



# Maine Summer Camps News

Real Kids. Real Camps. Real Maine!

Spring 2017

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

March 24, Vol. 2017 #1

**IMPORTANT REMINDER:** This information is being provided for your general educational purposes only. You should always consult your attorney or other advisors for advice on how the law applies to specifics at your camp.

### **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 ac-

count 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.) continued



**NORTHEAST**  
Family of Companies

235 Goddard Road  
Lewiston, ME 04240  
[northeastchartertour.com](http://northeastchartertour.com)



**NORTHEAST**  
Charter & Tour Co. Inc.

207-784-3159  
888-593-6328  
[www.northeastchartertour.com](http://www.northeastchartertour.com)  
[info@northeastchartertour.com](mailto:info@northeastchartertour.com)



**Crown**  
Limousine & Town Car Service

207-783-8799  
[www.crownlimomaine.com](http://www.crownlimomaine.com)  
[info@crownlimomaine.com](mailto:info@crownlimomaine.com)



**ALL ABOARD**  
Trolley & Transportation Co.

207-594-9300  
[www.meetthefleet.com](http://www.meetthefleet.com)  
[info@northeastchartertour.com](mailto:info@northeastchartertour.com)

Motorcoach | School Bus | Limousine | Town Car | Trolley



Providing Transportation and Charter services  
for groups of all sizes, and the official carrier of the  
Portland Sea Dogs, since 1999



The MSC Members Bulletin is a periodic publication for camp members of the Maine Summer Camps/ MYCF. Contributor: Jack Erler (MSC Counsel) Editor: Ron Hall, Director, Maine Summer Camps PO Box 1861, Portland, ME 04104 207.518.9557; 207.799.7773 Email: [camps@mainecamps.org](mailto:camps@mainecamps.org)

## MSC Members Bulletin cont.

### **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.

### **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 & disabilities. It is permissible to ask about the ability to do the job. This assumes the job description covers job requirements in quantifiable terms (e.g., "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.

☐ **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

(continued)



Custom Designed Staff Training  
at your location based on your needs & schedule

ACA Instructor Certification Courses:  
Canoe, Kayak and SUP



Contact us:  
207-720-0257, [info@oltoa.com](mailto:info@oltoa.com), or [www.oltoa.com](http://www.oltoa.com)

## MSC Members Bulletin cont.

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 re-

quired to be paid at least every sixteen days. ***There is a Maine Department of Labor informal EXCEPTION for camp counselors and junior counselors only which is:***

☐ 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.

(continued)

## MAINE USED RESTAURANT SUPPLY

**We Now Have TWO Locations!!!**

**2214 US Route 202  
Winthrop, ME 04364**

**192 Elm Street  
Newport, ME 04953**

**Call 207-395-2222**

**We Buy, Sell, & Trade!**

**We specialize in clean, late model, used equipment, new scratch and dent equipment when available, as well as new and used cookware and kitchen supplies.**

**Please visit our online showroom at  
<http://www.maineusedrestaurantupply.com>**

**INVENTORY CHANGES DAILY! CHECK US OUT OFTEN!**



Visit us online!



And LIKE us on Facebook!



## MSC Members Bulletin cont.

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 for 2017 is \$9.00/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 \$9.00 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.

### **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 ha-

arrassment 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 Lawyer Jack Erler teaches a broad range of laws including sexual harassment, which camp counselors need to know. Contact him for further information. [www.curtisthaxter.com](http://www.curtisthaxter.com)

### **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

(continued)

## Are you ready for this?

### First aid courses for camp staff

SOLO has been providing excellent first aid training to camp **staffers** and **counselors** for decades.

Programs recognized by the **American Camp Association**.

We come to **your** site on **your** dates.

For more info, a price quote, or to set up a course, email Nickie Sekera at [nickie@soloschools.com](mailto:nickie@soloschools.com), or give us a call.



**Excellence in  
Wilderness Medicine  
Education since 1976**



**[soloschools.com](http://soloschools.com) • 603-447-6711**

## MSC Members Bulletin cont.

is that termination can result in a lawsuit alleging such discrimination by an employer against the employee. Here are some termination considerations:

- ☐ 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. You may reduce the chances that the terminated employee will bring a claim for wrongful termination if the employee is given the chance to express her/his views about the process.
- ☐ 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.
- ☐ Past year's performance issues in addition to current year issues can be reasons for a current termination.
- ☐ Consult your attorney before you offer to pay a terminated employee more than the wages due in exchange for a waiver of claims.

