

Camp is a summer experience unlike any other. In addition to the joy of working outside and creatively, it also provides real-life, hands-on opportunities to develop the skills employers are looking for now: complex problem solving, critical thinking, creativity, group management, emotional intelligence, negotiation, judgment and decision making, cognitive flexibility... all that, and the knowledge that you are changing the lives of the campers you are serving. *What more could you ask for in a summer job or internship?*

Staff Basics

Read the Summer Staff FAQ for more details and important info for your application!

- Manidokan offers both overnight and day camp programs for campers entering grades 1-12.
- We have four summer staff roles:
 - Cabin Counselors spend all day with one group of campers, leading some activities and building relationships with them. At night they help get campers ready for bed and sleep in the same area as the campers.
 - Program Staff facilitate activities such as high ropes, low ropes, large group games, crafts, hikes, river trips, and lifeguarding
 - Kitchen Aides help keep camp moving by serving meals, washing dishes, and supporting the work of the Food Service Director.
 - Lifeguards keep the pool safe and running for camp throughout the summer and possible retreat groups right after summer.
- Most positions require staff to have graduated high school by June or be at least 18 years old. Some positions, like Lifeguard, are open to applicants aged 16+. Kitchen aides can be 14+ years old.
- All staff contracts include paid, mandatory staff training. Training requirements vary by position.
- Most contracts are from June through mid-August, but contract dates vary by position.
 - **Program staff and Cabin Counselors** work Sunday through Friday including overnights. Time off most weekends from Friday pm to Sunday am.
 - **Lifeguards** are assigned shifts
 - **Residential Kitchen Aides** work every day, Sunday-Friday based on a schedule made by the Food Service Director
 - **Kitchen Aides** are assigned shifts before the start of each week which they will work.
- **Manidokan is an inclusive and affirming community** - we do not discriminate based on race, gender, sexual identity, national origin or church affiliation. While we don't require staff to identify as Christian, we expect enthusiastic and open-minded participation in all aspects of our

Christian community. We serve campers, hire staff, and host volunteers who come from all different backgrounds, races, sexual orientations, political affiliations, and socio-economic status.

Quick Facts

Dates

Most contracts will be Late May through August 2, 2025.

Lifeguard training is Memorial Day weekend and is encouraged for all staff.

There is flexibility for those wishing to come early or stay longer.

There are possibilities for most positions to work during the year as well.

Pay Details

For on-site staff, pay starts at \$550/week. Benefits include room & board, training & certifications.

Hourly staff (day camp, lifeguard, kitchen aide) start at \$15.00/hour.

For all staff, bonuses and pay bumps are available for extra qualifications, specialized positions, and experienced staff.

Staff are paid biweekly.

Work Hours

On-site staff: Report Sunday at 1 PM and "clock out" after the closing staff meeting on Friday (typically by 6 pm). During the day, staff work with campers and facilitate activities through the evening.

