

GENERAL INFORMATION

Welcome to Redwood Adventure Camp! You are joining a long line of staff members who create an exciting and fulfilling summertime experience for campers and for each other.

We strive, among campers and staff alike, for a community that primarily represents much of Northern California including the counties of Sonoma, Napa, Lake, Mendocino, Humboldt, and Del Norte yet continues to expand to other areas mostly within the United States. This community includes members of various faiths, and people of varied ethnic and economic backgrounds.

Redwood Adventure Camp provides equal employment and volunteer opportunities to staff and applicants who are physically and emotionally able to perform the essential functions for the jobs for which they are hired or volunteer, regardless of age, gender, faith, ethnic background, or veteran status - except in limited instances when age or gender considerations are bona fide occupational requirements (for example, group counselors or to meet minimum accreditation age requirements.) Reasonable accommodation is available for those with certain physical or emotional limitations.

What to pack*:

- long pants, shorts, short- & long-sleeved shirts, plenty of socks and underwear, warm jacket, swim suit, towel. Be sure to pack two weeks' of clothing. (There won't be time for laundry between training and session.) Camp's dress code includes close-toed shoes, except when river hiking or walking to a swimming hole, but no flip flops please. We recommend a rugged type river sandal. Please no clothes with offensive or rude sayings. Since we are a co-ed staff, men must keep their shirts on in Central and whenever in mixed company; women may not show cleavage or wear swimsuits or sports bras, or wear short shorts in Central and whenever in mixed company.
- comfortable hiking shoes; river shoes
- sleeping bag, thin (Thermarest-style) sleeping pad;
- sunscreen, mosquito repellent, toiletries, chapstick, stationery & stamps, flashlight, water bottle, sunglasses, hat, pocket knife (no "hunting knives" or blades longer than six inches)
- watch **with an alarm** – don't rely on a cell phone, as you won't have a way to keep it charged.
- money for junk food/other spending on break, and laundry
- *recommended, not required:* Bible, hiking backpack, rain jacket/poncho, extra flashlight batteries, cards, books, musical instruments, anything else you'd like to share/play with other staff and/or campers

*an experienced counselor suggests that you pack an extra towel (one for the river and one for the shower), a second swim suit (they never dry fast enough), and that you might consider bringing items you are willing to share. She also cautions that you should expect to use what you bring! Things probably won't go back home looking brand new!

What not to pack:

- Any illegal substance is not allowed on the Camp property. Alcohol, tobacco, controlled substances and such things as vapor or Hookah-pens are not allowed on the camp property without permission of the Camp Administration or under the supervision of the Health Care Manager. Employees will be terminated and volunteers dismissed from Camp for consumption of alcohol or any illegal substance at any time during their contracted period with Redwood Adventure Camp. In addition, employees are not to return to the camp property under the influence of alcohol or controlled substances. Breaking this policy is grounds for immediate dismissal. Underage use of alcohol and tobacco products is prohibited.
- Expensive personal equipment, personal sports equipment, and electronics: Camp cannot be held responsible for damage to or loss of any personal items. If you can't risk losing or breaking it, don't bring it.
- Guns, weapons, and animals
- Personal food supplies

DIRECTIONS TO CAMP:

Take Rt. 271 exit from 101 (about 4 miles south of Leggett, about 2 hours from Eureka and 2 1/2 hours from Santa Rosa, 16 miles north of Laytonville). Go north on Rt. 271 approximately 1 1/2 miles. Turn left at the highway marker 1.43, go down the mountain on a mostly dirt road towards “The Hermitage”. At bottom, turn left and follow the road 1/4 mile across river to camp. Ignore any “Keep Out” signs. Please park at Rounder’s Field which will be on your left after the first bridge. Then proceed by foot over the second bridge and into the central camp area.

