

## THE OVAL DAY CAMP

### Who We Are

The OVAL is a Girl Scout day camp owned and operated by Girl Scouts Heart of New Jersey (GSHNJ) for girls between the ages of 5 and 15 (K-10). We offer girls the chance to explore and discover the out-of-doors while challenging them with new and unique opportunities to learn, grow, and develop friendships.

### What We Do

We provide general and specialized programs each week where campers are grouped according to their grade level. All programs are badge driven, but also camper led. Camp activities include art and crafts, field games, archery, team-building, activities, hiking, cookouts, outdoor skills activities, all-camp activities, and overnights.

### Where We Are Located

The OVAL is located on the edge of the South Mountain Reservation on West South Orange Avenue in Maplewood, New Jersey. Our facilities include rustic cabins with screened porches, electricity, cold running water, indoor bathrooms, an archery range, low ropes challenge course, campfire circle, outdoor grills, and a sports field.

## SUMMER DAY CAMP OVERVIEW

*Subject to change depending on needs – any changes will be communicated to hired staff.*

### Our Staff

Our staff is comprised of high school students, college students, teachers, and other mature adults who are interested in working with girls in a camp setting. Many staff members are experienced campers who having been coming to camp for years. Some of our staff are life-long Girl Scouts, while others become members of Girl Scouts for the first time. Girl Scouts Heart of New Jersey is an equal opportunity employer.

### When is Camp?

Camp will run for six full week sessions beginning Monday, July 7 and ending on Friday, August 15. Core camp hours for campers are from 9:00 a.m. to 4:00 p.m. Monday – Friday. Staff may be able to participate in Before (7:30 am – 9 am) and/or After (4 pm – 6 pm) Care which extend the camp day for campers in need and provide additional compensation for staff. Staff may also ride the bus to and from camp and may act as bus counselors for additional compensation.

### Staff Work Hours

Staff work hours will vary depending upon the position and additional work (e.g. Before/After Care, bus counselors). Your assigned hours are the time that you are expected to be clocked in and ready to work. Generally, Counselors and Junior Counselors are expected from 8:40 a.m. to 4:15 p.m. Most administrative staff and Unit Leaders work from 8:15 a.m. to 4:30 p.m. The Assistant Director works from 8 a.m. to 4:30 p.m. Before Care Counselors work from 7:15 a.m. to 9:00 a.m. and After Care Counselors work from 4:00 p.m. to 6:15 p.m.; administrative staff and unit leaders are asked to participate in covering before and after cares shifts (rotating across the summer; schedule TBD). A member of the administrative team is on site/on duty whenever campers are present. Overnight Counselors work their entire shift on Thursday through the end of their shift on Friday. Bus Counselors will work additional hours before and after camp based

on their bus route schedule and will get on the first stop in the morning and the last stop in the afternoon.

### **Staff Transportation**

Staff members who are not working as Bus Counselors or Before/After Care Counselors are permitted to ride the camp bus at no cost. More information about the camp bus routes will be available closer to summer camp. If bussing is not available to a staff member, they are responsible for providing their own transportation.

### **Staff Trainings**

All staff are required to attend a 5-day staff training program, with the possibility of an overnight or sixth day. Depending on their role, staff may also be eligible/required to attend additional trainings or certification courses prior to the start of summer camp, such as archery and low ropes. The goal is also that all staff will be certified in CPR and First Aid (priority is given to staff over the age of 18); Unit Leaders are asked to make every effort to become certified. If you already have this certification or others, please share your certification information as soon as possible. During staff training, staff will become oriented to the camp, their job responsibilities, camp procedures and rules, and work on team building, safety, communication, programming, and camp skills. Please note staff must provide their own transportation for all training days. If staff need to arrive early or stay late on training days due to transportation, they should speak to the Camp Director upon being hired or as soon as possible so arrangements can be made. Staff will be compensated accordingly for attending staff training.

#### Administrative Training (Assistant Directors, Health Center, Specialists, etc.)

Times will be determined closer to the start of summer based on team needs, but applicants can expect the training to occur in late June or early July.

#### Mandatory Staff Training Dates – full staff – an additional day (Sunday, 6/22 or Saturday, 6/28 \*may\* be added – if there is an overnight, it will be Wednesday or Thursday):

Monday, June 23	8:30 a.m. - 4:30 p.m.
Tuesday, June 24	8:30 a.m. - 4:30 p.m.
Wednesday, June 25	8:30 a.m. - 4:30 p.m.
Thursday, June 26	8:30 a.m. - 4:30 p.m.
Friday, June 27	8:30 a.m. - 4:30 p.m.

*All staff are given the opportunity to help facilitate training based on their experience and knowledge areas. Returning staff are required to facilitate portions of training.*

Staff who are unable to attend staff training for the entire duration will be required to make up trainings prior to the start of the camp season or before they are able to work. The availability of making up trainings is not guaranteed; please speak to the Camp Director should you have an issue with attending staff training. Staff training is a requirement of our camp accreditation and licensing standards.

#### **First Aid/CPR Certification** **TBD (likely in our North Branch office, May-June 2025)**

Camp will offer onsite First Aid/CPR/AED certification training on a date to be determined prior to the start of summer camp. Spots for this training are limited and are on a first-come,

first-served basis. More information and sign-ups for this training will be available closer to summer camp.

All staff should make every effort to hold a current CPR/First Aid certification. Certain positions, such as Program Specialist and Unit Leader, are required to have CPR/First Aid certification. You may take a course wherever you would like or check our event calendar at: <https://www.gshnj.org/en/events/event-calendar.html> for other training dates. Regardless of where you take the course, please provide us with a copy of your certification.

### **Archery Instructor Certification**

**TBD in person at camp June/July 2025**

Camp will offer onsite Archery Level 1 Instructor training on a date to be determined prior to the start of summer camp. Spots for this training are limited and are on a first-come, first-served basis. More information and sign-ups for this training will be available closer to summer camp.

### **Youth Mental Health First Aid**

**TBD, June 2025**

Camp may offer a training in Youth Mental Health First Aid. This training will only be available to staff who are 18 or older. It will be held virtually and there will also be two hours of prework required to attend.

### **Pre-Camp and Post-Camp**

Pre-camp work may be required for certain positions including Assistant Director, Health Supervisor, Camp Coordinator, and Program Specialists. All staff are required to participate in post-camp closing on Friday night, August 15 and will be compensated accordingly. Please note staff must provide their own transportation for all pre-camp and post-camp days.

### **Additional Information and Questions**

Need additional information about our summer camp? Check our website at [www.gshnj.org](http://www.gshnj.org) under the CAMP tab. See the Summer Camp Guide for more information about our camp programs.

*For questions regarding The OVAL Day Camp, please email the Director, Kate Greci, at [kgrenci@gshnj.org](mailto:kgrenci@gshnj.org) or [summercamp@gshnj.org](mailto:summercamp@gshnj.org).*

