

STAFF HANDBOOK 2024



CONTENTS

Welcome!	Page 1
About Camp, Our Mission, & Inclusion Statement	Page 2
The Cabins	Page 3
Camp Map & Support Staff Housing	Page 4
Meet the Admin Team	Page 5
Summer Staffing Structure	Page 6
Next Steps	Page 7
Understanding your Paperwork	Page 8
Staff Packing List	Page 9
Packing for Camp Special Considerations	Page 10
Preparing to Travel & Getting to Camp	Page 11
Staff Training	Page 12
Camp Life	Page 13
Time Off	Page 14
Daily Schedule for Counselors	Page 15
Daily Schedule for Support Staff	Page 16
How You'll be Paid	Page 17
Post-Camp	Page 18
Song Lyrics	Page 19
More Song Lyrics	Page 20
Theme Night Schedule	Page 21
Contact Information	Page 22

WELCOME TO THE TEAM!



Welcome to YMCA Camp Mohawk's staff team! We are so excited for you to join us this summer at the Best Camp in the Land! We hope you know how fun, meaningful, and rewarding this summer is about to be.

As a Mohawk staff member, you will not only have the opportunity to serve these girls & young women, but you'll be able to grow, learn, make friends, and have the summer of a lifetime as well.

We hope you're as excited as we are!

This summer may be a challenge, but kids need camp more than ever and Camp Mohawk is here to help these girls come back strong and better than ever.

This is where you come in.

As a Camp Mohawk staff member, your job is to create a happy, healthy and safe environment, designed to help girls grow and thrive in our ever-changing world. With your guidance, we can help these awesome campers become stronger, more confident, and independent individuals.

You have been selected to join our team because you are the best of the best. You've filled out an application, submitted references, interviewed, attended Zoom calls, and it all comes down to the fact that you were the best person for this job. Congratulations, and thank you for taking the time and committing to work with us to create the greatest summer ever. We've created this guide to help you feel prepared for camp this summer.

In the following pages you'll find general information about camp, the type of cabin you could live in, what you need to pack, which train to take, how you'll be paid, who to call when, and more. If you have any additional questions, as always, we're happy to help. Happy reading, and we'll see you this summer!



ABOUT CAMP MOHAWK

YMCA Camp Mohawk, established in 1920, serves girls ages 7 to 15 at its beautiful site in Cornwall, CT. Girls can attend for as short as one week, or all summer. Camp Mohawk offers girls a place to discover personal strength, become more confident, and develop an enhanced sense of self.

Camp Mohawk provides an opportunity for girls to enjoy the friendship of other girls, the leadership of positive female role models, and the growth that occurs in an accepting atmosphere. The community at Camp Mohawk lets girls be girls, free from the worry or concern about how boys may perceive their looks, their actions or their ideas. Camp Mohawk serves roughly 200 girls per session from all over the world. Campers at Mohawk reflect a variety of faiths, backgrounds, and nationalities.



OUR MISSION

The primary purpose of YMCA Camp Mohawk is to provide rich and diverse group outdoor experiences for girls and young women in pursuit of developing character, leadership and values in accordance with traditional YMCA Principles.

MOHAWK WELCOMES YOU

We welcome all girls of any race, faith, sexual orientation, ethnicity, or socio-economic status. Our culture encourages respect, belonging and equal treatment of all its members. We are committed to providing a space that feels safe and supportive to all members of our community.

THE CABINS

Mohawk has 24 camper cabins, broken down into 5 age-based units. There are 4-5 cabins of girls per unit, and each cabin has 7-10 campers and 2 counselors. Counselor units are assigned during staff training based on personality, co-counselor relationships, skillsets, and age. We do try to assign counselors based on your preference as well, but cannot always guarantee that you'll be placed in your first choice cabin. We ask that you keep an open mind and try to see the best in every unit!

