Make lifelong friends
9. Have something special to add to your resume - you have no idea how many calls I get for Jobs/Sem/Yeshiva/Shidduchim!
10. Reminds you of how you'd always like teaching to be

Interviews

Employment interviews are conducted either at the Gan Israel Highland Park's office in Chabad House at 170 College Ave, New Brunswick NJ 08901 or at Morah Chayale Shagalow's home. After we receive your job application, please allow 2 weeks to be contacted. We will then set up an interview if your qualifications meet our needs. Allow 30-45 minutes for a counselor interview, and up to 2 hours for an Specialty Staff Interview. The interview will be conducted by Morah Chayale Shagalow, the Camp Director.

Camp Policies

Location: Our year-round office is located in Chabad House in New Brunswick. Our Camp facility is located in Chabad House in New Brunswick. All staff are responsible for care of the camp's buildings and equipment. Camp vehicles are not available for personal use without prior approval of the staff member's immediate supervisor. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited.

Dates: The dates of salaried employment for the 2022 season are as follows: 38 camp days between Monday, June 27 and Friday, August 19.

Orientation: Orientation for the boys will take place on Thursday, June 23, from 12:30 pm - 3:00 pm and again on Monday, June 27, 1:30-4:00 for room setup. The girls will have their orientation as usual, on Monday, June 27 from 9:00 am - 4:00 pm. Specialty Staff are required to set up their equipment by Monday, June 27. There will be a \$25 deduction from salary for counselors that miss orientation. There will be no camp on Monday, July 4.

Dress Code:

All staff are required to wear the Camp T-shirt everyday. Female staff are required to a skirt that goes past the knee. Male staff are required to wear a kippa and tzitzit. If a staff member is told to discontinue wearing a certain article of clothing in camp because it is deemed inappropriate, s/he is required to comply. Counselors are required to walk to the pool completely clothed (sleeves/skirt) . Specialty staff are required to wear a camp tshirt daily. Kindly note that our camp represents Torah true Judaism and every staff member who works for our camp agrees to present his/her self as a representative for the ideal that our camp stands for.

Workday:

The standard workday is 9:00 am - 4:00 pm and Friday 9:00 - 3:00 pm. Staff must be in place at 8:40 am everyday to prepare for the coming day's work, paperwork and make sure that the campers who are arriving and leaving are safe and supervised. Employees are required to stay at least until the campers leave at 4:15 p.m. Instructional Staff may have a different schedule as stated in their contract.

Staff Meeting: Staff meeting will take place during camp hours.

Camp Policies

No Cell Phones:

All staff will be required to drop off their cell phone in the office every morning at 8:40 am. At the end of the workday, staff can retrieve their phone. With the exception of Trips. However, on trip days, we do not permit the use of cell phones in any manner – Calling, Texting, Listening, Emailing, Viewing etc. other than an emergency. Staff will be fined \$5 if they are caught using their cell phone.

Watch:

Counselors are required to wear a watch at all times. A smartwatch is not permitted in camp. Camp will provide watches for all counselors that need one.

Leave:

Because this is short-term employment, there is no personal leave or sick leave. A salary reduction will be made for each lateness (\$5) and absence (*prorated*) without prior advance notice. Unexpected absences during the camp season may be cause for dismissal.

Salary Payment:

Salary will be paid 4 times during the summer. There will be no exceptions to this pay schedule. All salaries quoted carry the expectation that the staff member will work either the four or eight-week camping season including orientation days and the Tuesday weekly meeting after camp. Persons hired after the season begins are paid strictly on a prorated day basis. Staff are required to deposit all their checks before August 31, 2020. Camp does not take responsibility for any checks that are not cashed after August 31, 2022. Kindly be responsible about depositing your checks on time. *There will be no exceptions to the this policy.*

Transportation:

Staff members are required to find their own transportation.

Camper Welfare:

The main responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every precaution to protect the privacy of each camper. No staff member is permitted to yell at, hit, push, embarrass, inappropriately touch or sexually abuse any camper at any time. Any staff member that violates the above will be terminated immediately.

Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for dismissal. Caution should be taken any time a staff member is alone with a camper (outside of the view of other staff members). This is for the protection of the camper and the staff member, as well as the camp.

Camp Policies

Positive Attitude:

Your job is to be a positive member of our staff. Do not complain about anything or anyone in front of campers. Everything we do in camp is wonderful and your role is to make sure every camper knows it!!! When you have a concern, the Admin Lead is available to help counselors at all times.

Criminal records check law

Each employee over 18 must complete the criminal records check process required by the State of New Jersey of all persons who work with or around children in any capacity. This will be submitted by camp.

Insurance:

Camp is not responsible to provide insurance for any staff member that may suffer an injury during the camp day.

Staff Involvement:

Staff Members are expected to join in every activity. This includes Dance, Sports, Music, Drama, Swim, Arts etc. You are not an observer but rather a motivator participant who is expected to help encourage your campers to get involved. Staff Members cannot be sitting on the floor when an activity is going on. Instead, they should be helping the Specialist by participating in an appropriate manner and helping with disciplining. All extracurricular activities (pioneer late night, Shabbatons, presentation etc.) are mandatory attendance for all staff that are involved with that bunk.) All staff members receive 1 period off for a personal break each day.

Staff Swim

Camp Gan Israel provides a staff swim night every Tuesday evening for the girls, and Monday evening for the boys. A lifeguard is always present during staff swim.

Evaluation:

In an effort to help the staff member perform his or her duties at an optimum level, each staff member is evaluated on a regular basis. Staff Members that are not doing their job correctly will be called into the office and will be guided on how to correct their behavior.

Grievances:

Please give your fellow staff member respect. If s/he is talking, be quiet. Instead, help him/her out by working to keep the noisy campers quiet. Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to the administration promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the Camp Director.

Parking

Parking is available in the park - down the block from Chabad House. Camp Gan Israel is not responsible for any parking tickets. If a staff member receives a parking or traffic ticket, it is their responsibility to pay for it.

Employment Opportunities

Camp Gan Israel provides equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin or age.

Below are a list of positions available for Summer 2020:

- **Male & Female Counselors:** entering 10th grade and older
- **Female Lifeguards:** 11th grade+, experience a must (full day job)
- **Female Photographer:** entering 11th grade+
- **Mothers Helper/Assistant:** girl entering 9th grade+
- **Mini Gan Morah:** for children ages 3 - 5

Camp Gan Israel Highland park Salary

The pay schedule is based on your entering grade in September 2021: (Per 8 week summer)

- **Bonus:** Each summer employment at CGI: \$25 per summer
- **Bonus:** Apply before February 28, 2022: \$50 for 8 weeks, \$25 for 4 weeks
- Married Staff with educational experience (Morah, Head Counselor, Administrative Staff) \$4000
Cash salary plus 2 camper tuition's worth \$4500.)
- Specialty & Faculty: Based on experience, starting at \$15 an hour.
- General Assistants (grade 9+) \$900
- Counselor/Mothers Helper: (grade 10) \$1000
- Counselor/Mothers Helper: (grade 11) \$1100
- Counselor/Mothers Helper: (grade 12) \$1200
- Counselor (Freshman) \$1400
- Lifeguard salary is based on swimming every day from 9:20-3:20. There is no swimming during the 9 days, July 29 - August 5. Priority to 8 week lifeguards. An estimate of 144 hours for Summer 2022.
- Lifeguard (entering 12th grade) \$1872 - \$13 an hour
- Lifeguard (entering college) \$2016 - \$14 an hour
- Lifeguard (currently in college) \$2160 - \$15 an hour