



# Maine Summer Camps News

Real Kids. Real Camps. Real Maine!

Spring 2016

## MSC MEMBERS BULLETIN SPECIAL ANNUAL STAFF & EMPLOYMENT ISSUE GETTING READY FOR THE 2016 SEASON

March 28, Vol. 2016 #1

This information is not intended as legal or tax advice. Always consult a professional before taking legal or tax action.

### **Define your Season: Unemployment Compensation – Labor Dept Form FX-25**

Youth camps are classified as “Seasonal Industries” under the State of Maine Unemployment Compensation Law. The “Season” is set by the camp and must be less than 26 weeks in order to maintain the “Seasonal” classification. Seasonality affects your unemployment tax liability on wages for employees eligible for unemployment benefits. See the section below for which classes of employees are NOT eligible. Camps are required to list the beginning and ending day of their season on the Maine Department of Labor’s form FX-25. The State Unemployment office sends these out annually in the fall, and it is important to fill this out to protect yourself as a seasonal employer from unemployment claims. If you don’t get a form and you are seasonal, you should contact the Department at (207) 621-5127. FX-25 is not downloadable on the web; you must establish an account. The *employment* season is not the same as the camper season. **FX-25 dates define your employment season and thus the dates should be the same as on the employment contracts for your seasonal employees eligible for Unemployment Compensation.** Here is how this relates to unemployment claims: If eligible seasonal employees’ employment ends on the

end date you entered on your FX-25 and they then file for unemployment, they may be entitled to benefits, but the benefits will NOT be charged to your camp's account (since their unemployment is after the end of your season). If their employment ends before the date you entered on your FX-25 (during your season), they may be entitled to benefits and in that case the benefits WOULD be chargeable to your camp's unemployment account unless the employee has worked for you five weeks or less. (However, if you are a non-profit camp who has elected to pay unemployment benefits in lieu of contributions, you may be required to pay unemployment benefits to an employee whose unemployment period is outside of your season.) Check with your camp attorney for more information.

### **Full-Time Students Are Not Eligible for Unemployment Compensation**

Because full-time students are not eligible for unemployment compensation, there is no requirement to pay Federal unemployment taxes (FUTA) or Maine unemployment taxes (SUTA) on the wages for services performed by a student if the service is performed in the employ of the camp for less than 13 calendar weeks in the calendar year and,

- The camp did not operate for more than seven months in the calendar year and,
- The camp did not operate for more than seven months in the preceding calendar year or,
- The average gross receipts for the camp for any six months in the preceding calendar year were not more than 33-1/3 percent of its average gross receipts for the other six months in the preceding calendar year.

*The MSC Members Bulletin is a periodic publication for camp members of the Maine Summer Camps/ MYCF.*

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## MSC Members Bulletin cont.

### **Full-time student is defined as—**

- An individual who is enrolled as a full-time student at an educational institution or,
- Is between academic years or terms if the individual was enrolled as a full-time student at an educational institution for the immediately preceding academic year or term and there is a reasonable assurance that the individual will be so enrolled for the immediately succeeding academic year or term.

### **Hiring Reminders**

□ **Maine New Hire Reporting:** Maine employers are required to report information about newly hired or rehired employees to the Maine Department of Health and Human Services, Maine Child Support: Division of Support & Recovery (DSER). The purpose is to enable the DSER to obtain or enforce orders against persons who have failed to pay required child support. The report is due within 7 days of each hire or rehire and must include a specific list of information for any employee who receives a W-2 form and any independent contractor who will be paid \$2,500 or more in a year. Failure to file a report subjects

the employer to a civil penalty of up to \$200 per month for each violation.

For more information go to: <https://www.maine.gov/dhhs/ofi/dser/employer/faq.html>

To report new employees go to: <https://portal.maine.gov/newhire>

- **Pre-offer stage:** Before an employment offer, it is not allowed to inquire about medical conditions and disabilities. It is permissible to ask about the ability to do the job. This assumes the job description covers job requirements in quantifiable terms (ie. “can lift at least 30 pounds).
- **Job requirements** must be consistently advertised to the public and to in-house candidates.
- **Conditional offer stage:** With an offer, disabilities relative to a specific job can be discussed. You must ask the exact same questions of every applicant. Avoid questions on marital status, organizations to which the applicant belongs, etc.



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# MSC Members Bulletin cont.

**Employment “contracts” vs. employment at will:** Be clear that all employment is “at will,” which means you can dismiss at any time without cause. It is recommended to confirm in a letter or employee manual, using this or similar language: “Please understand employment is at will. The position can be terminated by either of us without notice.” For key positions, you may wish to require the employee gives you notice before quitting so you don’t get stuck with an important position being vacant in mid-season with no notice. To be “at will” you must give the employee the same notice to terminate. So if you require an employee to give you two weeks’ notice to quit you must give two weeks’ notice to terminate.

