

employment opportunities handbook 2017

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Beth Tfiloh Camps is a non-profit organization accredited by the American Camp Association, certified by the State Department of Health and Mental Hygiene, and licensed by Baltimore County.

Rules for hiring and for acceptance and participation in the program are the same for everyone without regard to age, race, sex, or nationality.



top 10 reasons to work at camp this summer

1. Enjoy working in the outdoors
2. Be a member of a supportive team of professionals
3. Make a difference in children's lives
4. Work in casual 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
10. Reminds you of how you'd always like teaching to be

you may not have known that Beth Tfiloh Camps...

- ▶ has been in continuous operation since 1943.
- ▶ has about 250 well-trained, experienced staff.
- ▶ has more than 90 staff that are college graduates and most of them have advanced degrees.
- ▶ has more than 35 state certified/approved specialty area instructors and more than 25 administrative and supervisory staff.
- ▶ is an equal opportunity employer that accepts all campers and staff without regard to age, race, sex, or nationality.
- ▶ has been inducted into membership in the Pioneers of Camping by virtue of its historic leadership in the camping movement.
- ▶ is licensed by Baltimore County, certified by the State of Maryland, accredited by the American Camp Association, and is an active member of the national Association of Independent Camps.

a message from the camp administration

Thanks for your interest in employment at Beth Tfiloh Camps!

Working with children in an out-of-doors 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 Beth Tfiloh Camps as the single most important experience in their personal and professional growth. It is a place where people make life-long friendships and associations.

Please take a moment to review the information that follows to familiarize yourself with the various employment opportunities available here. We offer a variety of positions, ranging from entry level to those that call for a little previous experience, and others that require high-level skills and an extensive background in working with children and in staff supervision.

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

Elsewhere on our website you will find an employment application which can be [completed online and submitted electronically](#). Another version of the application is available to download and print out. Please include your resume if you have one, although this is not required.

Here is our contact information

mailing address	Beth Tfiloh Camps 400 Delight Meadows Road Reisterstown, MD 21136
phone	410.517.3451
FAX	410.517.3454
email	mail@btcamps.org
website	www.btcamps.org

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

location

Our year-round office and most camp programs are located on our beautiful 60 acre property in Reisterstown. The Nursery Camp for two, three and four-year-olds and its Extended Day afternoon program are held at Beth Tfiloh Community School in Pikesville. Extended Day for Nursery Camp takes place at Old Court Road and Extended Day for Day or Specialty Camps takes place in Reisterstown.

dates

The dates of salaried employment for the 2017 season are as follows: 38 camper days between June 26 and August 18, plus orientation on Tuesday, June 20 from 9 am to 4 pm, Wednesday June 21 from 10:30 am to 4:00 pm and Sunday June 25 from 9 am to noon. Bus Counselors will have orientation before and after regular orientation on Tuesday, June 20. Camp will be closed on Independence Day, Tuesday, July 4 and Tuesday, August 1 for Tisha B'Av.

workday

The standard workday is 9:00 a.m. - 4:00 p.m. Staff must be in place at least 15 minutes before the standard workday to prepare for the coming day's work, do paperwork, and make sure that the campers who are arriving and leaving are safe and supervised. Employees who drive must therefore arrive by 8:45 a.m. and stay at least until the campers leave at 4:00 p.m.

benefits

Full-time staff members receive a camp tuition discount of 100% for one child, or 50% for one grandchild, **with the following exceptions:** if the child is registered for any Specialty Camp, all fees beyond the Day Camp tuition will be charged as scheduled.

criminal records check law

Each employee must complete the criminal records check process required by the State of Maryland of all persons who work with or around children in any capacity.

training

Employees will be reimbursed at the end of the summer for expenses incurred in successfully obtaining formal certification in their summer employment specialty area at the discretion of the camp director. This is paid only to those who successfully complete the full summer's employment contract. The camp also offers free training courses as part of the staff Orientation program. Staff must contact the camp office in advance of taking a course to get prior approval for a training course if reimbursement is desired.

transportation

Staff members are encouraged to make use of the camp's bus service which goes to many locations in the following ZIP codes: 21022, 21030, 21042, 21043, 21044, 21045, 21046, 21093, 21117, 21133, 21136, 21153, 21204, 21207, 21208, 21209, 21210, and 21215. Please be aware that we don't offer door-to-door transportation for staff, but with over 1,000 campers there are plenty of stops to choose from. Staff that drive may be required to park at a nearby satellite parking facility and come to the camp via a shuttle bus we will provide.

salary payment

Salary will be paid 5 times during the summer. There will be no exceptions to this pay schedule.

