

TOP 10 REASONS TO WORK AT CAMP THIS SUMMER

Enjoy working in the outdoors

Be a member of a supportive team of professionals

Make a difference in children's lives

Work in casual dress in a relaxed setting

Enjoy a break from the academic routine

Have your summer evenings and weekends free

Earn a guaranteed salary

Make lifelong friends

Have something special to add to your resume

Reminds you of how you'd always like teaching to be

BETH TFILOH CAMPS

a great place for kids to grow.

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: 410-517-3453

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!

David Schimmel, MSW
Director

Sara Levine, MSW
Assistant Director

Ryan M. Cohen
Director of Operations

GENERAL INFORMATION

LOCATION: Our year-round office and most camp programs are located on our beautiful property in Owings Mills. We call this site "Red Run", which is the stream that flows through the campus. The full-day Extended Day options, both Early Drop-Off and Late Pick-Up, also take place at this campsite. The Nursery Camp for two and three-year-olds and its Extended Day afternoon program are held at Beth Tfiloh Community School in Pikesville.

DATES: The dates of salaried employment for the 2010 season are as follows: 38 camper days between June 21 and August 13, plus up to 24 hours of formal training and evaluation time on Thursday (June 17), Friday (June 18), and Sunday (June 20). Camp will be closed for campers and staff on Monday, July 5 and Tuesday, July 20.

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. We typically don't hire part-day or part-summer employees.

BENEFITS: Full-time staff members receive a camp tuition discount of 100% for one child, or 50% for one grandchild.

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 ZIPs: 21022, 21030, 21042, 21043, 21044, 21045, 21046, 21093, 21117, 21133, 21136, 21153, 21204, 21207, 21208, 21209, 21210, and 21215. 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.

Beth Tfiloh Camps is a smoke-free environment.

EMPLOYMENT OPPORTUNITIES

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.

Counselors

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

Placement Options

- Preschool Camp:** Campers ages 2 and 3. 9:00 a.m. - 12:00, 1:00, or 3:00 p.m.
Meets at Beth Tfiloh School in Pikesville.
Counselors supervise campers inside classrooms and on school grounds as they participate in a variety of activities.
- Kinder Camp:** Campers age 4 to entering Kindergarten 10:00 a.m. - 2:30 p.m.
These campers have a shorter camp day consisting of 3 activity periods and 1 swim period. Some counselors work the full day, however, because either they act as bus counselors (a supplementary job with additional salary) and accompany the campers on their bus ride between camp and home, or have assigned duties at camp before and after the camp program. Other counselors may choose to work only the camper hours for a reduced salary.
- Day Camp:** Unit Aleph (campers age 4 to entering kindergarten)
Unit Bet (campers entering first grade)
Unit Gimmel (campers entering grade 2)
Unit Daled (campers entering grades 3 and 4)
9 a.m. - 4 p.m.
Campers swim twice daily and have four other activity periods. Units Gimmel and Daled have two early evening late stays.
- Sports Camp:** Campers entering grades 3 through 8. 9 a.m.-4 p.m. Concentration on sports skills and competition.
- Arts Camp:** Campers entering grades 3 through 8. 9 a.m.-4 p.m. Concentration on creative arts.
- Adventure Camp:** Campers entering grades 5 & 6. 9 a.m.-4 p.m. Concentration on outdoor living skills. 2 overnights.
- Adventure Camp:** Campers entering grades 7 & 8. 9 a.m.-4 p.m. Concentration on outdoor living skills. 2 3-day out-of-camp trips.
- Senior Camp:** Campers entering grades 5 through 8. 9 a.m.-4 p.m. Well-rounded mix of all activities. 2 late stays.
- Travel Camp:** Campers entering grades 5 through 8. Length of day varies with trips. Two 2-week sessions, daily out-of-camp trips, two overnight stays,

Instructors and Instructional Aides

Instructors and instructional aides teach groups of campers who come to them according to a regular schedule.

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.

Some instructor and instructor aide positions will be filled and compensated for the first 7 weeks of camp only.

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.

Placement Options

Program areas in which instructors and instructional aides work include:

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

Several evenings of paid work in the course of the summer may be required when campers are scheduled for late stay activities. Lifeguards and instructional staff who are bus counselors may not work late stays.

Administrators, Health and Maintenance Aides, 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 here:

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. Bus counselors work on Kinder Camp buses as well as full-day camp buses.

Extended Day Staff - Some campers require before-hours and/or 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. The Early Drop-Off program hours are 7:30 a.m. - 9 a.m., and the Late Pick-Up program hours are 4:00 p.m. - 6:00 p.m. for full-day campers, and 3:00 p.m. - 6:0 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

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.

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

Directions to 400 Delight Meadows Road:

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, Sunnysdale 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, Sunnysdale Way, Sunlight Road, and Bonnie Meadow Circle. Finally, turn right onto Delight Meadows Road which takes you to the Beth Tfiloh Camps entrance.

