

Camp Tamarack Staff Member,

We are excited that you have chosen to spend your summer working as part of our Team at Camp Tamarack. We are busy preparing for a fun and creative summer, and hope that you are as well.

I have enclosed some forms for you to read, fill out and return. The following information will describe the enclosed forms.

Health Form- We must have one on file for everyone. If your most current physical was in the last 24 months please request your Doctor's Office to fill out their portion (the last page), sign and date it.

Employee Contract- By signing this form you indicate to us that you have read, understand and are willing to comply with all of our policies. Please use your permanent address on this form.

Voluntary Disclosure Contract- By filling out and signing this form you are attesting that you have not been convicted of crimes against children.

Background Check Authorization- Signing this statement gives us permission to check your history through a Criminal Background Check.

Transportation Questionnaire- This form will help us to coordinate staff arrivals and departures and how we can help. Arrival and departure information needs to be communicated well in advance of travel.

All of the above forms are mandatory and need to be received before employment can begin.

We will also need **copies** of the following records and of any other certification that is applicable:

- social security card
- first aid/CPR certification
- WFR certification (if applicable)
- lifeguard certification (if applicable)

I have also included a copy of **The Staff Manual, Personnel Policies, What to Bring List, and Map to Camp**. It is expected that you will have read the Staff Manual and Personnel Policies before attending staff training. Please bring your copy of The Staff Manual to Camp as another will not be issued to you.

We look forward to meeting and working with you. Please contact Camp if you have any questions or concerns.

Sincerely,
Sandra Ashton
Summer Camp Director
PO Box 97
Sisters OR 97759
info@camptamarack.com

541.595.1006 ext 2

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We are excited that you have chosen to spend your summer working as part of our Team at Camp Tamarack. We are busy preparing for a fun and creative summer, and hope that you are as well.

I have enclosed some forms for you to read, fill out and return. The following information will describe the enclosed forms.

Health Form- We must have one on file for everyone. Please fill out the entire form, excluding the last page that is designated for a Doctor's signature.

Employee Contract- By signing this form you indicate to us that you have read, understand and are willing to comply with all of our policies. Please use your permanent address on this form.

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- first aid/CPR certification**
- WFR certification** (if applicable)
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Sincerely,
Sandra Ashton
Summer Camp Director
PO Box 97
Sisters OR 97759
info@camptamarack.com 1.800.595.7720 ext 2

Horse Staff,

We'd like to take this opportunity to introduce the Horse Program at Camp Tamarack. Tamarack provides a safe atmosphere for children and staff to interact in a positive way. Our goal for the equestrian program is to provide a safe educational environment that aids in skill development. We like each young rider to leave with a feeling of accomplishment.

Our campers are between 7 and 16. We will start our summer off with four all-girl sessions and follow that up with an all-boys session. Every camper comes with different skills and each need to be attended to with an appropriate level of guidance. Some campers will have no experience with horses. Their accomplishments may consist of learning to control a horse at a trot. Some campers are experienced riders with horses at home and many ribbons on their walls. Their accomplishments may be to learn new skills in working with "problem horses". We expect horse staff to attend to these unique circumstances in a suitable manner.

Working with children can be exciting, invigorating and tiring all at the same time. As staff you get to witness the change in abilities and self confidence over the course of the session. You also get to be the role model they all look up to. To revitalize yourself we offer daily breaks to rest in your cabin, take a swim, or just relax.

The corral at Tamarack is set up with tie stalls for the majority of horses, a few box stalls, several smaller paddocks, as well as night pastures. Everything is in open air, and the arena is surrounded by two-rail fencing.

A typical work day for horse staff begins at 7am. Horses in the night pastures are brought down to the stalls and all the horses are fed. You begin each day grooming, checking for injuries/problems and proceed with a brief staff meeting to discuss the animals and plans for the day. Breakfast is served for all staff and campers around 8am. The first activity after breakfast will begin around 9am. Lessons continue throughout the day with a one hour lunch break and end with dinner around 6pm. Evening activities will consist of many different things but only on selected nights will there be any organized events taking place in the corral.

Being a part of our Horse Staff is an important role at Camp Tamarack with many intrinsic benefits. But, keep in mind there is always hay to be moved, horses to groom, and ever present manure to be shoveled. The job is hard work but more importantly it's rewarding for those who enjoy being surrounded by all things horse. I hope this gives you a better idea of what to expect this summer. We are so excited to meet all of you and can't wait to spend a fun-filled summer of together!

Sincerely,

Sandra Ashton

info@camptamarack.com

541 595 1006 ext 2

Summer Camp Director

Program Staff,

We'd like to take this opportunity to introduce the different programs that we offer here at Camp Tamarack. Tamarack provides a safe atmosphere for children and staff to interact in a positive way. Our goal for is to provide a safe educational environment that aids in skill development. We like each child to leave with a feeling of accomplishment.

Our campers are between 7 and 16. We will start our summer off with four all-girls sessions and follow that up with an all-boys session. Every camper comes with different skills and each need to be attended to with an appropriate level of guidance.

Our program areas include horse, ropes course, backpacking, waterfront, creative arts, and other activities. Each program will ideally have a Lead Instructor. Some of you will be working in one specific program area as a Lead Instructor while trying out other areas occasionally.. It is the Lead Instructors responsibility to organize the structure of their program area. Assistant Instructors are only used in the waterfront program and will be lifeguard certified. Others will be working as general counselors and will be required to help out in all different program areas daily, excluding the horse program.

The **ropes course** program provides an opportunity for campers and staff to learn new limits and build self-confidence. We have both high and low elements which offer unique challenges.

The **backpacking** program offers a great opportunity for campers to get comfortable with living in the outdoors. We organize multiple different 3-day/2-night camping expeditions in the surrounding Mt Jefferson and Three-Sisters Wilderness areas.

The **waterfront** program settles on a small lake in the heart of camp. There is a dock with a designated swim area and kids love to swim across it (about a quarter of a mile over and back). Our program consists of optional swim lessons, canoeing, row-boating, free swims and any other activities organized by staff.

The **creative arts** program offers an opportunity for campers to apply their creative juices in all different forms. It is up to the staff to share their interests as well as develop the interests of the campers. If you play a guitar or any other instrument, please bring it. It adds so much to a summer.

The **activities** are endless and require much creativity. We have a basketball hoop, a tennis court, a grassy lawn that can accommodate a small group, along with a volleyball and badminton area. We also offer archery, nature exploration, mountain biking and what ever else is safe and fun-filled to give the campers and our staff the summer of a lifetime. Camp is open to as much creative thought as you are willing to put into it.

Each of you will bring special talents to camp and we encourage everyone to work together as a team and draw from those different talents in a way that will be most beneficial to the diverse group to kids. Camp Tamarack strives to create an atmosphere that welcomes all kinds and promotes skill development. We rely on the staff to be key contributors to this environment.

A typical day begins with breakfast for all staff and campers around 8am. We have 3 different activity periods. Our first scheduled activity begins around 9am our last ends in time for dinner around 6pm. Everyone enjoys an hour for lunch. All other breaks are scheduled on a rotation basis and although your break may not be at the same time everyday, you will get two hours away from your job responsibilities each day. Evenings are filled with a variety of camp/cabin activities.

All staff must work as a team. Communication is crucial. When problems arise, confront and deal with them. Be prepared to take part in all camp activities. I hope this gives you a better idea of what to expect this summer. We are so excited to meet you and can't wait to spend a fun-filled summer together!

Sincerely,

Sandra Ashton info@camptamarack.com
Summer Camp Director

541 595 1006 ext 2