Maine resource on allowed hiring questions: [http://www.maine.gov/mhrc/guidance/pre-employment\\_inquiry\\_guide.htm](http://www.maine.gov/mhrc/guidance/pre-employment_inquiry_guide.htm)

## **Pay Period Requirement & Counselor Exception**

Any employee who is NOT a counselor, junior counselor or counselor-in-training or otherwise exempt as described below under “Minimum Wage” must be paid at least the current hourly minimum wage rate. Typically at a camp this includes kitchen, maintenance, laundry and office staff. ALL EMPLOYEES are required to be paid at least every sixteen days. **There is a Maine Department of Labor EXCEPTION for camp counselors and junior counselors only which states:**

- The camp must prorate the lump sum offered in the contract by at least every sixteen days for the season and establish a regular payday.
- All required deductions must be computed by pay period.
- Counselors and junior counselors must be permitted to draw up to the full amount of each net amount due on each payday or can allow the amount to be held until requested and must clearly understand that they have this option.
- Employees will be provided with a statement each date wages are due indicating the date of the pay period, gross amount, itemized deductions and net amount due. These steps eliminate the problem of having unsecured paychecks around camp until the counselor can get to the bank, and also allow counselors to wait to draw their total wages at the end of the season if they prefer.

## **Maine Minimum Wage still \$7.50/hr – Counselor Exemptions**

All hourly employees in Maine must be paid minimum wage, with an exemption only for camp counselors. Current Maine minimum wage is \$7.50 per hour. The exemption from minimum wage and overtime pay for counseling staff is:

1. “Those employees who are counselors or junior counselors or counselors-in-training at licensed summer camps; (includes both resident & day camp counselors).
2. Employees who are under the age of 18 and who are employees of summer camps and similar seasonal recreation programs not requiring such licensure operated as or by non-profit organizations (corporations or associations existing under the provisions of Title 13, Part 2”).

## **Approved rate of compensation for room & board**

The state of Maine allows \$75 per week for room and board in shared lodging and \$90 per week for room and board in single occupancy lodging.

## **Rest Breaks for Hourly Wage earners**

Maine law requires **hourly wage employees**, (includes all employees required to be paid minimum wage), to have an unpaid 30 consecutive minute rest break after 6 consecutive hours of work. This law does not apply if fewer than 3 people are on duty and the nature of the work done by the employees allows them frequent breaks during their work day. A meal time lasting at least 30 consecutive minutes counts as a rest break. An employee and employer may negotiate for more or fewer breaks, but both must agree (this should be put in writing). No coffee, bathroom, or smoking breaks are required, but may be offered or negotiated.

## **Harassment – Sexual and other**

Staff training to prevent harassment should be provided each season. It is illegal for one employee to harass another as well as for a supervisor to harass an employee. The principal of harassment is “unwelcome conduct between persons.” In cases of harassment by a supervisor, the employer may be responsible, even if he/she doesn’t know it is going on. Harassment can encompass lewd or derogatory jokes, swearing, unwanted advances, touching, displaying sexual materials, racial/ethnic remarks and the like. Staff should be trained about harassment and steps to take if they believe they are a victim.

- Once harassment has been reported (or is observed), the camp has to address and resolve the issue.
- A staff person can bypass the employer and go directly to the Maine Human Rights Commission.
- The best protection is training.**
- <http://www.nolo.com/legal-encyclopedia/preventing-sexual-harassment-workplace-29851.html>.
- Maine’s own Jack Erler teaches a broad range of laws including sexual harassment, which camp counselors

# MSC Members Bulletin cont.

## **Termination Concerns**

Discrimination against an employee based on race, color, sex (including pregnancy and medical conditions which result from pregnancy), sexual orientation (including gender identity), physical or mental disability, religion, age, ancestry or national origin is illegal in Maine.

The major concern for an employer is that termination can result in a lawsuit alleging such discrimination by an employer against the employee. This is just a brief reminder of some key termination considerations.

- You should always have another person in the room during a termination interview.
- Spoken comments are the ones usually remembered, so choose words carefully.
- Be direct about reasons for the termination. Lawyers state it is good to let the employee respond and vent feelings, as there are fewer lawsuits when employees are given the chance to talk about the termination and express themselves.
- Keep signed notes on incidents leading up to the termination and about the termination interview; these are part of the personnel file and an employee can request to view their file. The employee may be asked to initial these items and note if they do not agree with the termination. Even if they do not sign the notes, they are still valid documents in the personnel file.
- Re: annual seasonal breaks in service: Past year's performance issues in addition to current year issues can be used for a current termination. Seasonal employees don't get to start fresh every season.
- Consider asking the terminated employee to sign a waiver of any claim against the camp if you intend to pay the employee more than wages due at the date of termination. All claim waivers should be reviewed with your attorney before they are used in an employment termination.

## **IMMIGRATION LAW FOR ALL STAFF HIRES**

Forms: Immigration Law requires an I-9 form on each employee you hire, verifying their identity. The government advises you to keep these forms for at least 3 years. Forms can be downloaded at <http://www.immigrationdirect.com/uscisforms/forms/i-9.jsp?r=cse-organic-none-form%20i-9>

## **OTHER EMPLOYER ISSUES**

### **CRIMINAL BACKGROUND CHECKS**

Since 2008, there have been requirements in the Maine Camp Licensing Rules requiring you to determine if an employee has a sexual criminal history. These are spelled out in State Rules, Chapter 208 6.A.3 a-b, which follow.