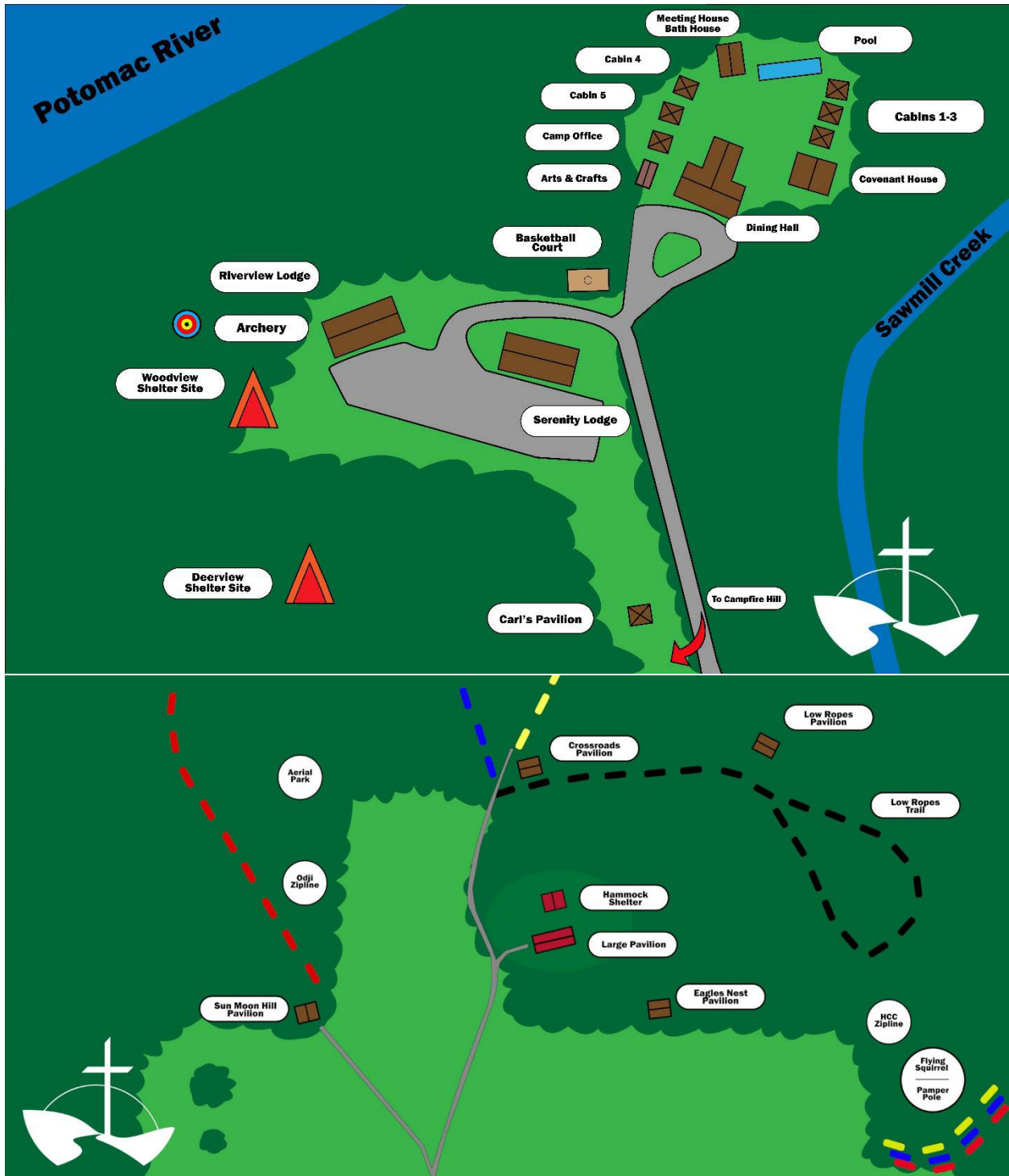
Lifeguards and kitchen aides work specific shifts each day during the week.

Housing

Manidokan has 1 staff cabin- Covenant House. Each house has AC/heat, living space, and kitchenette. Staff will share a room with 1 other staff member. Staff members must be at least 18

years old, or a high school graduate turning 18 during 2025, to live on-site. Depending on staff numbers, Cabin Counselors may have other housing arrangements during the weekends.

Camp Maps



Activities

Manidokan has a wide variety of activities offered to campers every week. We have kayaking/ canoeing/ rafting on the Potomac River, arts and crafts, archery, pool time, large group games such as capture the flag, aerial park (high ropes obstacle course), climbing wall, zip lines, flying squirrel, team building, nature hikes, campfires, and more.

Summer Staff FAQ

ALL THE DETAILS

So you're interested in working at camp, but you'd like to know a lot more? Here are some frequently asked questions (and their answers!) to help you understand the nuts and bolts of working at summer camp. Want to see the job description for a specific position? Contact us!

What is Manidokan's mission and vision?

Manidokan's mission is "to grow disciples of Jesus Christ by immersion in Christian community and by building relationships in the midst of God's creation."

Manidokan's vision is "to provide unmatched opportunities to individuals and local churches for spiritual transformation."

What is the application process?

1. Apply through our online application (link). Make sure to contact your references and ask them to serve as a reference.
2. We will review your application and you may be contacted by phone or email to schedule an interview.
3. Applicants will go through a 30–60-minute Zoom or in-person interview.
4. We will email/ call and hear back from your references.

5. We will call or email you to tell you the results of your application.
6. If you accept a position offered to you, you will receive a work agreement and other information via e-mail.
7. All staff must pass a state and FBI background check, Child Protective Services background check, and a drug screening.

When does camp start and end?

- Staff Training for all program and day camp staff late May/ early June- June 17, 2025
- First day of camp for campers: June 17, 2025
- Most contracts will end Saturday, August 2, 2025

What are my normal work hours?

