



2025 CAMP KIRBY STAFF INFO PACKET

Welcome to the
2025 Camp Kirby staff -
We are so excited to have you
on the team!

In this packet you will find:

- Staff packing list
- Staff schedule
- Hiring checklist and payroll info

Working at camp can be a life changing experience - you have the opportunity to spend your summer outside, working alongside amazing people, and serving as a role model for a fantastic group of children. It will not always be easy, but if you're willing to put in the hard work you can take so much away from your summer at camp.

I look forward to getting to know you better, and am here as a resource if you need anything at all. Please don't hesitate to reach out!

Kathryn "KitKat" Deshaies
Executive Camp Director
kathryn@campfiresamish.org
(360)404-7070

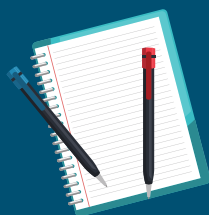


CAMP KIRBY STAFF INFO PACKET

PACKING LIST

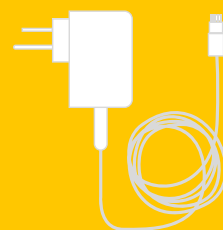
ESSENTIAL GEAR

- A backpack
- Watch
- Flashlight
and/or headlamp
- Sturdy water bottle
- A notebook
with pencil or pen



USEFUL GEAR

- A battery operated alarm clock (some cabins have limited electrical outlets, and we don't recommend relying on your phone for an alarm)
- Cell phone & phone charger



CLOTHING & SHOES

- Swimsuit appropriate for water sports and swimming in open water (2 is a good idea)
- Socks & undies
- T-Shirt & shorts
- Long pants/jeans (There are certain times that long pants are required.)
- Nice outfit (Candlelight Dinner every Friday Night)
- Sweater/Sweatshirt
- Rain jacket
- Pajamas (For sleeping & breakfast)

- Shoes - good, comfy shoes for lots of hiking and standing, that you won't care about getting dirty. It's ideal to bring a couple pairs. Closed toe shoes are required in many areas at camp. Sandals are okay IF they have a back strap. That means NO flip flops while "on duty." They are okay when showering and in the staff lounge. Keens/Chacos/Texas are great for camp!

- WATER SHOES/ Aqua socks / old tennis shoes/ tevas/ keens etc for waterfront. Everyone must have covered feet at the waterfront.



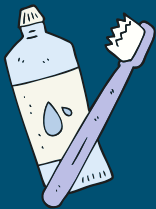


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PACKING LIST

PERSONAL ITEMS

- Toothbrush & toothpaste
- 2 Towels - 1 that can be used for waterfront
- Shower Supplies (Soap, Shampoo, etc.)
- A shower tote is helpful
- Personal hygiene Products
- Sunscreen/Bug Spray/Chapstick
- Medications and a lock box for medication & valuables (Your meds will have to be checked into our Camp Nurse in the Health House if you do not have a lock box.)



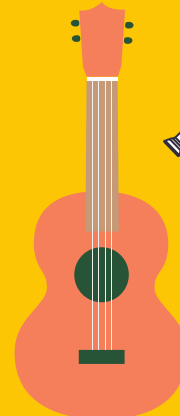
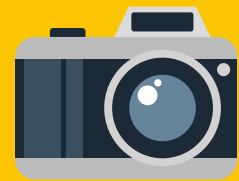
BEDDING

- A sleeping bag warm enough for sleeping outside
- Pillow
- An extra blanket



FUN OPTIONAL ITEMS

- Costumes for theme weeks
- Kid-appropriate books
- Musical instrument
- Small pins or "flare" for your staff tie
- A camera



GENERAL PACKING NOTES:

- Clothing for camp should be professional, able to get dirty, and functional for working outdoors with children.
- Dressing in layers is needed most days, as cool breezes off of the water come and go quickly.
- Your personal space is small, please remember this while packing.



CAMP KIRBY STAFF SUMMER SCHEDULE

STAFF ARRIVAL DATES

Director/Manager/
Coordinator Positions

Arrive at Camp 10AM on
Monday, June 16th

Kitchen Positions

Arrive at Camp 10AM on
Tuesday, June 17th

All Other Staff Members

Arrive at Camp 10AM on
Wednesday, June 18th



STAFF BREAK DAYS

24 hours off (1PM - 1PM)

July 5th-6th

July 12th-13th

July 19th-20th

August 2nd-3rd

August 9th-10th

Staff Training Break

June 26th-28th

Mid-Season Break

July 24th-26th

Staff End of Season

August 16th-17th

Cleaning and Wrap-up

August 17th

Staff Banquet 11AM-3PM

Staff Depart



CAMPER SESSIONS



"Wild, Wild West"
Session 1

"Hollywood Glam"
Session 2



"Jurassic Kirby"
Session 3



"Cats vs Dogs"
Session 4 - Mini Camp



"Bug's Life"
Session 5



"Kirby in Wonderland"
Session 6



"Holiday Hullabaloo"
Session 7





CAMP KIRBY STAFF HIRING CHECKLIST

YOUR ACCOUNT

All of your staff paperwork will be completed through UltraCamp and Unity HR's isolved. UltraCamp is where you created an account to complete your staff application. A link to create an isolved account will be emailed to you.

SUBMITTING PAPERWORK

The preferred method for submitting paperwork is through the online systems. You can access the online forms and upload scanned documents. You can also submit forms/documents by email, to our Bellingham office in-person, or through the mail. All paperwork is due by June 1st.

Email - info@campfiresamish.org.

Drop-off to us in-person at our Bellingham office (contact us for address).

PAPERWORK FOR ALL STAFF

PAID & VOLUNTEER

COMPLETED VIA ULTRACAMP

<input type="checkbox"/>	Certifications	DUE DATE Start of Camp	Upload to UltraCamp
<input type="checkbox"/>	Signed Contract	June 1st	Upload to Ultracamp
<input type="checkbox"/>	Pre-Camp Survey	June 1st	Online Form
<input type="checkbox"/>	Emergency Contact Form	June 1st	Online Form
<input type="checkbox"/>	Signed Handbook	June 1st	Online Form
<input type="checkbox"/>	Health Form	June 1st	Online Form

PAYROLL DOCUMENTS

Completed via isolved

<input type="checkbox"/>	Isolved account setup	DUE DATE June 1st
<input type="checkbox"/>	W-4	DUE DATE June 1st
<input type="checkbox"/>	I-9	DUE DATE June 1st
<input type="checkbox"/>	Direct Deposit Information	DUE DATE June 1st

PAYROLL INFORMATION

Pay Days: Paid every two weeks - June 27th, July 11th, July 25th, August 8th, and August 22nd.

How will I be paid? All Camp Staff are paid via direct deposit on the above pay days. If you do not have a bank account for direct deposits, your paychecks will be mailed out on the above dates. Direct Deposit is the preferred method of pay. There is a \$35 fee to recut lost checks.

How much will I get paid? Your total pay can be found on your staff contract. Your salary will be prorated on a daily/weekly basis for time off taken. Bonuses (returning staff, referral, etc) will be paid out on the final paycheck.

TAXES

Federal law requires that we withhold federal income tax, Social Security, and Medicare taxes. Washington State does not have an income tax. Some staff may qualify for exemption from the income tax or get refunded. Social Security and Medicare are required taxes and you cannot be exempted from those. L&I (worker's compensation) and PFMLA will also be deducted.



Camp Fire