ACA accreditation also requires a check of the National Sex Offender Public Registry: <http://www.nsopw.gov>. Many camps routinely conduct third-party background checks as a basic screening tool. The state considers non-compliance with rule 6.A.3 to be a critical violation. The law states:

6.A.3. Precautions shall be taken to avoid the employment or volunteer selection of persons who have been convicted of a sexual offense.

6.A.3.a. Such precautions shall include the use of a written employment application form that requires the applicant to provide the following: (1) Name, address, telephone number; (2) employment history; (3) name and address of three references; (4) sexual criminal history; and (5) permission for a background check. For the purpose of meeting this requirement the collection of Social Security numbers must be on a voluntary basis.

6.A.3.b. Prior to hiring any employee, or selecting any volunteer, the youth camp should" (1) review the employment application, (2) check references, (3) interview the applicant, and (4) review the National Sex Offender Public Registry of the US Department of Justice or other relevant available public record information.

### **THIRD PARTY BACKGROUND CHECK OPTION:**

If you use a "consumer reporting agency" such as Intellicorp or CampMinder to do a background check on applicants for employment, you are subject to the Federal (and Maine) Fair Credit Reporting Act: ("FCRA"). It requires you to give notification to each applicant for employment of your intention to use a consumer reporting agency to do a background check on the applicant, and requires you to obtain the applicant's written authorization to do so. The notice must be a stand-alone document and can include the authorization given by the applicant. An electronic signature provision can satisfy the "in writing" requirement.

The consumer reporting agency will require you to certify that you have notified the applicant, received her/his authorization, that you will take the required action described below if you decide to not hire the applicant based on the information in the agency's report, and that you will not use the information for any illegal purpose.

Prior to taking an "adverse action," such as deciding not to hire based on the report, you must provide the applicant with a copy of the report and a "Notice of the Consumer's Rights under FCRA". The consumer reporting agency must provide you with a copy of this notice, which you can send to the applicant. It should also be able to provide you with a form notice as described above.

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## REMINDER: OSHA REPORTING REQUIREMENT

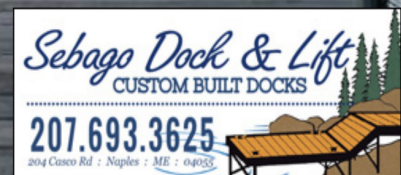
The Occupational Safety and Health Act requires certain employers to maintain records of work-related illnesses and injuries. Camps are among the employers who must comply. The required record-keeping log, Form 300, can be accessed online at <http://www.osha.gov/recordkeeping/new-osa300form1-1-04.pdf>. A booklet that includes the forms and describes your requirements can be downloaded. In addition, you must complete the summary form, Form 300A, even if no injuries or illnesses occurred during the year. **This summary must be posted at your work site between February and April of each year.** To meet the intent of the law, you could post the summary during your camp season. Employees, former employees and their representatives have the right to review the OSHA Form 300 in its entirety.

### INSURANCE COVERAGE REQUIREMENTS

Employers with less than 50 employees are not required to provide coverage to their employees; beginning on 1/1/15 employers with more than 50 employees will be required to offer a health plan to their employees and the employee's dependents up to age 26.

Seasonal employees working less than four months (120 days) do not need to be included for the calculation towards the determination if an employer has 51 employees which would label them as a large employer and then be required to comply with the employer mandate on 1/1/15.

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# Maine Staff Trainings – 2016

Compiled by Maine Summer Camps for our  
Members

## Lifeguard Training and Water Safety

\*ARC=American Red Cross Trainings

### **Acadia Leadership Inst. at Camp Beech Cliff-Mt. Desert**

June 6-10 YMCA Lifeguard Training; \$300 + \$100 bunk lodging  
June 20-24 YMCA Lifeguard Training; \$300 + \$60 camping

Owen Cassidy, [owen@campbeechcliff.org](mailto:owen@campbeechcliff.org);  
[www.acadialeadershipinstitute.org](http://www.acadialeadershipinstitute.org)

### **Alfond Youth Center - Waterville, ME**

March 11, (eve) & March 12, 13 (all day) Lifeguard Instructor; \$250.00  
April 16,17,23,24ARC Lifeguard Training; \$250.00  
**OR** April 18-21 **OR**  
June 4, 5, 11, 12  
Other Dates At your location contract Matt Reed  
[mreed@alfondyouthcenter.org](mailto:mreed@alfondyouthcenter.org)  
May 14, 15, 21, 22 ARC Water Safety Instructor; \$250.00  
May 24 **OR** ARC Basic Water Rescue; \$35.00  
June 2

[www.clubayc.org](http://www.clubayc.org) or 207.873.0684

Lore Wing: [lwing@alfondyouthcenter.org](mailto:lwing@alfondyouthcenter.org) for class notification

