



# Kamp Kiwanis®

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## Kamp Kiwanis 2018 Seasonal Support Staff Time-Off Schedule

Time off is designed to provide rest and relaxation away from kamp. It is important that staff use their time off to “get away from it all” and return fresh to kamp. Resident kamp staff receives daily and weekly time off which is one scheduled day off per week, one early evening per week and time off throughout the day. Because of the nature of kamp life and the need for the safety and supervision of kampers, Kamp Kiwanis’ support staff agree that support staff will sit and socialize with kampers during mealtimes, and that at least one staff either direct care or support staff will supervise their cabin of kampers during sleep times with leadership staff on-duty for added support and supervision. Let it be noted that Kitchen/Laundry Assistants and Janitorial/Maintenance Assistants have drastically different schedules due to the nature of their job responsibilities. Time off for 2016 Seasonal Support Kamp staff will be as follows:

### Daily and Weekly:

Each seasonal support kamp staff member will work 10 hours per day, start and ending times differ for each position. They will each receive one early evening off per week and one day off per week. This time may be spent on-kamp or off-kamp. Daily time off may or may not be broken up during the day according to the schedule. This is scheduled by their supervisor; this is an assigned time. Early evenings begin **after dinner** and end at 1:00am. Early evenings off may be requested before the start of the season and all requests will be accommodated when possible. Weekly time off is an assigned time.

### During Session:

Every residential kamp staff person has at only one late evening per session off. This begins after the kampers are asleep in their beds and ends at 1:00am. Staff who have their late evening off may spend their time on-kamp. The late evening off is scheduled among the cabin staff including the support staff in their own cabin, making sure there is one adult staff member in the cabin at all times.

### Kitchen/Laundry Sample Daily Schedule:

- Wake up 6:00am
- Breakfast shift 6:30am-9:00am
- Meal time 9:00am-9:30am
- Break 9:30am-11:00am
- Lunch shift 11:00am-2:00pm
- Meal time 2:00pm-2:30pm
- Break 2:30pm-4:00pm
- Dinner shift 4:00pm-7:00pm
- Meal time 7:00pm-7:30pm
- Clean up shift 7:30pm-9:00pm

### Janitorial/Maintenance Sample Daily Schedule:

- Wake up 7:30am
- Meal time 8:00am-9:00am
- Work Shift 9:00am-11:30am
- Break 11:30am-12:30pm
- Meal time 12:30pm-1:30pm
- Work shift 1:30pm-4:30pm
- Break 4:30pm-5:30pm
- Meal time 5:30pm-6:30pm
- Work shift 6:30pm-11:00pm

### Bus Trips:

Throughout the summer, staff may be able to travel to NYC and throughout the state of NY on busses to pick-up and drop-off kampers between sessions. Those chosen will be accommodated overnight in a hotel and provided with expenses to cover food, this differs at times as some trips are up and back on the same day. This can be requested, but cabin counseling staff has first priority. If picked this is mandatory.

### Session Breaks:

In addition to orientation and post-kamp, work time is allotted before the kampers arrive and after the kampers leave each session for staff meetings, in-service trainings, **completion of necessary paperwork** and the planning and preparation for incoming kampers. Time off between sessions will be as follows:

- Leadership Orientation-days off TBA
- Staff Orientation June 21, 12:00pm, noon - June 23, 12:00pm, noon
- June 29, 12:00pm, noon – July 1, 12:00pm, noon
- July 6, 12:00pm, noon – July 8, 12:00pm, noon
- July 14, 12:00pm, noon – July 15, 12:00pm, noon
- July 21, 12:00pm, noon – July 22, 12:00pm, noon
- July 28, 12:00pm, noon – July 29, 12:00pm, noon
- August 4, 12:00pm, noon – August 5, 12:00pm, noon
- August 11, 13.00pm, noon – August 12, 12.00pm, noon

Post kamp will end on the last day of your agreement.

**All staff should arrange travel after 12:00pm on the last date on your agreement, keeping in mind distance to the train station and travel time.**

**Additional time off maybe added at management’s discretion. Additional time off will be given to those staff contracted to work the Lifestyles weeks.**