leave

Because this is short-term employment, there is no personal leave or sick leave. A salary reduction will be made for each lateness and absence regardless of the reason other than bereavement leave for a death in the immediate family. Employees will be charged for being absent due to sickness, injury, college orientation, family vacation, or any other reason. All absences must be approved by the camp director prior to signing a contract. Unapproved absences other than sickness accompanied by a doctor's note will be charged at double the staff member's daily rate. Unexpected absences during the camp season may be cause for dismissal.

per diem employment

All salaries quoted carry the expectation that the staff member will work the entire eight-week camping season including orientation days. Some instructor and instructor aide positions will be contracted for the first 7 weeks of camp only. Persons hired after the season begins are paid strictly on a per camper day basis.

prohibited substances

Beth Tfiloh Camps is a smoke free, alcohol free, and drug free environment.

types of jobs

All employees of Beth Tfiloh Camps can be divided into one of the following 3 categories:

1. **Counselors** Provide direct supervision to a group of campers.
2. **Instructors** Plan and lead activities in a single program area.
3. **Others** Have administrative, supervisory and other specialized support responsibilities.

Working at a camp is different than any job you'll ever have. The program is ever-evolving. Any staff member may be required to perform any job at camp other than the job for which he was hired if the Camp Director determines that this is necessary on a short term or long term basis.

counselor staff

Head Counselors and Co-Counselors supervise campers who are placed in permanent small groups (bunks). They help each instructor when the bunk goes to an activity, and provide general supervision during non-instructional times of the day. They may sometimes be expected to lead games and other independent bunk activities. Each bunk of campers is assigned a **Head Counselor and a Co-Counselor**.

Head Counselors are college graduates (usually teachers) and selected college upperclassmen (60 or more credit hours). Head Counselors provide direct supervision to their assigned bunk. They also communicate as necessary with camper families and supervise their Co-Counselors.

Co-Counselors work with a Head Counselor who is their immediate supervisor. Most college students and upper level high school students (entering grades 11 or 12).

instructional staff

Instructors and instructional aides teach groups of campers who come to them according to a regular schedule. **Some instructor and instructor aide positions will be filled and compensated for the first 7 weeks of camp only.**

Instructors are almost always college graduates with specialized training and experience in the specific activity area. Other individuals may be instructors if they hold appropriate certification from a nationally recognized accrediting organization like the American Red Cross (for swimming or boating), NAA (archery), ACA (outdoor education), etc.

Instructional Aides work in specific activity and instructional areas under the direct supervision of instructors or other supervisors. They are either college students or high school students entering the 11th or 12th grade in the coming fall. These aides are expected to come to their positions with prior expertise and/or a high level of interest and motivation. Formal certification to document skills may often be required.

counselor staff

Nursery Camp	<p>Campers ages 2, 3, and 4. 9:00 a.m. - 1:00 p.m., or 3:00 p.m.</p> <p>Meets at Beth Tfiloh School in Pikesville.</p> <p>Counselors supervise campers inside classrooms and on school grounds as they participate in a variety of activities.</p>
Mini Camp	<p>Campers age 4 to entering Kindergarten 9:00 a.m. - 1:00 p.m.</p> <p>These campers have a shorter camp day consisting of 3 activity periods and 1 swim period. Mini Camp Counselors are required to ride the Mini Camp buses and accompany the campers on their bus ride between camp and home.</p>
Day Camp	<p>Unit Aleph campers age 4 to entering kindergarten</p> <p>Unit Bet campers entering first grade</p> <p>Unit Gimmel campers entering grade 2</p> <p>Unit Daled campers entering grade 3</p> <p>Unit Hay campers entering grade 4</p> <p>9:00 a.m. - 4:00 p.m.</p> <p>Campers swim twice daily and have four other activity periods. Units Daled and Hay have late stays.</p>
Sports Camp	Campers entering grades 2 through 8. 9:00 a.m. - 4:00 p.m - sports skills & competition.
Art Camp	Campers entering grades 3 through 8. 9:00 a.m. - 4:00 p.m. - awesome Art projects.
Survival Camp	Campers entering grades 5 - 8. 9:00 a.m. - 4:00 p.m. - outdoor skills with 2 overnights.
Senior Camp	<p>Campers entering grades 5 through 8.</p> <p>9:00 a.m. - 4:00 p.m. Well-rounded mix of all activities. 1 late stay.</p>
Travel Camp	Campers entering grades 5 through 8. Times vary. Campers go on various trips that are age appropriate with some overnights included.
Theatre Camp	Campers entering grades 3 through 8. 9:00 a.m. - 4:00 p.m.

aquatics staff

Water Safety Instructor must be certified by the Red Cross or its equivalent. Water Safety Instructors will teach swimming classes as assigned.