### **Camp Manitou - Oakland, ME**

June 6 - 9 ARC Water Safety Instructors; \$370 w/lodging if necessary  
<http://tinyurl.com/manitoutraining2016> or  
[dave@campmanitou.com](mailto:dave@campmanitou.com),

### **Pilgrim Lodge - West Gardiner, ME**

June 17-19 ARC Lifeguard Training; \$400  
<http://www.pilgrimlodge.org/pages/registrationinfo.html> or  
207.724.3200

### **City of Portland Recreation – Portland, ME**

May 14 **OR** 15 Lifeguard Training; \$200 Portland resident;  
**OR** 21 \$215 non-resident plus \$60 course materials plus \$35 Red Cross Registration  
May 16, 17, 18, Water Safety Instructor Training; \$302  
19, 21, 23, 24, 25Portland resident; \$332 non-resident plus  
(pick one date) \$50 course materials plus \$35 Red Cross  
Registration

<http://www.portlandmaine.gov/DocumentCenter/Home/View/1990> or [clepage@portlandmaine.gov](mailto:clepage@portlandmaine.gov)

### **Camp Wildwood – Bridgton, ME**

June 13-17 ARC Lifeguard Training; \$300 includes lunch

[campwildwood@campwildwood.com](mailto:campwildwood@campwildwood.com) 207.647.8864

### **Camp Winona – Bridgton, ME**

June 5-9 ARC Water Safety Instructor; \$350 commuter; \$415 resident  
June 5-10 ARC Lifeguard Instructor; \$350 commuter \$425 resident  
June 19-20 ARC Lifeguard with Waterfront Module Review/Update; \$160 resident

[information@winonacamps.com](mailto:information@winonacamps.com);  
[www.winonacamps.com](http://www.winonacamps.com); 207.647.3721

### **University of Maine – Farmington, ME**

April 8 & 9 **OR** Lifeguard Review w/Waterfront;  
May 16 & 17 **OR** \$27 plus \$130 FRC members;  
May 23 & 24 \$160 non-members

April 2, 9 & 10 **OR** Lifeguard Training w/Waterfront;  
May 15, 21, 22 **OR** \$200 UMF students &  
May 31, June 1 & 2 members; \$240 non-members

June 14-17 **OR** Lifeguard Training w/Waterfront;  
June 11, 12, 18, 19 \$200-UMF Students & Members;  
\$240-non-members

June 3-7 Lifeguard Instructor  
Course; \$35 + \$240 FRC  
members, \$300 non-members

May 16-20 **OR** Water Safety Instructor; \$335  
June 14-18 FRC members; \$395 non-  
members

Housing available. Details: [frc.umf.maine.edu](http://frc.umf.maine.edu)

### **Wyonegonic Camps – Denmark, ME**

June 7-10 **OR** ARC Lifeguarding w/Waterfront module;  
June 12-15 **OR** \$385 w/room and board  
June 17-20  
June 21-22 ARC Lifeguarding w/Waterfront Skills  
Review Course; \$130  
June 11-15 ARC Water Safety Instructor and FIT;  
\$415

<http://wyonegonic.com/staff/certification-trainings/>  
or [training@wyonegonic.com](mailto:training@wyonegonic.com)

### **YWCA of Central Maine - Lewiston, ME**

April 17-18 ARC Recertification Lifeguard and  
CPR/AED for currently certified. \$125 Y  
members; \$150 non-members  
April 20-22 **OR** ARC Lifeguard Training  
May 8-9, 15-17 \$275 Y members; \$300 non-members  
May 31 ARC CPR/AED for professional rescuers  
and healthcare providers. \$92 Y members;  
\$102 non-members

June 6 Basic Water Rescue  
\$80 Y members; \$90 non-members

June 8-11 **OR** ARC Water Safety Instructor with  
June 16-19 online pre-reg module-\$35 plus \$300 Y  
members; \$320 non-members

[www.ywcaine.org](http://www.ywcaine.org) or 207.795.4050

## **YWCA Camp of Maine - Winthrop, ME**

June 13-14 Waterfront Lifeguard Training; \$250  
June 13-14 Waterfront Lifeguard Re-Certification;  
\$175

[info@mainecamp.org](mailto:info@mainecamp.org) 207.395.4200

## **First Aid**

### **Acadia Leadership Inst. at Camp Beech Cliff-Mt. Desert**

June 13-14 SOLO Urban First Aid w/CPR; \$110  
Owen Cassidy, [owen@campbeechcliff.org](mailto:owen@campbeechcliff.org);  
[www.acadialeadershipinstitute.org](http://www.acadialeadershipinstitute.org)

### **University of Maine – Farmington, ME**

May 6 **OR** First Aid-Adult and Pediatric/CPR/AED  
May 10&12 **OR** \$50 UMF students, \$60 FRC members,  
June 20 **OR** \$72 non-members  
June 25  
Housing available. Details: [frc.umf.maine.edu](http://frc.umf.maine.edu)

### **Wyonegonic Camps – Denmark, ME**

Dates TBD First Aid-Adult and Pediatric/CPR/AED;  
\$65

<http://wyonegonic.com/staff/certification-trainings/> or  
[trainings@wyonegonic.com](mailto:trainings@wyonegonic.com)