### **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>.

### **CRIMINAL BACKGROUND CHECKS**

Maine Youth Camp Rules require you to determine if an employee has a sexual criminal history. These are spelled out in 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" 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

(continued)



## **WHY Wilderness First Aid?**

Our WFA not only teaches leaders how to handle big, and little, "emergencies" in the woods, far from Camp or 911. It teaches the Predictable and Preventable Principles that can help keep bad things from happening. **PREVENTION IS THE BEST "CURE"**. We offer teachers who've done what they teach. We are the best at what we do and the best value in wild and rescue medicine education.

**Contact: Bill Kane, Director, The Kane Schools**  
[thekaneschools@gmail.com](mailto:thekaneschools@gmail.com) or 207 935 2608

**Visit our website, [thekaneschools.com](http://thekaneschools.com)**



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.

### REMINDER: OSHA REPORTING REQUIREMENT

The Occupational Safety and Health Act requires camps as employers to maintain records of work-related illnesses and injuries. The required record-keeping log, Form 300, can be accessed online at <http://www.osha.gov/recordkeeping/new-osh300form1-1-04.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 should 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.

Serving  
Maine Summer Camps  
Since 1976

FAR & ABOVE THE BEST



**C. CAPRARA**  
FOOD SERVICE  
EQUIPMENT

Maine Based  
Family Owned  
Business

**C. Caprara**  
**Food Service Equipment**  
NEW & USED  
**FOOD SERVICE EQUIPMENT**

Ranges • Mixers • Fryers • Dishwashers • Refrigerators  
Small Wares • Plumbing Specialties • Cafeteria & Restaurant Furniture

**The Caprara Family** - Has been in the food service equipment business since the mid-1970's and has long been an active member of the Maine Restaurant Association. Located in Winthrop, Maine. Our facility is a 30,000 square foot building - 15,000 square feet of which is showroom space.

From assisting customers with kitchen design and layout, to shipping products across the country, and around the world, to delivering small items to nearby customers, C. Caprara has the ability to adjust to changing markets, while staying true to their loyal, local customer base. Maine and New Hampshire remain the primary markets for C. Caprara. We are a full service equipment dealer that offers thousands of items in stock from silverware to walk-in freezers.



Phone: (207) 395-2405  
Toll Free: 1-800-300-4305  
Fax: (207) 395-2406  
E-mail: [sales@caprara.com](mailto:sales@caprara.com)  
[www.caprara.com](http://www.caprara.com)



2214A US Route 202  
Winthrop, Maine 04364

When You Need Equipment - Be Sure to ...  
**C. Caprara**

**Maine Staff Trainings – 2017**  
Compiled by Maine Summer Camps for our  
Members

**Lifeguard Training and Water Safety**

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

June 5-9 YMCA Lifeguard Training; \$300 + \$100  
bunk lodging  
June 19-23 YMCA Lifeguard Training; \$300 + \$60  
(tentative) camping  
Owen Cassidy, [owen@campbeechcliff.org](mailto:owen@campbeechcliff.org);  
[www.acadialeadershipinstitute.org](http://www.acadialeadershipinstitute.org)

**Camp Manitou - Oakland, ME**

June 5-9 Lifeguard – ARC; \$300  
June 9-12 Water Safety Instructors – ARC; \$370.  
Includes room and board from the night  
prior to training  
[dave@campmanitou.com](mailto:dave@campmanitou.com) or  
register: <http://bit.do/manitoutraining17>

**Camp Mataponi – Naples, ME**

June 16 -18 ARC Water Safety Instructor Course;  
\$350 commuter (includes lunch); \$400  
resident  
Todd Markulics 207-787-3221 or  
[todd@campmataponi.com](mailto:todd@campmataponi.com)

**Pilgrim Lodge - West Gardiner, ME**

June 11-13 ARC Lifeguard Training; \$400 Lodging and  
meals included  
<http://www.pilgrimlodge.org/camps/red-cross-lifeguardtraining/> or call 207.724.3200

**Portland Parks and Recreation- Portland, ME**

May 13, 20, 21 ARC Lifeguard Training; Portland  
Residents \$200; Non-Residents \$215  
Course Materials: \$60. Red Cross  
Registration: \$35.  
May 15,16,17,18, Water Safety Instructor Training;  
20, 22, 23, 24 Portland Residents \$302; Non-Residents  
\$332; Course Materials; \$50. Red Cross  
Registration; \$35.