Pool Lifeguard must be certified by the Red Cross or its equivalent. Must also complete a training program at camp to teach the Red Cross Learn to Swim program. Pool lifeguards will teach swimming classes as assigned.

Pool assistant is trained at camp to teach the Red Cross Learn to Swim program. Pool assistants will teach swimming classes as assigned.

Basic Canoeing Instructor must be certified by the American Canoe Association or its equivalent.

Boating Lifeguard must be certified as an Open Water Lifeguard by the Red Cross. Helps in teaching boating classes and performs other duties as assigned at the lake.

instructional areas

Program areas in which instructors and instructional aides work include:

Arts and Crafts	Boating	Campcraft	Sports	Dance
Drama	Lifeguarding	Nature	Archery	Jewish Culture
Singing	Swim Instruction	Ropes Course	Zumba	Cheerleading

Several evenings of paid work in the course of the summer may be required when campers are scheduled for late stay activities. Bus counselors may not work late stays.

administrators, health aides, maintenance, and other support staff

Unit Heads supervise campers and staff of a unit, consisting of a particular camper age group or activity concentration. They act as the liaison between the camp director and their unit, and handle parent concerns. Unit Heads must almost always be college graduates with considerable experience in supervision, teaching, and camping or other areas of recreation.

Department Heads plan the programming and supervise the staff, and serve as instructors of a particular instructional area. They act as the liaison between the camp director and their department. Department Heads must almost always be college graduates or adults with significant experience relative to camping, formally trained in the area of instruction by the State Department of Education or certified by an approved certifying organization such as the Red Cross.

Camp nurses must be licensed RN's, certified in CPR and First Aid, and have experience working with children.

Office Aides, Health Suite Aides, and Maintenance Staff Aides must have skills appropriate to the position and may be of high school, college or post-college age.

supplementary job opportunities

There are "extra" jobs that are filled in the late spring. You can't be hired for one of these supplementary jobs until you are already hired for a "regular" position. These additional employment opportunities will enhance your salary and are listed below.

Bus Counselors - All staff who live in our transportation area are encouraged to ride the bus at no charge in return for helping with the supervision of the campers during the bus ride. One or two counselors on each bus, however, are specially designated as "bus counselors" for which they receive extra salary. These bus counselors have specific duties that include learning and practicing the route prior to camp, riding the entire route, helping campers on and off the bus, walking campers to and from the sidewalk, teaching and leading songs, communicating with parents, and distributing lost and found articles and camp notices.

Extended Day Staff - Some campers require after-hours care at our camp locations. Persons who work these extended hours receive extra pay. They must provide their own transportation to and from the camp. Extended Day program hours are 4:00 p.m. - 6:00 p.m. for full-day campers, and 3:00 p.m. - 5:00 p.m. for Nursery Campers.

Miscellaneous Jobs - We sometimes hire staff to perform other tasks, such as pool vacuuming, traffic duty, parking lot duty, etc.

the interview

Employment interviews are conducted at the Beth Tfiloh camp office at 400 Delight Meadows Road in Reisterstown.

After we receive your job application, we will contact you for an interview if your qualifications meet our needs. Dress casually for your interview unless you are already "dressed up" for some other reason. Allow 30 - 60 minutes for your interview. The interview will be conducted by a member of the administrative staff. In the case of application for an instructor's position, an additional interview (in person or by phone) with the Department Head of that instructional area may be required.

directions to camp

From downtown | Towson | Perry Hall | Essex: take I-83 to I-695 West to I-795 North. Get off at exit 7B (Franklin Boulevard West). Bear right at the Church Road/Red Run Boulevard traffic signal for one block. Make 4 left turns, onto Sunnyking Drive, Sunnydale Way, Sunlight Road, and Bonnie Meadow Circle. Finally, turn right onto Delight Meadows Road which takes you to the Beth Tfiloh Camps entrance.

From Pikesville | Glen Burnie | Catonsville | Columbia: Take I-695 North to I-795 North. Get off at exit 7B (Franklin Boulevard West). Bear right at the Church Road/Red Run Boulevard traffic signal for one block. Make 4 left turns, onto Sunnyking Drive, Sunnydale Way, Sunlight Road, and Bonnie Meadow Circle. Finally, turn right onto Delight Meadows Road which takes you to the Beth Tfiloh Camps entrance.