## **Pottery & Ceramics**

### **Portland Pottery Studio – Portland, ME**

June 11 **OR** 18 Pottery and Ceramics Counselor Training;  
\$75 w/lunch. 207.772.4334  
[Karen@portlandpottery.com](mailto:Karen@portlandpottery.com)

## **Ropes**

### **Acadia Mountain Guides - Various Sites in Maine**

May 27-29 PCIA Top Rope Climbing Instructor  
Course - Bar Harbor; \$395  
PCIA Single Pitch Climbing Instructor  
Course - Bar Harbor; \$495  
PCIA TRCI & SPI Exam Bar Harbor; \$195

Instructor: Jon Tierney, 207.866.7562

[climb@acdiamountainguides.com](mailto:climb@acdiamountainguides.com)

### **Camp Susan Curtis - Stoneham, ME**

June 9-11 High 5 Adventure Basics-Initiatives, low  
and high ropes; \$250 w/lodging and meals  
[tmulks@susancurtisfoundation.org](mailto:tmulks@susancurtisfoundation.org) or 207.774.1552

### **Camp Manitou - Oakland, ME**

June 13-14 Ropes (high and low) with climbing tower -  
\$465 (with lodging if necessary)

<http://tinyurl.com/manitoutraining2016> or  
[dave@campmanitou.com](mailto:dave@campmanitou.com).

### **Wyonegonic Camps – Denmark, ME**

June 3-6 High Ropes Facilitator; \$495 w/room and  
board  
June 7-9 Low Ropes Facilitator; \$335 w/room and  
board  
June 3-9 Challenge Course Facilitator (both high and  
low); \$695 w/room and board  
June 10 Climbing Wall Facilitator; \$85

<http://wyonegonic.com/staff/certification-trainings/>  
or [training@wyonegonic.com](mailto:training@wyonegonic.com)

## **Shooting Sports-Archery and Riflery**

### **Acadia Leadership Inst. at Camp Beech Cliff - Mt. Desert, ME**

June 11-12 USA Archery Level 1 Certification; \$160 +  
\$25/night bunk lodging

Owen Cassidy, [owen@campbeechcliff.org](mailto:owen@campbeechcliff.org) ;  
[www.acadialeadershipinstitute.org](http://www.acadialeadershipinstitute.org)

### **Camp Kippewa- Monmouth, ME**

June 11-12 Level 1 Archery Training; \$150 w/lunch  
Room and Board; \$25/night

[steve@kippewa.com](mailto:steve@kippewa.com); 207.933.2993

### **Camp Manitou - Oakland, ME**

June 13 Archery (level 1 certification) - \$165  
w/lodging if necessary  
June 13-14 Rifle Instructor - Civilian Marksmanship  
Program; \$175

<http://tinyurl.com/manitoutraining2016> or  
[dave@campmanitou.com](mailto:dave@campmanitou.com).

### **Camp Winona – Bridgton, ME**

June 11-13 Rifle Instructor-Civilian Marksmanship  
\$170 commuter; \$195 resident

[information@winonacamps.com](mailto:information@winonacamps.com);  
[www.winonacamps.com](http://www.winonacamps.com); 207.647.3721

### **Wyonegonic Camps – Denmark, ME**

June 14-15 **OR** Archery; \$190 commuter; \$205 residential  
June 16-17

<http://wyonegonic.com/staff/certification-trainings/>  
or [training@wyonegonic.com](mailto:training@wyonegonic.com)

### **YWCA Camp of Maine - Winthrop, ME**

June 19 Archery Certification Level 1; \$170 inc.

June 19 Archery certification Level 2; \$220

[info@mainecamp.org](mailto:info@mainecamp.org) 207.395.4200

## **Tennis**

### **Wyonegonic Camps – Denmark, ME**

Dates TBD Tennis Instructor Workshop

Email [training@wyonegonic.com](mailto:training@wyonegonic.com) if interested

<http://wyonegonic.com/contact-us/certification-trainings/>

## **Trip Leader**

### **Camp Jordan – Ellsworth, ME**

June 21-25 Maine Youth Camp Trip Leader Cert.  
Allagash River Guide Training; \$250

[JQuinn@bangory.org](mailto:JQuinn@bangory.org) or 207.745.2949

## Camp Winona – Bridgton, ME

June 17 State of Maine Trip Leader Safety; \$60  
[information@winonacamps.com](mailto:information@winonacamps.com);  
[www.winonacamps.com](http://www.winonacamps.com); 207.647.3721

## Water Safety

### Opening For the Season – Drinking

### Water Safety

#### Maine Rural Water Association (MRWA)-Richmond, ME

April 15 Revised Total Coliform Rule. Three locations: Westbrook, Bethel, Ellsworth  
<http://www.cvent.com/events/rtrc-for-small-water-systems/event>.  
FREE sponsored by US EPA. [www.mainerwa.org](http://www.mainerwa.org)  
207.737.4092

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adventurebound 888.606.7238 | Caratunk, ME

