



WELCOME TO ROCK SPRINGS RANCH SUMMER CAMP!

Every year, thousands of young campers come to Rock Springs Ranch. They unplug, explore, play and learn the kinds of lessons that can last a lifetime. Campers grow socially, emotionally, physically and cognitively. Many make friends for life. It's also just plain FUN!

The values of 4-H are at the core of Rock Springs Ranch and they guide all of our programming. We believe the lessons learned here can create a foundation for success that will last far beyond their visit. But you don't have to be a 4-H member to come to camp at Rock Springs! Everyone is welcome, regardless of 4-H membership!

SUMMER CAMP PROGRAM

Campers are divided into units based on the grade level they will enter in the fall. Each camper is assigned to a cabin with campers around their same age and two counselors, with whom they will participate in camp activities.

- Explorers - rising 3rd-5th grade
- Trailblazers - rising 6th-8th graders
- Adventurers - rising 9-12th graders

During week-long session campers will have the opportunity to sign up for classes. Some classes are classics like arts & crafts, but we are also looking for staff input on areas they are passionate about to lead. Counselors will be assigned which classes they will teach for the week. Cabins will eat all meals together at the dining hall. Evenings are filled with large programs, including games like water-palooza, dodgeball, the Spring Plaza Party, and opening and closing campfires.

CABIN ACTIVITIES

- Archery
- BB's
- Rifles
- Shotguns
- Arts and Crafts
- High Ropes Course
- Low Ropes Course
- Climbing Wall
- Canoes
- Kayaks
- Fishing
- Conservation
- Mountain Biking
- Horseback Riding

CLASS ACTIVITIES

Have a passion and talent in a particular area? We might be able to offer it as a class for campers. These are only a few classic examples:

- Shooting Sports
- Sports
- Drama
- Disc Golf
- Fishing
- Music
- Dance
- Photography
- Outdoor Cooking
- Arts & Crafts
- Film

EXAMPLE DAILY SCHEDULE

7:30am - Wake up	1:50pm - Activity 3
8:00am - Breakfast	3:10pm - Activity 4
9:00am - Morning Assembly	4:30pm - Activity 5
9:20am - Activity 1	6:00pm - Dinner
10:40am - Activity 2	7:15pm - Evening Program
12:00pm - Lunch	8:30pm - Cabin Chat / Showers
1:00pm - Siesta	9:30pm - Lights out

IMPORTANT DATES

Leader Training (for those hired into a leadership position): May 17-19

Specialty Training Week:

- Lifeguarding: May 22-25
- Equestrian: May 22-25
- High Ropes: May 22-23
- Shooting Sports: May 24-25

Staff Training Week (mandatory): May 29 - June 2

Summer Camp Sessions: June 4 - July 14

Days Off (additional days will be added as calendar is finalized): June 3 / June 17 / July 1-4

INTERNSHIPS

We are willing to work with college students to complete an internship to support their course work. Past camp internship opportunities have met requirements for conservation education, media, business, photography, outdoor recreation, hospitality, and nursing. Our team will help to align your internship goals and requirements with the camp program. To be considered for an internship, please apply to our staff program first.

FACILITIES

Take time to look through the website (www.rockspringsranch4hcamp.org) to get familiar with our cabins. Traditionally our Explorer boys stay in the Rim Rock cottages (Co-op, Asa Payne, Weatherwax) and girls in Hansen, Trailblazer boys stay in Finnup with girls in Preston, and Adventurers, LITs, CITs stay at Hilltop. These are all subject to change based on camp attendance and needs for the session.

FREQUENTLY ASKED QUESTIONS

What should I wear?

We expect all staff to follow clothing and appearance policies during all working hours.

- Clothing & Appearance: Decisions pertaining to Summer Staff Clothing and/or Personal Appearance may be made by the Rock Springs Administrator on Duty, Camp Director or Barn Manager. Decisions will be made following the Summer Staff Clothing and/or Personal Appearance Standard; but we reserve the right to make judgment calls which may or may not be in written format. Staff are responsible for doing their own laundry.
- Staff Shirts: Six summer staff shirts will be issued for each individual. Additional shirts may be purchased at cost. RSR Staff shirts must be worn during all working hours. Shirts may not be altered in any way. Alterations would include but are not limited to removal of sleeves/collars and drawing/writing on shirts. Staff will be required to wear a camp shirt in order to be easily identifiable as a member of our team.
- Pants and Shorts: Pants and shorts worn during working hours must be kept clean and not be excessively worn or stained. Long pants are required when at the barn. Shorts must be an appropriate length. No undergarments should be visible.
- Footwear: Athletic shoes or boots are acceptable in most situations. Closed-toed shoes are required at all times when at challenge course,

shooting sports activities, when at the barn, and in custodial, maintenance, food service situations. Sandals with straps in both the front and back are acceptable in situations where close toed shoes are not required.

- Headwear: If a hat is worn during working hours it must be appropriate and plain (minimal wording or graphics) or a Rock Springs hat. All hats must be kept in a clean un-tattered manner
- Swimsuits: Female identifying staff must wear one piece bathing suits during camp. One piece should be appropriate in style with no large cut outs, low necklines, etc. Male identifying staff must wear short-style bathing suits during camp, no Speedos.
- Tattoos, Piercings and Hair: Piercings will be limited to the ears only on both men and women. Any additional piercings may be asked to replace with clear studs. Visibility of piercings or tattoos will be at the discretion of administrative staff. Hair should be kept clean and tidy, including facial hair.

Will I be able to use my phone while at camp? Will I have access to wifi?

Our policy is that campers should not see you on your phone. So during work hours we ask that they be put away but staff can have them in case of emergency. If you need to use them during working hours we ask that you speak with a leadership staff to let them know about the situation. During time off phones are allowed and our staff lounge and dining hall have wifi. Most cabins at camp do not have wifi access though.