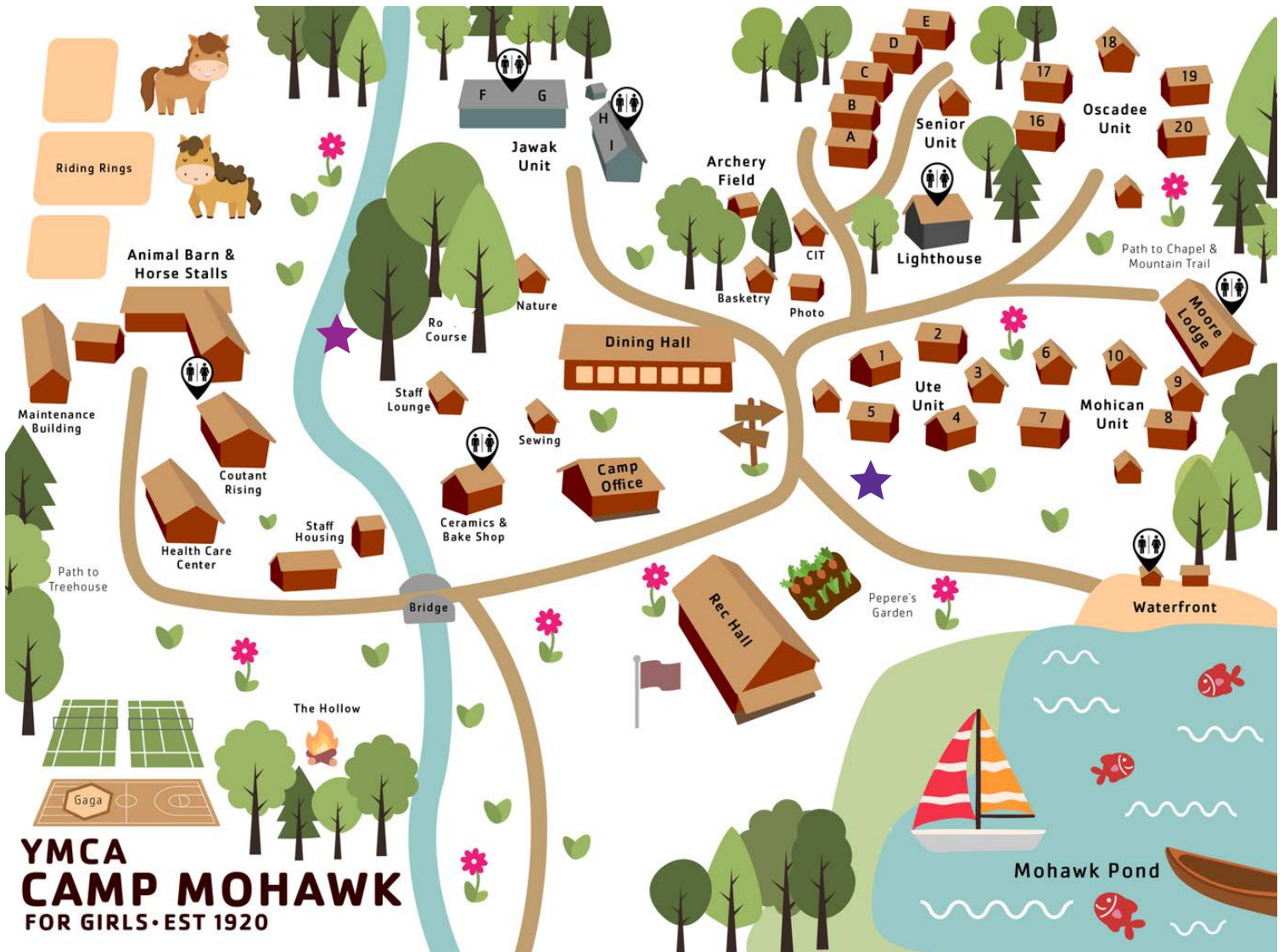
Support staff are placed in housing either on the West Side of camp, or in separate cabins throughout camp. Support staff (including unit leaders) do not live in cabins with campers. All cabins have electricity, including at least one outlet for charging your electronics. Some cabins also have bathrooms. Those that do not have bathrooms are in close proximity to the Lighthouse, our central shared bathhouse.



CAMPER CABIN BREAKDOWN

Unit	Camper Ages	Number of Campers	Number of Counselors
Jawak	7-10	9	2
Ute	10-12	8	2
Mohican	12-13	9	2
Oscadee	13-15	9	2
Senior	14-15	7	1

CAMP MAP



YWCA
CAMP MOHAWK
 FOR GIRLS • EST 1920

SUPPORT STAFF HOUSING

- ★ **Coutant Rising:** Dorm style housing for female support staff including kitchen staff, day camp counselors and nurses. Houses up to 16 staff, has private and communal bathrooms, and a common area.
- Boys' Cabin:** Cabin style housing for male support staff, including kitchen and maintenance staff. Houses up to 4 and has a private bathroom and shower.
- ★ **Unit Leader Cabins:** Small private cabins for Unit Leaders, located within each unit. Houses 1 staff member (except for Mohicans). No bathrooms (except for Mohicans), but centrally located with easy access to cabin restrooms or Lighthouse.