2010 Salary Scale

Your salary is determined by a combination of several factors: your educational level completed, your previous experience including teaching and summers at Beth Tfiloh Camps and other camps, and the position you are assigned to at camp this summer. From each section below, circle the component(s) that apply to you. The total of these components is your summer salary.

| | |
|--|-----------------------------|
| I. What grade in school will you have completed by June, 2010? | Salary Component |
| 10th grade | \$ 800 |
| 11th grade | \$ 900 |
| 12th grade | \$1000 |
| College freshman year | \$1200 |
| College sophomore year | \$1400 |
| College junior year | \$1600 |
| College senior year but not yet graduated | \$1700 |
| Bachelor's degree | \$1800 |
| <hr/> | |
| II. Do you have graduate school credits and/or education-related work experience after receiving a bachelor's degree? | Salary Component |
| For each full year of graduate school/related work experience | \$ 50 per year (5 yrs. max) |
| <hr/> | |
| III. Do you have previous camp experience? | Salary Component(s) |
| Full summer of previous employment at Beth Tfiloh Camps | \$ 50 per summer |
| Full summer of previous employment at ACA-accredited camp | \$ 25 per summer |
| Full summer of Beth Tfiloh Camps Leadership Training Program only to those entering 11th or 12th grades in the fall | \$ 50 per summer |
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| IV. Are you applying to be a member of the counselor staff? | Salary Component |
| Head Counselor (college graduate) | \$ 800 |
| Head Counselor/Co-Counselor (college student, 60 or more credits) | \$ 400 |
| <hr/> | |
| V. Are you applying to be a member of the instructor staff? | Salary Component |
| Instructor (college graduate) certified in area of summer position | \$ 800 |
| Instructor (not certified, depending upon credentials) | \$ 400-\$600 |
| <hr/> | |
| VI. Are you applying to be a member of the administrative staff? | Salary Component |
| Unit Head | \$1200 |
| Department Head | \$1000 |
| <hr/> | |
| VII. Are you applying to be a member of the Ropes Staff? | Salary Component |
| Instructor (college graduate) certified at Beth Tfiloh Camps | \$ 900 |
| Instructor (high school or college student, must be at least 18 years old) certified at Beth Tfiloh Camps | \$ 600 |

| VIII. Are you applying to be a member of the Pool Staff? (certification required, call camp for more information) | Salary Component |
|--|-------------------------|
| Lifeguard (includes teaching swim lessons) | \$ 700 |
| Water Safety Instructor | \$ 800 |
| Water Safety Instructor and Lifeguard | \$ 900 |
| Pool Assistant (trained by Beth Tfiloh Camps) | \$ 300 |

| IX. Are you applying to be a member of the Lake Staff? (certification required, call camp for more information) | Salary Component |
|--|-------------------------|
| Lifeguard, no Open Water Module | \$ 700 |
| Lifeguard/Open Water Module | \$ 750 |
| Basic Canoeing Instructor | \$ 800 |
| Basic Canoeing Instructor and Lifeguard | \$ 900 |
| Basic Canoeing Instructor and Lifeguard/Open Water Module | \$ 950 |

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*In addition to the above salary components, you may be eligible for incentives, discounts, and/or supplementary jobs. If any of these factors apply to you, add them to your salary total.*

| <b>Incentives (paid on final paycheck)</b>                                                                           | <b>Salary Component</b>  |
|----------------------------------------------------------------------------------------------------------------------|--------------------------|
| Loyalty incentive for returning BT Camps staff member                                                                | \$ 100                   |
| Contract signing incentive for returning BT Camps staff member                                                       | \$ 100                   |
| Referral of new staff member who is hired and successfully completes their contractual obligation (LTs not eligible) | \$ 100 for each referral |

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| <b>Discounts (one per staff member)</b>                                   | <b>Salary Component</b>          |
|---------------------------------------------------------------------------|----------------------------------|
| Camp tuition for one child if parent is full-time camp employee           | 100% of basic tuition fee waived |
| Camp tuition for one grandchild if grandparent is full-time camp employee | 50% of basic tuition fee waived  |

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| <b>Supplementary Jobs</b>                                               | <b>Salary Component</b> |
|-------------------------------------------------------------------------|-------------------------|
| Bus counselor for full-day or Kinder Camp bus (new bus counselor)       | \$ 400                  |
| Bus counselor for full-day or Kinder Camp bus (returning bus counselor) | \$ 500                  |
| Late stay worked by counselor and instructional staff                   | \$ 25 per late stay     |
| Extended Day, parking lot, pool cleaning duties                         | \$ 10/hour              |

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This salary computation assumes employment for the entire camp season. Those contracted for less than the full season are paid at a daily rate that appears on the employment contract. There is also a maximum salary for each position. These salary caps are imposed on all salary components except incentives, discounts, and supplementary jobs.

| Position | Salary Cap |
|---|-------------------|
| Unit Head or Department Head | \$4,200 |
| Head Counselor or college graduate Instructor | \$3,800 |
| Non college-graduate Instructor | \$3,000 |
| Lifeguard | \$2,800 |
| Co-Counselor or Instructor Aide | \$2,000 |

WHERE DID OUR RECENT EMPLOYEES COME FROM?

High Schools

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

Colleges

Albright College
McDaniel
Stevenson
Goucher
Hebrew Union College
Boston Univ.
Bryn Mawr College
Vanderbilt
Univ. of MD School of Social Work
Touro
George Washington Univ.
Goucher
Univ. of Delaware
St. Mary's College of MD
Salisbury Univ.
Syracuse
James Madison Univ.
Landmark College
Univ. of Baltimore School of Law
Univ. of MD
NYU
Washington Univ.
Midreshet Moriah
Towson
Rollins
Allegheny College of MD
Community College Baltimore County
Carroll Community College
Grove City College
Howard Community College
West Liberty State College
Brandeis
Johnson & Wales University
Loyola College in MD

Winter Employers

Baltimore City Schools
Baltimore County Schools
Howard County Schools
Anne Arundel Co. Schools
Balto. Co. Fire Dept.
Montgomery Co. Schools
Exxon
Chizuk Amuno
Carroll County Schools
Adat Chaim
Americorps
Temple Isaiah
Playkeepers
Har Sinai
Hannah More School
Teach for America

YOU MAY NOT HAVE KNOWN THAT BETH TFILOH CAMPS...

- * has been in continuous operation since 1943.
- * has about 200 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.

**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.

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