

## Staff Information Manual

Camp Moshava is administered by the following people:

- The Director and Assistant Director
- The Rosh Moshava and Sganei Rosh Moshava
- The Shaliach Machane

Every employee of the camp is responsible to one or all of these individuals as well as their individual immediate supervisors. At the discretion of the administration, staff members may be asked to perform tasks or accept responsibility based on the overall needs of the camp and not necessarily those discussed at interviews or written on the contract. (There will be no additional remuneration for these services.)

Due to the unique nature of a summer camp, damage, loss or theft of personal property or damage to private vehicles is not covered by camp insurance. All valuables should be stored in the "safe" at the camp office.

The personal example that a staff member exhibits is THE most important educational foundation of all of our work in camp. "Dugma Ishit" (behaving as a positive personal role model) from all staff in all positions is essential. Your direct influence on children and other staff by your proper actions, speech, dress and religious conduct is vast. We count on it and expect it.

## Rules of Conduct

- Staff members are expected to conduct themselves in an adult, mature, responsible manner at all times, both on and off campgrounds;
- Vulgar language does not have a place in Moshava.
- Staff is expected to dress at all times in accordance with the policy of the camp. Please carefully review the camp dress code.
- Smoking is not permitted in ANY building and is not allowed on Camp Moshava property.
- Alcohol, drugs or related paraphernalia are never to be used or brought onto the premises of the camp. (Please note that Camp Moshava reserves the right to inspect personal property of all staff). Staff members are not permitted to use alcohol or illegal drugs during their term of employment with Camp Moshava. Any use of alcohol or drugs will lead to immediate dismissal.
- Observance of halacha (as defined by camp standards) is required (both privately and in public). Males are required to wear tzizit at all times. Staff are required to attend organized tefillot unless work schedules interfere.

Meaningful and inspiring Tefillot are an important goal of the camp. All staff are expected to attend Tefillot punctually on a daily basis -- unless there is a conflict with work schedules. The mitbach and chadar ochel staff will have a mandatory morning minyan each day to be held at about 6:30 AM. It is your responsibility to get up and be at Tefilla on time. Staff members that arrive late or stand in the back and disturb or both, set a very poor example.

Working in a camp is a rewarding, but often exhausting, job. Therefore, a curfew is in effect for all staff members. Staff members are expected to return to their living quarters by 12:30 AM. (All public facilities are officially closed at 12:30 AM). Lights out and quiet is expected by 1:00 AM. At the discretion of the administration, an earlier personal curfew may be set for individuals, or for all staff should the need arise. Again, courtesy for others who are already sleeping is essential.

In order to preserve order and quiet on the migrashim and be assured of the health and safety of every camper, all staff members will be assigned to a Shmira rotation. Shmira is a VERY important staff responsibility. It is your responsibility to check the duty lists and ascertain what evenings you have been assigned. Staff members may not switch Shmira assignments without written permission from the person in charge of Shmira. Shmira will be assigned approximately once per week.

All staff members are to serve on toranut in the kitchen or dining room on Shabbat or Motzei Shabbat. Tzevet Mitbach and Tzevet Chadar Ochel will be on duty in the kitchen on Friday nights.

Your parents and friends are invited to visit you on the camp's Visiting Day. However, please be aware of the following in advance:

- Visiting Day is not a day off!!!! You will have responsibilities during the day which must be fulfilled. We will try to assign these responsibilities on a rotating basis so that you will have time to spend with family.
- Division heads and counselors are NOT allowed to leave campgrounds for any reason.
- No non-counselor staff member is permitted to leave the campgrounds without permission from their immediate supervisor even after their responsibilities for the day are completed.

For some of our staff members, employment at Camp is the first real job that they have taken on. Acceptance of any job entails a serious commitment. Your employer counts on you, and you have undertaken an obligation to fully, properly and completely discharge your responsibilities.

Here are some requirements which are critical to success in any job, including Moshava:

- Arriving at work on time.
- Remaining at your work place until your work and shift are completed, and your supervisor has given you permission to leave.
- Not "wandering off" during the day.
- Working conscientiously and diligently.
- Cooperating with, and showing respect for, coworkers and supervisors and being sensitive to their needs.
- Helping others with their work.
- Contributing to a positive, enjoyable and rewarding work environment.
- Being involved with your work and work team. Providing constructive feedback and suggestions. Seeking to continuously learn. Asking questions when you are unsure about something.
- Working to solve problems constructively.
- Taking your job seriously and working properly, according to directions.
- Becoming as proficient as possible at your job.
- Fulfilling your duties to your full potential even when you are doing a job you did not request or do not like to do.

The following forms must be filled out before you will receive a paycheck.

1. Medical Form - Have your doctor and parents fill out the medical form and return it to the camp office. **THIS IS EXTREMELY IMPORTANT FORM!!!** Please note that you will NOT be allowed to work at Camp Moshava without a medical form on file in the camp infirmary. There are NO exceptions to this rule.

PLEASE RETURN THE MEDICAL FORMS TO THE CAMP OFFICE BY March 1, 2009.

2. I-9 Form - The Federal Government requires a form that documents your American citizenship. You, therefore, must bring one of the following with you to camp:

- Current Passport ( a photocopy will suffice )
- Drivers License AND Social Security Card
- Birth Certificate (Photocopy)

These documents are necessary to fill the form out at camp. If you filled out a I-9 form last summer, you will not be required to fill out a new one this summer.

3. W-4 Form - Tax Form ( Filled out at camp ).

All paychecks are issued the day that you leave camp and complete all your responsibilities as a staff member. Please note that the following are deducted from your paychecks:

- FICA - Social Security Tax
- Bnei Akiva Dues - \$12.50 is deducted from your paycheck and Camp Moshava pays the other half of the fee on your behalf.

Staff members younger than 19 years old are NOT permitted to bring personal vehicles to Camp Moshava. Staff members between 19 and 21 years old must have written permission from their parents to bring a personal vehicle to camp. Staff members (who are permitted) that decide to have a car in camp must bring properly licensed, registered, inspected and insured vehicles only. Staff MUST drive no faster than 25 mph on Navajo Road – the road leading into camp. All private vehicles must be parked in the staff parking lot below the Beit Kneset. You are not to enter the main campus with a private car for ANY reason, EVEN to unload your belongings. All personal cars will be registered at the Guard Shack upon your arrival.