MEET OUR ADMINISTRATIVE STAFF



PATRICK MARCHAND, CEO

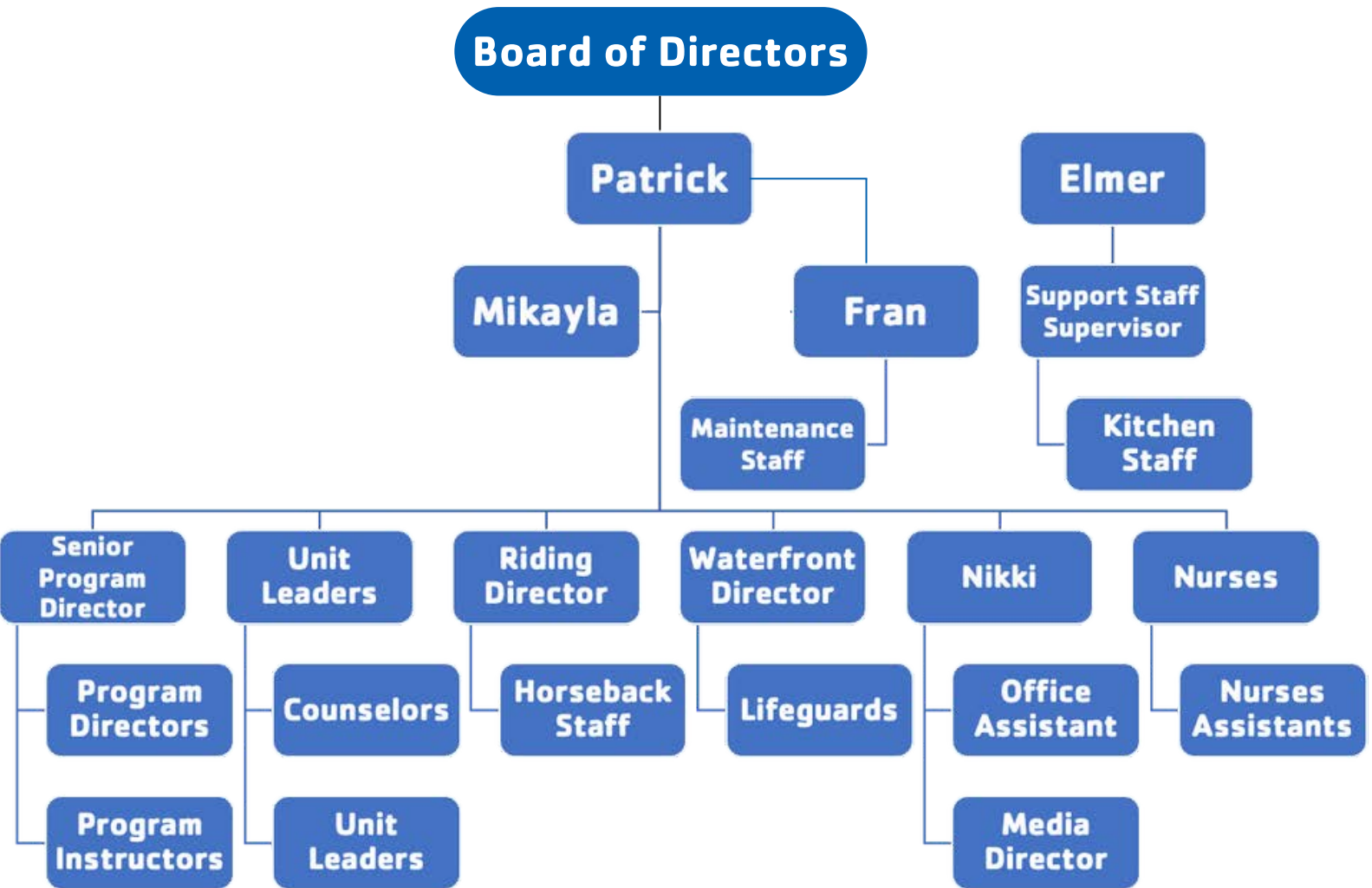
Patrick's family has been with Camp Mohawk since 1988, when his father, Fran, was Mohawk's CEO. He became our Camp Director in 2009 and in 2018, Mohawk's CEO. Patrick still works as the Camp Director throughout the summer, overseeing all staff, activities, and all things camp. Patrick and his family live at camp during the summer and his girls enjoy our overnight and day camp programming. During the day, Patrick can be found enjoying Mohawk and overseeing the daily aspects of camp.

MIKAYLA HARTMAN, ASSISTANT DIRECTOR

Mikayla has been with Camp Mohawk since 2007, started on staff in 2015, and started full time in 2021. She has been a camper, CIT, counselor, Unit Leader, Senior Program Director, and now, our Assistant Director. Mikayla is in charge of staff recruitment, hiring and training, oversees all programming, our Program Directors, CIT Director and program, our senior programming, and transportation. During the day, Mikayla likes to join in the with campers in their activities, and does her best make sure everyone, campers and staff, is having the greatest camp experience.



SUMMER STAFF STRUCTURE



YOUR NEXT STEPS



International Staff

Once you are offered a job at Camp Mohawk and accept it, the following steps will be taken:

1. We will place you on your agency's website.
2. Your agency (CampAmerica, Camp Leaders, IENA, CCUSA, etc.) will transfer your information from their system to our online platform, CampInTouch. Once they've done so, we'll publish your contract to your CampMinder account. You'll receive an automated email from us letting you know that it's ready, and you'll be able to access your CampMinder account, where your contract, job description and personnel policy will be listed. You'll need to read all of these materials carefully.
3. You'll need to sign your contract, which can be done right on CampMinder. You may also need to upload your contract to your agency's website. Your agency cannot process your DS2019 until they have your contract for the summer.
4. We'll add you to our Facebook group (Camp Mohawk Staff 2024) so that you can stay up-to-date on news, and get in touch with other summer staff.
5. You'll work with your agency to set up your appointment at the consulate for your J1 Visa. You'll also work with them to book your flights (this depends on your agency— most will book your flights for you, be sure to confirm this with whoever you're working with). If your agency is NOT booking your flight, please be sure to reserve a flight to JFK in New York City.
6. You may be required to attend an orientation in your home country with your agency.
7. Complete all necessary paperwork by May 1st (see next page).
8. Email Mikayla (mikayla@campmohawk.org) with any questions.
9. Get excited for camp!