## Watercraft

\*ARC = American Red Cross  
\*ACA= American Canoe Association

### Camp Winona – Bridgton, ME

June 13-14 Safe Powerboating-NASBLA Approved;  
\$225 commuter; \$250 resident  
June 13-14 OR US Sailing Counselors Course; \$175  
commuter;  
June 15-16 \$210 resident  
June 17-19 Basic Water Rescue/Small Craft Safety  
Basic/Instructor; \$150 commuter; \$190  
resident

[information@winonacamps.com](mailto:information@winonacamps.com); [www.winonacamps.com](http://www.winonacamps.com) ;  
207.647.3721

## Wyonegonic Camps – Denmark, ME

June 3-6 OR Level 1 Canoe Instructor w/intro to  
canoeing  
June 10-13 \$465 w/room and board  
June 3-6 OR Level 1 Canoe Instructor; \$425 w/room  
and June 10-13 board  
June 8-10 Windsurfing Instructor Workshop w/intro  
to windsurfing; \$225 w/room and board  
June 9-10 Windsurfing Instructor Workshop for  
experienced windsurfers; \$175 w/room  
and board  
<http://wyonegonic.com/staff/certification-trainings/>  
or [training@wyonegonic.com](mailto:training@wyonegonic.com)

### Camp Nashoba North - Raymond, ME

June 18 Stand Up Paddleboard-Instructor Training;  
\$70; 2 sessions (am and pm)  
[nashobastaff@gmail.com](mailto:nashobastaff@gmail.com) or call Stacey at 978.486.8236  
(until May 20) or 207.655.7170

### Wilderness First Aid and First Responder

#### Alfond Youth Center - Waterville, ME

Date TBD CPR, FA, AED; \$95.00  
[www.clubayc.org](http://www.clubayc.org) or 207.873.0684  
Lore Wing: [lwing@alfondyouthcenter.org](mailto:lwing@alfondyouthcenter.org) for class  
notification

### Acadia Mountain Guides - Various Sites in Maine

April 22-23 Wilderness First Aid - Mahoosuc Guide  
Service contact [info@mahoosuc.com](mailto:info@mahoosuc.com)  
\$225; \$265 w lodging  
April 22-24 Wilderness First Responder / WEMT  
Open Recert-Mahoosuc Guide Service  
contact [info@mahoosuc.com](mailto:info@mahoosuc.com)  
June 4-5 Wilderness First Aid @ Maine Sport  
Outfitters, Rockport, ME, contact  
[tim@mainesport.com](mailto:tim@mainesport.com)  
July 22-26 Wilderness First Responder @ Maine  
Sport Outfitters, Gay Island, ME, contact  
sponsor [tim@mainesport.com](mailto:tim@mainesport.com)  
Instructor: Jon Tierney, 207.866.7562  
[climb@acadiamountainguides.com](mailto:climb@acadiamountainguides.com)

### Camp Agawam - Raymond, ME

June 11-12 SOLO Wilderness First Aid course and  
Wilderness First Responder; WFA  
commuter cost; \$185. WFA resident cost;  
\$205; WFR recertification-add \$15; AHA  
Heartsaver CPR- add \$35  
Karen Malm 207.627.4780; [mander@campagawam.org](mailto:mander@campagawam.org)



**Acadia Leadership Inst. at Camp Beech Cliff - Mt. Desert, ME**

May 30-June 7 SOLO Wilderness First Responder; \$675 + \$150 bunk lodging  
June 11-12 SOLO Wilderness First Aid; \$175 + \$40 CPR + \$25/night bunk lodging  
June 11 SOLO CPR (standalone); \$40  
Owen Cassidy, [owen@campbeechcliff.org](mailto:owen@campbeechcliff.org);  
[www.acadialeadershipinstitute.org](http://www.acadialeadershipinstitute.org)

**Chewonki – Wiscasset - ME**

June 1-4 Wilderness Advanced First Aid Course; \$430, \$560\* with room and board  
June 6-9 Wilderness First Responder Bridge; \$430, \$560\* with room and board  
June 1-9 Wilderness First Responder; \$715, or \$945\* with full room and board

*A \$200 non-refundable deposit is due upon registration.*

*\*Room and Board plus 9% MSST*

<http://www.chewonki.org/workshops/default.asp>

**Hurricane Island Center for Science and Leadership - Rockland**

June 17-19 Wilderness First Aid; \$450  
June 19-26 Wilderness First Responder; \$1200  
August 6-11 Wilderness First Responder; \$1050  
Josie Gates, 207.557.0040, [josie@hurricaneisland.net](mailto:josie@hurricaneisland.net)  
<http://www.hurricaneisland.net/current-schedule/>

**Camp Tracy-Alfond Youth Center-YMCA- Oakland, ME**

May 23-29 Wilderness First Responder; \$700, \$1000 w/room and board  
[www.camptracy.org](http://www.camptracy.org) or 207.873.0684

**University of Farmington – Farmington, ME**

April 16, 17, 23, 24 Wilderness First Aid (must hold Adult CPR/AED Cert.; \$100 FRC members; \$120 non-members)