Details:<http://www.portlandmaine.gov/DocumentCenter/View/15692> 207.874.8456; [clepage@portlandmaine.gov](mailto:clepage@portlandmaine.gov)

**Camp Winona – Bridgton, ME**

June 4-8 ARC Water Safety Instructor; \$350  
commuter; \$415 resident. Laptop  
required.  
June 4-9 ARC Lifeguard Instructor; \$350  
commuter; \$425 resident. Laptop  
required.  
June 15-17 ARC Lifeguard Training with Waterfront  
Module; \$330 commuter; \$385 resident.  
June 18-19 ARC Lifeguard with Waterfront Module  
Review/Update; \$160 resident only.  
[information@winonacamps.com](mailto:information@winonacamps.com); [www.winonacamps.com](http://www.winonacamps.com)  
207.647.3721

**Wyonegonic Camps – Denmark, ME**

June 6-9 OR ARC Lifeguarding with Waterfront  
Module: \$385 w/room and board  
June 10-13 OR  
June 15-18  
June 14-18 ARC Water Safety Instructor (WSI) and  
Fundamentals of Instructor Training (FIT);  
\$415 w/room and board  
Date TBD ARC Lifeguarding w/Waterfront Review;  
\$130 with room and board  
<https://wyonegonic.com/staff/certification-trainings/> or  
207.452.2051

**University of Maine – Farmington, ME**

April 1 & 2 OR Lifeguarding Review w/Waterfront; \$130  
May 20 & 21 students & members; \$160 non-members  
April 22,23,29,30 Lifeguard Training w/ Waterfront; \$200  
& May 6 OR students & members; \$240 non-members  
May 21 – 25  
May 26 – 29 Lifeguard Instructor Training; \$280  
students & members; \$353 non-members  
April 17 – 21 Water Safety Instructor Training; \$304  
students & members; \$380 non-members.  
Housing available. Details: [frc.umf.maine.edu](http://frc.umf.maine.edu)

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

June 10-11 Lifeguard Crossover & Recertification;  
\$175 At Kennebec Valley YMCA  
June 11 Lifeguard Instructor Crossover; \$285 at  
Kennebec Valley YMCA  
June 12-14 Lifeguard Instructor Crossover; \$285 at Y  
Camp of Maine  
June 12-14 Lifeguard Instructor; \$260 at Y Camp of  
Maine  
June 12-14 Lifeguard includes waterfront and  
waterpark qualification; \$255 at Y Camp  
of Maine  
June 17-18 Swim Lessons Instructor (YMCA WSI).  
Meets ACA PA-19. \$175 with printed

manual, \$150 with digital PDF book/  
printing book at Y Camp of Maine

[www.maineypcamp.org](http://www.maineypcamp.org); [info@maineypcamp.org](mailto:info@maineypcamp.org)  
207.395.4200

## **First Aid**

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

June 11-12 SOLO Urban First Aid w/CPR; \$110

June 11 SOLO CPR (standalone); \$40

Owen Cassidy, [owen@campbeechcliff.org](mailto:owen@campbeechcliff.org);

[www.acadialeadershipinstitute.org](http://www.acadialeadershipinstitute.org)

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

Date TBD AHA First Aid and CPR, Heartsaver CPR  
AED; \$65

<https://wyonegonic.com/staff/certification-trainings/> or  
207.452.2051

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

June 16 BLS CPR/AED Professional Rescuer,  
Emergency Oxygen & First Aid; \$45 at Y  
Camp of Maine

June 17 Oxygen only; \$15 at Y Camp of Maine

[www.maineypcamp.org](http://www.maineypcamp.org); [info@maineypcamp.org](mailto:info@maineypcamp.org)