American Staff

Once you are offered a job at Camp Mohawk and accept it, the following steps will be taken:

1. We'll publish your contract to your CampMinder account, which is where you applied for this job. You'll receive an automated email from us letting you know that it's ready, and you'll be able to access your CampMinder account, where your contract, job description and personnel policy will be listed. You'll need to read all of these materials carefully.
2. You'll need to sign your contract, which can be done right on CampMinder
3. We'll add you to our Facebook group (Camp Mohawk Staff 2024) so that you can stay up-to-date on news, and get in touch with other summer staff.
5. Keep an eye out for upcoming events at camp that you can attend or work. There are plenty of opportunities in the spring & fall for local staff, including Spring Work Day, Open House, and prep for summer!
6. Complete all necessary paperwork by May 1st (see next page).
7. Email Mikayla (mikayla@campmohawk.org) with any questions.
8. Get excited for camp!



YOUR PAPERWORK

The following paperwork is required for all Camp Mohawk staff. We will email you a login to your CampMinder account, where you'll be able to upload all of your forms & documents. Please note that international staff may have additional forms that are required by your agency.

Due May 1st:

- 2024 Connecticut W4 (See below for instructions)
- 2024 Federal W4 (See below for instructions)
- ACA Voluntary Disclosure Form
- Emergency Contact Information
- Up-to-date physician's exam (For international staff: your medical form from your agency is perfectly fine)
- Direct Deposit (American staff only, optional)

W4 Form Directions for International Staff:

CT and Federal W4 forms are required for all staff, regardless of citizenship status. If you are an international staff member, please follow these instructions for completing your W4:

While on the Camp Exchange USA program you are classified as a non-resident alien, which means that the standard instructions on the form do not apply. Use the following instructions when completing the W-4 Form:

- Personal Allowances Worksheet: Ignore this section.
- Box 1: Enter your personal information, including the address of your camp.
- Box 2: Enter your Social Security number (SSN). If you have applied for but not yet received this number, write "applied for." Provide your SSN to your camp once you receive it.
- Box 3: Check or write "single," regardless of actual marital status.
- Box 4: Leave blank.
- Box 5: Enter "1." There are no exceptions to this.
- Box 6: Write "NR" to indicate your non-resident alien status.
- Box 7: Leave blank. Non-resident aliens cannot claim "exempt."
- Boxes 8-10: Leave blank.

Sign and date the form.

As with the federal W-4, the state W-4 is a tax form. However, the state W-4 determines the amount of state tax to be deducted from your paycheck. Although it may look different from the federal W-4, it asks for the same information and should be completed as above.

This information is provided by CIEE specifically for those working under a J1 Visa.

STAFF PACKING LIST

Now that you've gotten the boring (but important!) things out of the way, it's time to get excited for camp. Below is a packing list, as well as some considerations for your specialties:

Clothing

- 8-10 t-shirts
- 6-8 pairs of shorts
- Closed toed shoes (ie. sneakers, Crocs)
*Crocs are a HUGE part of Mohawk culture
- 14+ pairs of underwear
- 2 sets of pajamas
- 2 sweaters or sweatshirts
- 2 long sleeve shirts
- 2 pairs of long pants
- 14+ pairs of socks
- 1 raincoat (required)
- 2 bathing suits
- Rain boots
- Theme night outfits
- Dress clothes (mass and/or banquet)

Toiletries

- 4 towels (shower & beach)
- 2 wash cloths or loofa
- As needed (no glass containers):
 - Hairbrush
 - Shampoo
 - Conditioner
 - Soap
 - Deodorant
 - Toothbrush
 - Toothpaste
 - Detangling spray
- Shower caddy
- Shower flip flops (for beach too!)

Bedding

- A standard footlocker trunk, a large container, duffel bag, or suitcase
- Twin sheets
(Mattress is 4" x 29" x 74")
- 1 sleeping bag or heavy blanket
- 2 light blankets
- 1 pillow
- 2 pillowcases

Extras

- Reusable water bottle (MUST HAVE)
- 2 flashlights with batteries
- 1 laundry bag with camper's name
- Bug spray
- Sunscreen
- Pre-addressed, stamped envelopes, paper, and pen
- Phone charger & adapter
- Legal ID (Passport, Driver's License, etc.)
*Required for i9 paperwork during staff training
- Stationary for banquet notes
- Snacks in a sealed container
- Anything else you don't want to forget:

Optional

- Books or magazines
- Camera
- Battery operated fan
- Personal sports equipment
- Musical instrument

PACKING FOR CAMP

Special Considerations:

Uniforms: You will not have a uniform while at camp, but we do ask that you dress appropriately for your job. We will require that you wear your provided staff shirt on check-in and check-out days.

Horseback & Farm Staff: You may bring your own boots if you'd like to wear them in the ring. It often gets muddy and sneakers/trainers can get pretty gross while teaching! You may want to wear a hat as well, as there is very little shade in the riding rings.



Lifeguards: We recommend that you pack extra swimsuits for your time at the waterfront. You should also bring sunglasses, extra towels, and goggles.

International staff: We will provide sheets, blankets, and pillows. You will need to bring your own towels. We recommend that you bring plug adapters for any electronics you bring. We find that many international staff find American tea and chocolate sub-par, so you may want to bring your own (and any extras for us if you're feeling generous :)) You will have to opportunity to go shopping at the end of your first week at camp. Many international staff pack just enough of the essentials to get to that first Friday when you can go to Target/Walmart! We have laundry facilities on camp where you'll be able to do your washing up

Support Staff: We recommend that our support staff dress comfortably. Maintenance men should wear work boots or sneakers, and kitchen staff should also plan to wear sneakers or other closed-toed shoes.