**Camp Winnebago –Fayette, ME**

June 13-14 Wilderness First Aid; \$175 w/lodging  
[andy@campwinnebago.com](mailto:andy@campwinnebago.com) or 207.767.1019

**Camp Winona – Bridgton, ME**

June 15-16 **OR** Wilderness First Aid; \$195 commuter; \$215 resident  
June 18-19 resident  
[information@winonacamps.com](mailto:information@winonacamps.com);  
[www.winonacamps.com](http://www.winonacamps.com); 207.647.3721

**Miscellaneous Camp Trainings**

**Camp Nashoba North - Raymond, ME**

June 18 What All Horse Handlers Should Know with Dr. Judd, DVM; \$70 (am session)  
[nashobastaff@gmail.com](mailto:nashobastaff@gmail.com) or call Stacey at 978.486.8236 (until May 20) or 207.655.7170

**Camp Winona – Bridgton, ME**

June 18 Trout Unlimited Summer on the Fly; FREE  
[information@winonacamps.com](mailto:information@winonacamps.com);  
[www.winonacamps.com](http://www.winonacamps.com); 207.647.3721

## **WINDSURFING for your Waterfront**

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1-800-427-3483

[www.windsurfing-maine.com](http://www.windsurfing-maine.com)

- Showcase international programs and staff in camp marketing materials.

### Hiring Process

Expected practices of directors:

- Define and articulate why your camp wants to include international staff (other than to fill vacancies).
- Interview international applicants on the phone prior to hiring.
- Be thorough in evaluating candidates and selecting staff.

• Spend as much time on the hiring process as you would with American staff.

• Be forthright in matching candidates' skills and interests with the camp's staffing needs.

• Provide clear expectations of staff while at camp.

Exemplary practices of directors:

- Define and articulate how inclusion of international staff fits into your camp philosophy.
- Avoid stereotyping by demonstrating a willingness to hire staff from all countries and use them in all positions.

### **BEST PRACTICES FROM THE AMERICAN CAMPING ASSOCIATION**

For International Staff in American Camp Association Camps. The following "best practices" have been identified as those that directly contribute to the success of the cultural exchange experience for camps, staff, and the campers they serve. They also support the legal and regulatory obligations of the exchange visa program.

#### **THE CAMP**

##### Administrative Practices

Expected practices of directors:

- Understand that the purpose of the J-1 visa program is cultural exchange, and implement that philosophy.
- Understand and comply with the regulatory opportunities and limitations of the J-1 visa program.
- Establish a strong relationship with the sponsoring agency (or agencies) you have selected.
- Complete SEVIS validation for arriving staff promptly in accordance with sponsoring agency procedures.
- Assist international staff in obtaining a Social Security card.
- Provide appropriate wages and access to money owed. (Be aware that checks may be hard for international staff to cash. Offer help with that process!)
- Provide worker's compensation insurance in accordance with state laws and regulations.
- Develop and implement a crisis plan to deal with the injury, arrest, or death of an international staff member.
- Develop and implement policies that include providing immediate notification to the sponsoring agency of any personnel action, including changes to location/site within the organization, or any emergency situation involving an international staff member.

Exemplary practices of directors:

- Feature cultural programming at camp.

### *After Hiring – Prior to Camp*

Expected practices of directors:

- Communicate with the staff member by phone or e-mail before they arrive at camp.
- Through regular post or e-mail, provide information such as policies, handbooks, organizational charts, maps, weather reports, lists of what to bring, camp website information, orientation/training schedules, job descriptions, camper profiles, rules and regulations, camp mission statement, time-off policies, transportation-to-town options, e-mail address of a mentor/buddy, local attractions/local community info, etc.
- Present a realistic picture of the camp and establish expectations (i.e., help with understanding life in the community, sleeping accommodations, typical menus, etc.).

Exemplary practices of directors:

- Provide opportunities for networking with former international staff from their home country (e.g., share e-mail addresses of former camp staff).

Arrival and Pre-camp

Expected practices of directors:

- Provide comfortable and efficient transportation to camp from the orientation site.
- Welcome international staff upon arrival.
- Show sensitivity to time and cultural adjustments.
- Provide adequate housing that is welcoming and clean, including fresh linens and bedding.
- Provide additional orientation/training for international staff to help them with cultural adjustments.
- Make an active effort to integrate the entire staff into one group.
- Show sensitivity to language issues.
- Demonstrate in training an understanding of cultural differences (i.e., differences in hygiene, fashions, customs, etc.).

- Provide responsible education/orientation and training for understanding and competence.
- Show sensitivity to food issues, health/stamina issues, allergies, and cultural and religious practices (e.g., lactose intolerance, halal or kosher diet).

Exemplary practices of directors:

- Demonstrate an attitude of: "I care about you and want you to have a successful summer."
- Provide training to American staff on the purpose of the J-1 visa program and how to create a successful international team.
- Utilize a contact/liaison on the camp staff who understands international issues.
- Develop a buddy/mentor system.