Salary scale

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1. These are the base salaries for both counselor and instructional staff.

salary component

Most recent grade of school completed by June, 2017

Tenth grade	\$850
Eleventh grade	\$950
Twelfth Grade	\$1050
College freshman year	\$1,350
College sophomore year	\$1,650
College junior year	\$1,850
College senior year, but not yet graduated	\$2,150
Non-college graduate with professional teaching experience	\$2,350
Bachelor's degree	\$2,850
Certified teacher	\$3,050

2. These are the base salaries for all pool or lake guards. We offer training reimbursements, ask for details.

Most recent grade of school completed by June, 2017

Tenth grade pool or lake guard	\$1,400
Eleventh grade pool or lake guard	\$1,500
Twelfth Grade pool or lake guard	\$1,600
College freshman year pool or lake guard	\$1,900
College sophomore year pool or lake guard	\$2,100
College junior year pool or lake guard	\$2,300
College senior year, but not yet graduated pool or lake guard	\$2,400
Bachelor's degree pool or lake guard	\$2,800
Certified teacher pool or lake guard	\$3,000

3. Some jobs include a salary differential. Add the following as applicable.

Challenge course staff, belay-certified through Beth Tfiloh Camps' training	\$150
Challenge course staff, certified by Inner Quest	\$300
Unit Head or Department Head	\$400
Contracted to work all 8 weeks and missing no more than 2 excused days of camp	\$50
Contracted to work all 8 weeks and having perfect attendance <small>supersedes above differential</small>	\$100

Salary scale

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4. Pool or lake staff may add the following as applicable to the job you are hired for. salary component

WSI degree, pool staff only	\$200
Open Water Module, lake staff only, certification required to work at the lake	\$100
Canoeing Instructor, lake staff only	\$300

5. Add the below experience incentives as they apply.

Each full summer of employment at Beth Tfiloh Camps 10 year maximum	\$50
Each full summer of employment at an ACA Accredited camp 5 year maximum	\$25
Each year of grad-school or education related work experience 5 year maximum	\$50

6. The following incentives and supplementary jobs are paid on the final check.

Referral of a new staff member who is hired and successfully completes their contract	\$50
L.T. incentive for each completed summer of at least 3 weeks pays until graduated high school	\$50
Late stay, paid per late stay worked, and paid on the final check	\$25
Overnights, paid per night worked, and paid on the final check, excludes Trip and Travel Camps	\$75
Extended Day Early Drop-off or Late Pick-up, parking lot, or pool cleaning, paid per hour	\$10
Mini Camp and First-Year bus counselor for full-day programs	\$450
Returning bus counselor, full-day programs, excludes Mini Camp plus \$50 for perfect attendance	\$650

7. Tuition discounts. Must complete full summer or tuition balance is due. Discounts do not cover Specialty Camp fees.

Free Camp tuition for one camper if parent is a full-time camp employee	100%
Reduced Camp tuition for one camper if grand-parent is a full-time camp employee	50%

8. Salary caps include base salary and experience incentives. Supplements do not count.

Unit Head or Department Head	\$4,200
Head Counselor or an "Instructor who has graduated college"	\$4,000
Instructor who has not graduated college	\$3,200
Lifeguard	\$3,000
Counselor or Instructor Aide	\$2,000

Compute your salary by adding sections 1 through 5 as applicable, not including discounts

my salary for the summer of 2017 is

where did our recent employees come from?

High Schools

Pikesville
Owings Mills
Carver School for the Arts
Franklin
Bais Yaakov
Beth Tfiloh
Boys Latin
Yeshivat Rambam
Marriots Ridge High School
Cardin
Talmudical Academy
New Town
Southwestern
Park
Yeshiva Torah Chaim
Hogwarts
Atholton
Garrison Forest
Grier
Bnot Torah
Krieger Schechter
Westminster
Western School of Technology
Poly
Mt. Hebron
Long Reach
Jemicy

Colleges

Albright
McDaniel
Stevenson
Goucher
Hebrew Union
Boston University
Bryn Mawr
Vanderbilt
UM School of Social Work
Touro
George Washington University
Goucher
University of Delaware
St. Mary's of Maryland
Salisbury University
Syracuse
James Madison University
Landmark
UB School of Law
Case Western Reserve University
University of Maryland
New York University
Washington University
Midreshet Moriah
Towson University
Rollins
Allegheny of Maryland
CCBC
Carroll Community
Washington University in St. Louis
Grove City
Howard Community
Hogwarts School of Witchcraft and Wizardry
West Liberty State
Brandeis
Johnson and Wales University
Loyola in Maryland

Winter Employers

Beth Tfiloh Congregation
Baltimore City Schools
Baltimore County Schools
Howard County Schools
Anne Arundel County Schools
Baltimore County FD
Montgomery County Schools
Exxon
Nino Taco
Chizuk Amuno
Carroll County Schools
Americorps
Temple Isaiah
Playkeepers
Har Sianai
Hannah More School
Teach for America
Talmudical Academy
Woodlawn Motorcoach

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