Weather: Typically, summers are pretty warm in July. During the first week or so, and toward the end of the summer, it does get chilly, especially at night. Keep this in mind when you pack! We will have extra blankets available if you do get cold, but be sure to pack enough sweatshirts, jackets or long-sleeve shirts. The past couple of summers, we have had a heat wave, with high temperatures and loads of humidity. We do provide sunscreen, water, and popsicle breaks, but we recommend packing a hat, lightweight comfortable clothing, and a reusable water bottle for times like this.

Theme nights: Theme nights are a super popular tradition here at Mohawk (more information on this later in this guide), and we do require that counselors dress up. Many of us on staff find that bringing accessories that can be worn for several theme nights is super helpful. You will have access to program supplies in our office, and arts & crafts supplies to make your costume great! There's no need to pack a ton of fancy dress clothes if you don't have the room for it. You will also be able to stop at Walmart, Target, Goodwill, TJ Maxx, etc. if you would like to buy some more supplies for theme nights, but it is not required.



PREPARING TO TRAVEL

Before you make the journey to camp, please do the following:

1. International staff: you should be flying into JFK in New York City if possible. Be sure to confirm this with your agency.
2. Complete the arrival information survey so we know when to expect you. This is important so we can be sure to pick you up from the train station, prepare your bedding, give the kitchen an accurate number for meals, etc.
3. Email Mikayla your flight numbers and arrival time so we can track your flights and make sure they'll be on time. We'll also be able to connect you with other Mohawk staff on the same flight to the US, or train to camp!
4. American Staff: Directions to camp are listed on our website. If you plan on bringing your car to camp, please list this on your Emergency Contact form. If using GPS, Google Maps or Apple Maps, please use the following address:

YMCA Camp Mohawk
246 Great Hill Road, Litchfield, CT 06759

GETTING TO CAMP

1. Before you travel – please put Mikayla's phone number into your phone: 1(203) 870-5280.
2. As mentioned above, we recommend flying into JFK, but you can also book a flight to either LGA or. EWR. After clearing immigration, baggage claim and customs, you'll need to take public transport to Grand Central Terminal.
3. To travel from JFK, once you are through immigration, you will follow the signs for 'Ground Transportation' toward the AirTrain. Take the AirTrain going toward Jamacia Station (the red line). Once you get off the AirTrain, you will need to pay to enter Jamacia Station. You can use a contactless method or buy an AirTrain exit ticket at the ticket kiosks.
4. Next, you will board an LIRR train toward Grand Central Station. I would recommend downloading the 'MTA TrainTime' app. On the app, you can purchase your tickets and see live updated train schedules. Otherwise, you will need to buy a ticket at the kiosk.
5. Once you get into Grand Central, you will need to head upstairs to the Main Concourse. After you are upstairs, board a train toward Wassaic Station. If you have the app, you will be able to see which track the train is leaving from ahead of time. Some trains will go direct to Wassaic Station, but most will have you stop at Southeast Station to change.
6. As soon as you know your train time to Wassaic Station, please text Mikayla so she can organize pickup.
7. We will have someone pick you up from Wassaic Station!

A FEW TIPS

1. If you are flying with a friend, a taxi is another good option. It is roughly \$65 to take a taxi/Uber from JFK to Grand Central, but it is much easier to just load your luggage up into a taxi than through the public transport.
2. We need proof of receipts for all tickets for reimbursement. This means you either need to keep your physical receipts for your tickets or screenshots on the MTA app or through your bank. Any screenshots can be emailed to info@campmohawk.org.

Please call Mikayla at 1 (203) 870-5280 or Patrick at (860) 480-2017 with any issues.

CAMP LIFE



Below is some information regarding your life at camp! Returning staff will also be helpful in answering other camp-life specific questions.

WiFi: WiFi is not available in camper cabins, but is in Coutant Rising (Support Staff), the Chef's Cabin (Office Staff), and the Infirmary (Nurse & Nursing Assistant). Counselors have access to WiFi in the staff lounge during their time off, in the Rec Hall for activities that require internet for music (i.e. Drama Production) and in the office for any printing needs.

Cell Phone Service: Cell phone service is spotty at camp. Verizon and AT&T tend to have the best service. With Facetime being as big as they are now, we find that this doesn't become a huge issue for staff, especially since you may only use your phone during your time off, when you tend to have access to WiFi. International staff, if you plan to travel after camp we do recommend an international SIM card. If not, most staff get by just connecting to WiFi when necessary.

Meals: Camp Mohawk will provide all meals, excluding dinner on changeover when you'll be off camp. At every breakfast, cereal and fruit are available in addition to our main meal. At lunch and dinner, we always have a salad bar, and a vegetarian and/or gluten free option if necessary. Examples of common meals at camp are pancakes with blueberries & syrup for breakfast, make your own tacos for lunch, and chicken & veggie stir fry with rice for dinner. We also have dessert each night, and juice, milk, coffee and tea available throughout the day. If you have any dietary restrictions, please inform Mikayla by June 1st so that we can be sure to accommodate your needs at meals.