207.395.4200

## **Pottery & Ceramics**

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

June 20 Pottery and Ceramics Counselor Training;  
\$75 inc. lunch

Call to register 207.772.4334

## **Ropes**

### **Acadia Mountain Guides- Acadia National Park**

May 23-26 PCIA Single Pitch / Top Rope Climbing  
Instructor Course; \$195

May 27 PCIA Single Pitch / Top Rope Climbing  
Instructor Exam; \$495

[climb@acdiamountainguides.com](mailto:climb@acdiamountainguides.com) or 207.866.7562

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

June 11-13 Ropes (high and low) with climbing  
tower); \$465

[dave@campmanitou.com](mailto:dave@campmanitou.com) or register:

<http://bit.do/manitoutraining17>

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

June 12-15 High 5 Adventure Basics-Initiatives, low  
and high ropes; \$350 w/lodging and meals

[tmulks@susancurtisfoundation.org](mailto:tmulks@susancurtisfoundation.org) or 207.774.1552

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

June 2-5 High Ropes Facilitator; \$495 w/room and  
board

June 6-8 Low Ropes Facilitator; \$335 w/room and  
board

June 2-8 High and Low Facilitator Training (both);  
\$695 w/room and board

June 9 Climbing Wall Facilitator; \$85

<https://wyonegonic.com/staff/certification-trainings/> or  
207.452.2051

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

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

June 10-11 USA Archery Level I 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 10-11 USA Archery Level I Instructor Training.  
Alan R. Rudolph, Instructor. \$175 inc.  
course materials. Plus \$25 per night room  
and board.

[steve@kippewa.com](mailto:steve@kippewa.com) or 207-933-2993

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

June 12 Archery (level I certification); \$165

June 12-13 Rifle Instructor - Civilian Marksmanship  
Program; \$175

Includes room and board from the night prior to training

[dave@campmanitou.com](mailto:dave@campmanitou.com) or

register: <http://bit.do/manitoutraining17>

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

June 12 Level I Archery Training; \$200. Lodging  
night before: Free.

[tmulks@susancurtisfoundation.org](mailto:tmulks@susancurtisfoundation.org) or 207.774.1552

### **Camp Winona – Bridgton, ME**

June 10-12 Rifle Instructor-Civilian Marksmanship  
\$175 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 13-14 OR Archery Instructor

June 15-16 Archery Instructor

\$195-commuter; \$210-room and board

<https://wyonegonic.com/staff/certification-trainings/> or  
207.452.2051

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

June 22 USA Archery Level I Instructor; \$170

June 22-23 USA Archery Level 2 Instructor; \$220



[www.maineypcamp.org](http://www.maineypcamp.org); [info@maineypcamp.org](mailto:info@maineypcamp.org)  
207.395.4200

## **Tennis**

### **Nashoba Gatherings – Raymond, ME**

June 15-16 Tennis Instructor Training; \$130-  
commuter; \$150 w/room and board

[www.NashobaGatherings.com](http://www.NashobaGatherings.com) or email  
[info@nashobagatherings.com](mailto:info@nashobagatherings.com)

## **Trip Leader**

### **Camp Winona – Bridgton, ME**

June 16 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**

### **Maine Rural Water Association (MRWA) – Richmond, ME**

April 19-Casco, April 20-Bar Harbor, April 21-Prospect  
May 5-Gorham, Greenville & Presque Isle

Opening For The Season Providing Safe Drinking Water

<http://www.cvent.com> or [www.mainerwa.org](http://www.mainerwa.org)

207.737.4092

## **Watercraft**

### **Nashoba Gatherings – Raymond, ME**

June 15 OR Waterski Works Clinic; email for pricing.

June 16

June 17 OR Stand Up Paddle Board Instructor; \$70

June 18

[www.NashobaGatherings.com](http://www.NashobaGatherings.com) or email  
[info@nashobagatherings.com](mailto:info@nashobagatherings.com)

### **Camp Winona – Bridgton, ME**

June 12-13 US Sailing Counselors Course; \$175  
commuter; \$210 resident

June 16-18 Basic Water Rescue/Small Craft Safety  
Basic/Instructor; \$150 commuter; \$190  
resident

June 17-18 Safe Powerboating-NASBLA Approved;  
\$225 commuter; \$250 resident

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

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

June 2-5 OR ACA Canoe Instructor w/Intro Course;  
\$465

June 9-12 ACA Canoe Instructor w/Intro Course;  
\$465

June 2-5 OR ACA Canoe Instructor; \$425

June 9-12 ACA Canoe Instructor; \$425

All prices include room and board and please note that the  
Canoe Instructor training is a full-time commitment,  
including evening classes and coursework.