### During the Summer

Expected practices of directors:

- Provide positive feedback and reinforcement.
- Continue to acknowledge and work with language differences.
- Help arrange transportation on time off.
- Continue to partner with the sponsoring agency on any problems or issues that arise.
- Show sensitivity to financial issues (e.g., cashing checks).
- Provide a secure place for storing important documents and other valuable items.
- Provide access to the Internet, e-mail, and a telephone.
- Treat all staff as adults; treat support staff the same as program staff.
- Have trained/competent supervisors.
- Create open lines of communication between the director and international staff.
- Demonstrate a commitment to working with international staff and an understanding of cultural differences.
- Provide ongoing training and support.
- Provide cultural programming as a part of the camp's activities.
- Show sensitivity to health issues (i.e., access to doctors, dentists, medications, etc.).
- Encourage staff to obey the rules of the program and to return to their home country after the summer.
- Support the rules governing the J-1 program, which restricts switching staff between support and counseling roles.
- Develop a program of training and support to solve problems, using a fair termination policy as a last resort and after consultation with the sponsoring agency.
- Provide opportunities for out-of-camp recreational and/or touristic experiences.
- Make provisions for international staff to do their laundry.
- Provide equal access to camp activities and facilities to all staff members.
- Treat American and international staff equally, especially in number of hours required to work and adequate time off.

Exemplary practices of directors:

- Provide outstanding cultural programming.
- Provide international staff with access to food, drinks, and newspapers from their home country.
- Provide opportunities to show multi-national diversity at camp.

- Feature international staff and programming in camp media and marketing materials.
- Identify and work with local families or alumni to help integrate international staff into the local community.
- Provide international staff with equal access to key positions and leadership opportunities.
- Help with arranging transportation post-camp.

### **THE SPONSORING AGENCY**

Expected practices of agencies:

- Understand, monitor, and comply with all issues, regulations, and requirements of the J-1 cultural exchange Camp Counselor and Summer Work Travel programs.
- Conduct thorough in-person interviews with every applicant using a suitable and qualified interviewer.
- Recruit applicants with a good level of English proficiency.
- Conduct thorough and in-depth pre-departure and/or arrival orientation.
- Provide twenty-four hour emergency support for applicants during their J-1 visa term.
- Provide camps with as much information as possible on applicants.
- Provide applicants with information about American culture as well as different types of camps, the nature of camp life, and working with children.
- Check references to ensure quality applicants are being accepted.
- Require participants to provide a criminal background check and provide help for this when necessary.
- Place participants in camps and positions best suited to their skills, interests, background, and experience.

Exemplary practices of agencies:

- Ensure that staff placed as camp counselors understand they will be working with children and are suitable candidates to do so.
- Encourage camps to hire participants from a variety of countries.
- Provide camps with information about participants' countries of origin and cultural background.
- Educate camps on the best way to host international staff.
- Provide readily accessible and quality ongoing care, advice, and support for participants and camps during the summer, including camp visiting, monitoring, and collecting of feedback.
- Monitor and evaluate the quality of the experience provided to international staff by each camp and work with camps and participants to improve the overall program experience and level of agency service.

The article can be found: [http://www.acacamps.org/sites/default/files/page\\_documents/publicpolicy/BestPractices-ForInternationalStaff.pdf](http://www.acacamps.org/sites/default/files/page_documents/publicpolicy/BestPractices-ForInternationalStaff.pdf)

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### **Required Employment Posters for Maine Businesses**

Employers must display certain posters in the workplace where workers can see them. *Business Answers* can send you the following posters free of charge and many can be downloaded. Call 1-800-872-3838 or 207-624-9818 (in-state), 1-800-541-5872 (out-of-state). For more information about individual posters, call the agencies listed.

**State of Maine Required Posters** These 9 required posters are available as described above, or can be downloaded from: <http://www.maine.gov/labor/posters/>. For questions call the ME Dept of Labor: 207-623-7900

- Minimum Wage
- Child Labor Laws
- Regulation of Employment
- Occupational Safety and Health Regulations (for public sector workplaces only)
- Whistleblower's Protection Act
- Video Display Terminal Poster
- Worker's Compensation
- Sexual Harassment
- Maine Employment Security Act

There are a number of optional posters also available at this site.

**Federal Government Required Posters** 207-780-3344 (US Dept of Labor) Available by phone or by downloading from this site: <http://www.dol.gov/oasam/programs/osdbu/sbrefa/poster/matrix.htm>

- Job Safety & Health Protection
- Equal Employment Opportunity is the Law
- Fair Labor Standards Act – Federal Minimum Wage
- Employee Polygraph Protection Act
- Family and Medical Leave Act (for employers with 50 or more employees)
- Employee Rights Under Federal Labor Relations Laws

<http://www.dol.gov/olms/regs/compliance/EO13496.htm>

#### **Optional Posters**

Maine Human Rights Act-Equal Employment Rights (optional):  
Maine Human Rights Commission 207-624-6050  
Equal Pay Poster (optional): Maine Department of Labor 207-623-7900  
Domestic Violence in the Workplace Poster (optional): Maine Department of Labor 207- 623-7900  
Posters available at: <http://www.maine.gov/labor/posters/>