Laundry: Laundry facilities are available on-site for all staff on a rotating basis. You'll have the opportunity to sign up for a laundry day during staff training. We also send laundry out for our campers each Monday, and it is returned washed, dried and folded the following day. The cost is \$10.50 for the first 10 pounds, and \$0.85 for each additional pound after.

Weather: The weather here at Mohawk changes somewhat drastically between June and August. In the first weeks at camp, the nights tend to be chilly, but the days can get very warm. We'd recommend preparing for both hot, humid weather, and some chillier nights.

Showers: Counselors will be able to shower during their free time in our communal bathhouse, The Lighthouse. Each shower has a door that locks, a changing area with a bench and hooks, and an additional shower curtain. Support staff cabins (excluding unit leader cabins) have shared showers within their buildings.

Bedding: All staff beds, unless noted otherwise, are twin-sized. We do provide bedding for those who fly to camp, but if you are driving, please pack enough bedding for the summer.

Keep in mind that it can get cold at night, especially during staff training and Session 5.

STAFF TRAINING



For a full week before camp begins, we have a mandatory staff training for all junior counselors, counselors, and support staff. The following specialties do require a training prior to all-staff training:

1. **Unit Leaders:** Unit Leader training will begin at 1PM on June 10th. Your training will focus on being a strong leader & supervisor to the counselors in your unit, planning unit activities, finalizing staff training, and preparing your unit for the summer.
2. **Lifeguards:** Lifeguard training will begin June 11th in 2024. During this week, you'll learn necessary life-saving, first aid, and CPR techniques, take your written and practical certification tests, and receive your lifeguarding qualification.
3. **Horseback & Waterfront:** If you will be working on the waterfront and do not need lifeguard training, or if you will be working at the barn, you'll attend a day-long training on June 15th, beginning at 9AM.
4. **Boating, Ropes, or Archery:** If you will be teaching any of these activities, you'll have a separate training during the week prior to all-staff training. The dates for these trainings are specific to the certification you'll need. If you're unsure about which date you'll need to arrive, please contact Mikayla.



All-staff training is a combination of hands-on training, lesson & activity planning, and activities designed to help you bond with other staff and feel prepared for the summer. You should be prepared to sit through workshops and get outside to run around. A notebook may be helpful in preparing you for the summer. Topics we will cover in staff training include:

- How to handle camper homesickness
- Emergency procedure
- How to write a lesson plan
- Making parent phone calls
- Conflict Resolution
- Your daily schedule
- And so much more!

TIME OFF

Each day, counselors & support staff will be given certain periods of time off to shower, go to the staff lounge, prepare for their activities, relax, etc. Counselors will have 1 of the 5 activity periods off, and support staff will have their schedules determined by the support staff supervisor. While this is your time off, you may be asked to take a few minutes to make a parent phone call, meet with a supervisor, or prepare for your cabin activity. This is so that, during your instruction time, you can focus on teaching your activity.

Siesta: Siesta is a time each day when all campers return to their cabin to relax, write letters, read a book, etc. During this time, one counselor must be in the cabin. The other counselor may go to the staff lounge or take this time off. You and your co-counselor will be responsible for divvying up this responsibility.

Night time: From 10–11:30pm, once all of your campers have gone to bed, you'll be able to leave your cabin to take time off. Again, one counselor must be in the cabin with your campers, and it will be your responsibility to work with your co-counselor to decide who will be off when.

Your day off: Each week, you will get a full 24-hours off to leave camp, go shopping, out to dinner, to local events, etc. Changeover occurs between sessions, and you'll have from 11:15AM on Saturday to 11:15AM on Sunday off. Other days off are typically 5:30PM Fri- day to 5:30PM Saturday, or 5:30PM Saturday to 5:30PM Sunday. Our driver will bring you into town in Torrington, typically around 6PM. Along with the other staff on their day off and the driver, you will decide on a pickup place and time, no later than 12:30, to meet and return to camp. If you do not make it to this pickup, it is your responsibility to get back to camp. Ubers and cabs are available, but can be pricey. Please note that you are representing Mohawk, even when you are off-camp. Please act accordingly.

Day off reminder: The legal drinking age in CT is 21. Even if it is legal for you to drink in your home country, you must follow local laws. If you do choose to drink underage, your employment at Camp Mohawk will be terminated immediately.

Popular places to visit in Torrington:

- Target
- Salt 2.0
- Sasso's
- Panera Bread
- TJ Maxx
- Walmart
- 99
- Fast Food: Taco Bell, McDonalds
- Apple Cinema, Warner Theatre
- Peaches & Cream Ice Cream