<https://wyonegonic.com/staff/certification-trainings/> or  
207.452.2051

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

June 12-14 Windsurfing Instructor Wksp w/Intro to  
Windsurfing; \$225 w/room and board

June 13-14 Windsurfing Instructor Wksp for  
Experienced Windsurfers; \$175 w/room  
and board

<https://wyonegonic.com/staff/certification-trainings/> or  
207.452.2051

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

June 15 American Red Cross Small Craft Safety;  
\$100

June 16 Sailing Workshop; \$75

[www.maineypcamp.org](http://www.maineypcamp.org); [info@maineypcamp.org](mailto:info@maineypcamp.org)  
207.395.4200

## **Wilderness First Aid and First Responder**

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

June 11 SOLO CPR (standalone); \$40

June 24-25 SOLO Wilderness First Aid; \$175 + \$40  
CPR + \$25/night bunk lodging

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

### **Camp Agawam – Raymond, ME**

June 10-11 SOLO Wilderness First Aid course and  
Wilderness First Responder recert. WFA  
commuter - \$195; WFA resident- \$215;  
WFR recertification - add \$15; AHA  
Heartsaver CPR-add \$40.

Karen Malm 207-627-4780 or [mander@campagawam.org](mailto:mander@campagawam.org)

### **Camp Chewonki – Wiscasset, ME**

May 31-June 3 WAFA (Wilderness Advanced First Aid);  
\$430, \$590\* w/room and board.

June 5-8 WAFA to WFR Bridge (Wilderness First  
Responder), Wilderness First Responder  
Bridge; \$430, \$590\* w/room and board.

NOTE: Full Wilderness First Responder Course Tuition for  
those taking both courses: \$715, or \$1,035\* with full room  
and board.

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

\*Room and Board subject to 9% MSST Register:

[http://www.chewonki.org/workshops/wilderness\\_medicine.a  
sp](http://www.chewonki.org/workshops/wilderness_medicine.asp)

### **Hurricane Island Center for Science and Leadership – Rockland**

May 10-15 Wilderness Advanced Life Support; \$1200.  
May 15-20 Wilderness EMT; \$1050  
May 26-28 Wilderness First Aid (WFA); \$450  
June 7-11 Wilderness First Responder; \$1050

All prices include transportation between Hurricane Island and mainland, food, housing, and instruction.

Register: <http://www.hurricaneisland.net/wilderness-medical-associates>

### **Acadia Mountain Guides- Various Locations**

April 28-29 Wilderness First Aid; \$265 commuter, \$315 w/room and board  
April 28-30 Wilderness First Responder Recert. and Open Recert.; \$365 commuter, \$445 meals and lodging

[info@mahoosuc.com](mailto:info@mahoosuc.com) or 207-824-2073

July 14-18 OR Wilderness First Responder  
August 25-29 WEMT Course & Certification; \$975  
Parking, Lodging, Food included.

Contact Maine Sport Outdoor School, Rockport  
207.236.8797

### **Tanglewood 4-H Camp and Learning Center-Lincolnville, ME**

June 10-11 SOLO Wilderness First Aid  
\$200 commuter, \$240 resident

207.789.5868;

[umaine.edu/tanglewood](http://umaine.edu/tanglewood); [jessica.decke@maine.edu](mailto:jessica.decke@maine.edu)

### **Camp Winnebago – Fayette, ME**

June 12-14 SOLO Wilderness First Aid; \$175 w/lodging

[andy@campwinnebago.com](mailto:andy@campwinnebago.com) or 207.767.1019

### **Camp Winona – Bridgton, ME**

June 14-15 OR Wilderness First Aid; \$195 commuter;  
June 17-18 \$215 resident

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

CX

## **Miscellaneous Camp Trainings**

### **DHHS Office – Augusta**

May 19 “Train the Trainer” Mandated Reporter  
Stephanie Wiken, 207.624.7958

[stephanie.wiken@maine.gov](mailto:stephanie.wiken@maine.gov)