During days of training, are you going to provide me food and accommodation? Additionally, is this training free or do I have to pay for it?

We will have multiple new staff going through various training sessions so you will not be alone. Camp provides the training, lodging, and meals at no extra cost. In fact, this is a paid week of work.

Am I going to have time off or free time in my weekly schedule during camp?

There will be some time off each week for staff. This can change week to week depending on activities and schedules. All staff also have every other Saturday off (there are still meals & lodging provided during this time). We also have July 1-4 off of work for a national holiday (meals & lodging are still provided for those who may need it during this time).

What are the activities or jobs that I will be in charge of during the camp as a counselor?

Counselors are expected to lead cabin activities that do not require specialty trained staff to be present. We will have staff who attend specialized training days which include shooting sports, challenge course, aquatic, and equestrian training..

Counselors often help lead arts & crafts, archery, climbing wall, dances & skits, etc. Counselors should always be present and assisting where needed. We will go over some of this during staff training. We will also ask and see what activities staff are comfortable with or would like to lead.

Do I need to work all summer?

We ask that you commit to our staff training week and all June camper sessions. We encourage leadership staff to commit to the whole summer, but if your schedule does not allow for this, please reach out to camp directors to discuss options.

How do I submit my required references?

When completing a staff application you are asked to supply references. After you submit your application, your references listed will receive an email with instructions to complete a reference check. Please make sure you reach out to your references ahead of time and let them know an email will be sent to them. An official job offer can not be sent without at least two references. Contact the camp directors if your references are not able to respond via email and RSR will call them directly.

When do I need to arrive at camp for Overnight programs?

If you do not have bus duty, staff will need to arrive at camp by 11:30am on Sunday each week of their session for a meeting in the chapel. You should plan to be moved into the cabin and have your car moved if necessary before the meeting. Leadership staff can expect to arrive at camp around 11:00 am to prepare for the week.

What should I pack for camp?

Staff should be prepared to participate in all of the camp activities. For staff traveling by plane, Rock Springs Ranch is happy to provide bedding & towels.

Staff Packing List

BEDDING & TOILETRIES

- Sleeping bag or sheets & blanket (twin size)
- Toothpaste & toothbrush
- Pillow and pillow case
- Towels
- Washcloth
- Soap & shampoo
- Deodorant
- Brush/comb
- Sunscreen
- Laundry bag
- Laundry detergent

CLOTHING

- Shorts
- Shirts
- Bathing Suit (one piece for female staff & no speedos for male staff)
- Jeans/Long pants
- Underwear
- Socks
- Khaki shorts for check-in
- Pajamas
- Rain gear
- Sweatshirt or light jacket
- Closed toe sturdy shoes
- Flip flops/ water shoes
- Hat
- Tie-dye or white shirt to tie-dye
- Clothes to wear outside of camp (remember that you are always representing camp & never know when you will see a camp family)

OPTIONAL ITEMS

- Watch
- Backpack
- Sunglasses
- Flashlight
- Pen/pencil/paper
- Alarm Clock
- Bug spray
- Musical Instruments
- Favorite appropriate books to share with campers
- Games
- Cabin decorations
- Costumes



Can I have visitors while I am at camp?

No visitors are permitted during your working time at camp, however we are very close to many restaurants and parks where you can meet with friends or family on your off time. If needed please reach out to camp directors for any on-site visitor approval.

Whom do I talk to if I need help?

The Leadership team will be a great resource for all staff. We ask that you are proactive and involve the leaders early so they can help you have a great experience. Jared, Letha, Steve and the rest of the program and admin senior staff are also here to support you.

What if I have more questions?

Please call the office at 785-257-3221 or send Jared an email at jcausby@rockspringsranch.org. With questions or with available times to set up a video chat.

When do we get paid?

Staff are paid every other Friday (so once every two weeks). When completing your staff paperwork we will ask for information for your bank account as all checks will be directly deposited.

What paperwork do I need to complete once hired?

In early spring, we will send out an email with information about required paperwork. You will log back into your [CampInTouch](#) account to complete all paperwork.

- Staff Contract
- Affirmation of Drug & Alcohol Testing (staff will be tested after arrival to camp)
- Background Check Release
- Employee Handbook Acknowledgment
- ACA Voluntary Disclosure
- Health History
- Tax Forms (will need passport or license/social security card)
- Payroll Direct Deposit Form

SPECIFIC TO INTERNATIONAL STAFF

Will I have a ride to camp from the airport?

Yes, transportation is available from Kansas City (MCI) or Manhattan (MHK). Kansas City is a larger airport though so it tends to be where most international staff fly in from. Once flight information is confirmed be sure to let Jared or Letha know so they may coordinate those pick ups. We will also coordinate drop offs after the summer camp season. Drive time from Kansas City Airport to Rock Springs Ranch is 2 hours 15 minutes. Manhattan Airport to Rock Springs Ranch is 30 minutes. We ask that international staff arrive no more than 3 days prior to their first day of training.

Will the payment I would receive reach me at the end of the camp? How will the payments be?

Staff are paid every other Friday (so once every two weeks). We pay international staff on a debit card that you can use in the USA. It also works in other countries but most staff either transfer their money to their home account or withdraw the money at the end of summer.

I'm getting \$1,800 over 9 weeks; but, from May 29th to July 14th there are 7 weeks. So, where do those two other weeks come from?

If you are interested in coming in early and doing specialty training then your 9-week contract would begin on May 22. If not it would begin May 29. July 14 may be the last day of traditional camp but we have additional work with groups after that date and will still need staff on site to help.

Any additional days beginning after your 9 week contract you would be paid \$46 a day. This means you would work at the end of summer with non-camp groups to cover your 9 week contract.