DAILY SCHEDULE: COUNSELORS



Time	Activity	Responsibilities
7:20	Reveille	Wake up campers, get ready for the day
7:45	Slingers	Slingers head to the dining hall, everyone else on the porch ready for breakfast
8:00	Breakfast	Take attendance, make sure your campers are eating, be mindful of allergies and medications, chat with campers
8:30	Cabin Cleanup	Campers clean the cabin, you clean your area, make sure all campers know their schedule
9:00	Activity Period 1	Split to teach activities, campers go to electives
10:05	Activity Period 2	Teach activities, campers in electives
11:10	Activity Period 3	Teach activities, campers go to electives
12:15	Slingers	End of Period 3, slingers go inside the dining, everyone else wait outside
12:30	Lunch	Follow Meal Procedures
1:00	Siesta	Camper chill time to write letters, make friendship bracelets, etc. One on, one off
1:55	Activity Period 4	Teach activities, campers in electives
3:00	Cabin Activity	Lead activity for the girls in your cabin
4:00	Optional Rec	Responsible for "on duty" location, lifeguards to waterfront
5:00	End Optional Rec, Back to Cabins	Get yourself and campers ready for dinner & theme night
5:15	Flag	Theme night judging, Color Guard responsibilities as assigned
5:30	Dinner	Follow Meal Procedures
6:10	Store, Free time, Mail	Collect camper mail, Prep for evening program
6:50	Evening Program	Either cabin activity, unit activity or all-camp activity
8:30	End Evening Program, Back to Cabins	Lead fun factors & devotions, bedtime routines
9:20	Taps	Start of lights out for youngest unit
10:00	Lights Out, Start of Counselor Free Time	All lights out, one-on, one-off in cabins until 11:30
11:30	Staff Curfew	All staff must return to cabins

DAILY SCHEDULE: SUPPORT STAFF

The daily schedule for support staff is dependent on your specific role. However, some things are universal for all roles here!

You should plan on a 10-hour work day. For many of you, this may look like a 7AM–9PM schedule, with several breaks during the day.

Kitchen Staff: There is a rotating schedule that will include some days waking up early to prep for breakfast, and other days working late to help with cleaning work. Your specific schedule will be set by the Chef and Support Staff Supervisor, who will ensure that hours and responsibilities are evenly divided among the crew. One major difference from the counselor schedule is your meals. Because we serve all meals family style, and we feed all 210 campers at the same time, you will eat your meals after the full camp meal time. You'll have time to sit down with other support staff, often including the office assistant or media director, and relax and enjoy your meal without rushing to complete any kitchen work.

Maintenance Staff: The bulk of your main responsibilities begin after breakfast. However, there are times when there may be early morning responsibilities, such as check-out day when luggage must be brought to the ball field. Your schedule will be set by the maintenance director, and will include several breaks throughout the day.

Horseback Staff: Your day begins earlier than most, as the horses need to be let in from the pasture at 6:30AM. However, your day also wraps up earlier than most, often completing necessary chores & responsibilities by 7PM. You will work together with the Senior Program Director to create a schedule that allows for ample downtime.

Office Staff: Between the administrative staff, Office Assistant, and Media Director, the office must be covered from 7AM until 10PM during camp's busy season. Together, we will work to create a schedule that allows all office staff to complete their tasks, attend at least one full-camp meal per day (as opposed to 2nd shift meals), and provide adequate office coverage.

Nurses: Your schedule aligns pretty closely with the counselor schedule. Medications and sick call follow every meal, and evening meds are from 8:30–9:20, at which point you'll be able to wrap up your evening, unless you have campers overnight in the Health Center.

HOW YOU'LL BE PAID

American Staff:

American staff will be paid biweekly via check or direct deposit based on the salary listed in your contract. If you would like to be paid via direct deposit, please submit the direct deposit form along with a voided check to info@campmohawk.org or on your CampInTouch account.

Any additional remuneration (i.e. referrals) will be added to your final paycheck.

If you take extra time off during staff training for graduation, final exams, school, etc. your total pay will be reduced based on the number of days you miss. If you have any questions about how this will affect your pay, please contact Patrick.



International Staff:

All international staff will be paid via Cards by Cliq, a pre-paid card that we'll load with your salary every other week. Your salary will be determined based on the requirements by your staffing agency. If you work any additional weeks on top of your base contract, you will be paid according to our employment pay scales. Direct placement returners will be paid according to our employment pay scales. If you have any questions about how you'll be paid, please contact Patrick.

POST CAMP

On the final check-out of camp, there will be a full day of clean up for cabins, program areas, staff lounge, staff housing, and more. After we finish cleaning, organizing and taking inventory, we host a staff party, where we'll celebrate another summer in the books! You are welcome to stay the night here at camp following the staff party and head out for wherever you're off to next the following day.

If you're traveling post camp: We will be happy to give you a ride back to the train station at the end of your time at camp! We'll ask during Session 4 that you pass along your travel details so we can be prepared. If you're international, your Visa typically ends roughly 2-4 weeks after your last day at camp. Below are some locations within a 4(ish!) hour drive of Camp Mohawk:

- New York City
- Boston
- Cape Cod
- Lake George, NY
- Newport, RI
- Stowe, VT
- Ocean City, NJ
- And so many more fun places!



If you'll be sticking around, and are interested in working our fall groups, please see Mikayla! We have plenty of opportunities for fall work, including the Alumni Weekend, Mother Daughter Weekend, Women's Wellness Weekend, and more. We will announce dates for possible employment throughout the summer as well!

We'll begin hiring for 2025 at the end of the summer, so be sure to keep an eye out for the staff application!



★ We are right here!

SONG LYRICS

We sing Grace at the beginning of each meal as a camp. If you choose not to, we ask that you remain standing respectfully until Grace has finished.