MAILING ADDRESS & PHONE IN LEGGETT:

USPS:

P.O. Box 237
Leggett, CA 95585
(707)98-6877

UPS:

63000 Hermitage Road
Leggett, CA 95585
FedEx will not deliver

PHONE AND EMAIL USE:

The Camp phone and computer are for emergency and administrative use only. Staff may receive calls during session breaks at specific times, and out-going calls may be made during the same times. Please inform family and friends. In most locations, cell phones do not work and where they do, they are to be used for personal business only during session breaks.

Family and friends may email you at the camp address (office@redwoodadventure.org) whenever they like and administration will deposit your letter in your mailbox. Please be sure they put “Attn: Your Name” in the subject line. You may access your private email on session breaks or during specific times during the week. This will be when you are not on duty and it is convenient for the office. Please note: dial up access does limit our online capabilities.

FREE TIME AND VISITORS:

Staff employment begins at 10:00 a.m. on the first day of the training program, and staff members are considered “on contract” until they are released from duty after work crews, the day after the first session ends. During session, specific time-off is described in the individual job descriptions found in the appendices of this handbook. Staff members are considered “on contract” while on those breaks which occur during session. On breaks between sessions, staff members are not on contract, but are expected to remember that they are ambassadors of Camp, and should mirror the philosophies of Redwood Adventure Camp in all their actions on break. If there is more than one session, the break between sessions ends at 9:00 p.m. the night before campers arrive, and staff members are again “on contract” until after work crews have been completed at the end of session.

Visitors would be a distraction to you and your duties as a staff member and are therefore not to be invited to Camp, nor will they be allowed to stay if they come. Avoid embarrassment for all concerned by making this policy clear to family and friends ahead of time. All staff members are encouraged to attend the annual Open House to represent Camp and meet the families and friends of campers and staff. This as well as the Family Camp would be an ideal opportunity for you to invite family and friends to see the Camp. Please visit the Camp website for additional information on these programs.

Personal Food Supplies: Redwood Adventure Camp strives to be a fully communal atmosphere. Therefore, any food items brought, or sent to Camp are volunteered to staff communal food. However, certain specific exceptions are made due to dietary restrictions or personal need. Please discuss these issues with the Kitchen Manager if you have personal foods you would like to remain personal. All foods must be kept in the kitchen regardless of allocation.

Cash at Camp: While money is not needed at Camp, anyone working more than the first session might want to have some available for session breaks (ie. laundry, snacks, meals, iced double mochas, etc.).

Laundry: Laundry facilities are available in town on break; bring cash. There is not time between training and the first session to do laundry. Please pack accordingly.

Personal Supplies: Toiletries and other items will be obtained for you if needed, at cost.

Pets: In an effort to foster environmental stewardship and to respect the year-round inhabitants of the Camp property, personal pets are not welcome. Please make arrangements for them elsewhere.

Weapons: Campers and Staff are now allowed to bring to Camp any weapons. An appropriate camping knife is acceptable.

Private Vehicles: Most staff members will not need to drive during sessions. Parking is available for personal vehicles nearby at Rounders' Field. Camp cannot be held responsible for your vehicle. Carpooling to Camp is recommended. If your vehicle is needed during session a copy of our Personal Vehicle Use Form must be on file.

INSURANCE AND BENEFITS

Worker's Compensation Insurance is carried by the Camp on each employee for work related injuries/illness. This insurance does not cover non-work related injuries/illnesses. Liability insurance is carried by the camp which covers each employee/volunteer when carrying out assigned camp responsibilities, as long as the employee/volunteer is not negligent in carrying out those responsibilities. Incidents that occur during the staff break between camper sessions are not covered by Camp's insurance.

Staff members do not receive health care benefits beyond those required by first aid and emergency needs. Other benefits: Staff members may take Camp's free lifeguarding, CPR, and wilderness first aid course each year. Many staff members use these skills to obtain or advance in jobs outside of Camp. Volunteers may use their time at Camp to fulfill volunteer requirements at school.