### **Safety Training Institute – Augusta, ME**

May 16 Van Safety class offered by SafetyWorks

[http://www.maine.gov/tools/whatsnew/index.php?topic=Safetyworks\\_Classes&v=ListAll](http://www.maine.gov/tools/whatsnew/index.php?topic=Safetyworks_Classes&v=ListAll)

### **Nashoba Gatherings – Raymond, ME**

June 16 “What Horse Handlers Should Know”  
Training with Dr. Tom Judd; \$70.

[www.NashobaGatherings.com](http://www.NashobaGatherings.com) or

[email\\_info@nashobagatherings.com](mailto:email_info@nashobagatherings.com)

### **Camp Winona – Bridgton, ME**

June 13 Mental Health First Aid; \$60

June 17 Trout Unlimited Summer on the Fly; \$30

207-647-3721; Fax 207-647-2750 [information@winonacamps.com](mailto:information@winonacamps.com)  
[www.winonacamps.com](http://www.winonacamps.com)

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

June 19 Principles of Youth Work-Working with  
Teens 12-17; \$50

[www.maineycamp.org](http://www.maineycamp.org); [info@maineycamp.org](mailto:info@maineycamp.org) 207.395.4200



  
**MIGIS LODGE**

**WHEN CAMP IS OVER...**

**What will your staff be doing??**

**POST CAMP EMPLOYMENT OPPORTUNITIES**  
**for your staff at Migis Lodge on Sebago Lake**

Food & Beverage ~ Housekeeping  
Child Care ~ Cabin Stewards ~ Kitchen Staff

*We have long enjoyed working with summer camp staff – we'd love to work with yours after camp!*

Contact Migis Lodge:  
[migis.com/migisemployment](http://migis.com/migisemployment)  
**207-655-4524 or [scott@migis.com](mailto:scott@migis.com)**





# MOXIE Outdoor Adventures

- Youth adventures in and on Maine's wild woods and rivers!
- Lakeside Cabins & Camping

**1-800-866-6943 • [moxierafting.com](http://moxierafting.com) • The Forks, Maine**

## **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.
- 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.

### 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).

**Blast Party Rentals.com**

**BLAST Party Rentals LLC**  
Built in disco lights and speaker

**Extreme Disco Dome**

**Boot Camp Blast**

**Ride the Mechanical Bull**

**Sumo Wrestling**

**Photo Booths**

- Mechanical Bulls
- Laser Tag
- Photo Booths
- Inflatable slides and Obstacle Courses
- Velcro walls, Sumo suits and tons more interactive Games!

**603-300-8604 or 207-457-0234**  
**199-D Dow Highway, South Berwick, ME 03908**

Mention this ad and receive **10% off**

May not be combined with any other discounts or specials. | \*\*\*Minimum order or fuel surcharge may apply, depending upon location.



### 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-I 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-I 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-I 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.

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/BestPracticesForInternationalStaff.pdf](http://www.acacamps.org/sites/default/files/page_documents/publicpolicy/BestPracticesForInternationalStaff.pdf)

#### 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,



Keep your kids challenged with:

- Mathematical Problems and Puzzles
- Modular Origami Constructions
- Junior Engineering of Mobile Phones
- Chess, and much more

For more info visit: [www.mmsets.org](http://www.mmsets.org)

Or call: 207.356.0207

## Half-day Academic Adventure Summer Camp!

*Presented by the Maine Mathematics, Science and Engineering Talent Search, since 2003*



Maine Youth Camping Foundation  
dba Maine Summer Camps  
P.O. Box 1861  
Portland, ME 04104  
*Return Services Requested*

Non-Profit Org.  
U.S. Postage  
PAID  
Portland, ME  
Permit No. 1073



### **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 (only if you are a state, county or municipal employer)
- Whistleblower's Protection Act
- Video Display Terminal Poster
- Worker's Compensation
- Sexual Harassment
- Maine Employment Security Act

#### **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
- 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)

Optional Posters: Posters are available at: <http://www.maine.gov/labor/posters/>