BREAKFAST GRACE

Morning is here
The board is spread
Thanks be to God
Who gives us bread
Amen



LUNCH GRACE

Oh, the Lord is good to me,
And so I thank the Lord
For giving me the things I need
The sun, and the rain and the
Apple seed
The Lord is good to me.
I wake up in the morning
As happy as can be
Because I know the Lord will care
My apple seed will still be there
The Lord is good to me
Hallelujah, Amen.

DINNER GRACE

Evening is here
The board is spread
Thanks be to God
Who gives us bread
Amen



MOHAWK FIGHT SONG

We're Mohawkers born
And Mohawkers bred
And when we die
We're Mohawkers dead
So rah rah for Mohawk
Rah rah for Mohawk
Rah rah for Mohawk camp.
Come on you Mohawk girls
Lets fall in line
We'll find a trail and hike it
Anytime
For swimming and canoeing
Aye aye aye
For Camp Mohawk and all its sports
We are we are we are
For camp camp camp camp
All the time
And to good health we all
Will quickly climb.



We stand for fair play
Square play shish kumba
Hoorah, hoorah, hoorah
Oh as we go hiking
Can't you hear the bugle P-L-A-Y
You'll hear them shouting,
"The girls from Mohawk Camp are
on the way!"
Each year we come to Mohawk
There's always something new
Most everybody likes it here
We hope you like it, too.
Oh as we go hiking
Can't you hear the bugle P-L-A-Y
You'll hear them shouting,
"The girls from Mohawk Camp are
on the way!" Hey!

SONG LYRICS

EVENING CIRCLE

Tell me why
The stars do shine
Tell me why
The ivy twines
Tell me why
The sky's so blue
Tell me oh Mohawk
Just why we love you

Because God made
The stars to shine
Because God made
The ivy twine
Because God made
The stars so blue
God made old Mohawk
For me and for you

I do believe
That God above
Created you
For me to love
And picked you out
From all the rest
To be the one camp
That I love the best.

Day is done
Gone the sun
From the lakes
From the hills
From the sky
All is well
Safely rests
God is nigh.

ALL TOGETHER AGAIN

We're all together again,
We're here, we're here.
We're all together again,
We're here, we're here.
And who knows when
We'll be all together again,
Singing all together again
We're here, we're here!



GONK GONK

"Gonk gonk" said the little green froggy,
"Gonk gonk" said the lady froggy, too.
"Gonk, gonk" said they both together,
And their eyes went woo, woo, woo.
And they kissed each other (kiss, kiss)
Just like little froggies do.
And he said "goodbye" and she said "oh my."
"Gonk, gonk," (kiss, kiss) "I'm coming too!"

THE DONUT SONG

Well I went to the donut shop to see what I could eat,
I was so so hungry from my head to my feet
So I picked up a donut and I wiped off the grease,
And I handed the lady a 5-cent piece
Well, she looked at the nickel and she looked at me,
And she said "Hey Sonny, can't you plainly see?
There's a hole in the nickel and it goes right through."
I said, "Hey there's a hole in the donut too!
Thanks for the donut, toodle-loo."

JUST A BOY AND A GIRL

Just a boy and a girl in a little canoe, With the
moon shining all around.
And they talked and they talked 'till the moon grew
dim,
And he said you better kiss me or get out and swim.
So whatcha gonna do in a little canoe, With the
moon shining all a-
The girl paddling all a-
The boy swimming all around.

THEME NIGHT SCHEDULE

	Session 1	Session 2	Session 3	Session 4	Session 5
Monday	P Party	P Party	P Party	P Party	P Party
Tuesday	Wild West	Twin Dinner Tuesday	Granny Dinner	Twin Dinner Tuesday	Animal Dinner
Wednesday	PJ Breakfast	Counselor Appreciation & Mohawk Mania	PJ Breakfast	Counselor Appreciation & Mohawk Mania	PJ Breakfast
Thursday	Unit Night: Decades	Unit Night: Colors	Unit Night: Animals	Unit Night: Holidays	Dress Your Counselor
Friday	Barbie Party	80's Night	Crazy Hair Night	Disney Dinner	Banquet THE END
Monday	Crazy Hair Night	Mismatch Monday	Tie Dye Dinner	Hawaiian Luau	
Tuesday	Dress Your Counselor	Dress Your Counselor	Dress Your Counselor	Dress Your Counselor	
Wednesday	Support Staff Appreciation & Mohawk Mania	PJ Breakfast	Support Staff Appreciation & Mohawk Mania	PJ Breakfast	
Thursday	Patriotic Day	Neon Night	Disco Dinner	Nerd Night	
Friday	Banquet	Banquet	Banquet	Banquet	

CONTACT INFORMATION

GENERAL CONTACT INFO

Main Phone: (860) 672-6655
Website: campmohawk.org
Email: info@campmohawk.org
Mailing Address: PO Box 1209
Litchfield, CT 06759



PATRICK MARCHAND

Cell Phone: (860) 480-2017
Email Address: patrick@campmohawk.org

MIKAYLA HARTMAN

Cell Phone: (203) 870-5280
Email Address: mikayla@campmohawk.org



LOCAL AUTHORITIES

In an Emergency, call 911
State Police: (860) 626-7975