Staff who are living on site work Sunday through Friday, unless discussed with us during the interview process. Report time is 1 PM every Sunday, and the week ends Friday evening when you are dismissed from the Closing Meeting, typically by 6 pm. Breakfast is at 8:15 am each morning, campers are typically in bed between 9-10 pm.

Cabin counselors are physically with the campers 24 hours Sunday-Friday they sleep in the same sleeping area as the campers.

Lifeguards are assigned shifts, and kitchen aides sign up for shifts. Lifeguards typically work 11am-5pm, while kitchen aides can either take the breakfast/ lunch shift (7am-2:30pm) or the dinner shift (4-8pm).

Do I have any free time?

On-site staff typically have on-site free time after camper “Lights Out,” after around 9pm. Year-round staff and other summer staff work to give at least an hour/ hour and a half activity block off for each staff each day.

Lifeguards and kitchen aides have breaks throughout their shifts.

What about weekends?

On-site staff have most weekends free from approximately 6 pm Friday through 1 pm Sunday. You may go home or stay at camp for the weekends.

Do I get any other time off?

Requests are preferred prior to the start of your contract, but must be made at least 2 weeks in advance of the time off.

Flexible contracts may be considered on a case by case basis for staff who will require full weeks off during the summer for mission trips, family vacations, etc. These requests **MUST** be included on your application and discussed prior to contract offers.

What and when will I be paid?

Pay varies by position, qualifications, and length of contract. Base pay for all first-year domestic staff (those already with US work eligibility and not sponsored or recruited by an agency) is \$550/week for on-site staff; first year international staff (those with sponsored J-1 visas or recruited by an agency) are paid \$400/ week. This would come out to over the minimum ‘pocket money’ requirement.

Base pay for hourly staff is \$15.00/ hour.

Bonuses and pay bumps are available for extra qualifications, specialized positions, and experienced staff.

Paydays are every other Friday; direct deposit is required as of 2021.

Where do I live?

Manidokan has 1 staff cabin- Covenant House. Each house has AC/heat, living space, and kitchenette. Staff will share a room with 1 other staff member. Staff members must be at least 18 years old, or a high school graduate turning 18 during 2025, to live on-site. Depending on staff numbers, Cabin Counselors may have other housing arrangements during the weekends

Will I be fed?

Of course! Meals are provided throughout the week, and staff have access to food on weekends. The dining hall serves up a variety of meals, with healthy options provided. Special dietary needs can be accommodated if we are notified in advance.

What is your electronics policy?

One of the best things about camp is the fact that you can unplug and enjoy nature. Campers are not permitted to bring any electronics with them (and counselors are expected to confiscate any items that are found during the week). Staff are expected to have their phones with them for emergency communications, taking pictures, and participating in the weekly staff and volunteer group message system; however, staff serve as role models and should be an example of the "unplugged lifestyle" for campers by using their phones only as needed for camp.

Is there a uniform?

On opening day, staff are expected to wear the Manidokan Summer Staff shirt provided to them by camp. The rest of the week, you may wear casual clothes professionally appropriate to your job.

Is there a dress code?

A dress code is enforced for practicality and professionalism. Staff are to dress in a manner appropriate to the work which they are doing. For the most part, we want staff to be wearing clothes that will keep them safe and appropriately clothed for whatever activities they are doing; this may mean having sun protection, wearing closed-toe shoes in the kitchen or while running a ropes activity, or having a swimsuit appropriate for athletic water-related activities. The full dress code is in the staff manual.

What else should I bring to camp?

In addition to clothes you can be active and comfortable in, like t-shirts and shorts, it's good to have a pair of long pants for when you need to belay. Water shoes, athletic shoes, bathing suit, towels, toiletries, bedding (for international staff, we can provide this), sunglasses, hat, water bottle, sunscreen, bug spray, and a backpack are all very useful and/or necessary. There is a kitchenette or kitchen in each staff cabin if you want to bring particular snacks/drinks to store there.

What about laundry?

Manidokan has a washer and dryer in the downstairs of Covenant House. Staff can use the facilities throughout the week and on weekends. However, if there is a camper need, health center need, or kitchen need they come first throughout the regular work week.

How do staff maintain physical and mental health at camp?

Staff need to stay physically and mentally healthy: the summer is not a sprint; it's a marathon! On top of that, it's important to model these things for our campers. Personal hygiene, balanced eating, and good sleep habits are essential parts of maintaining your health. If staff are feeling physically or mentally unwell, it's encouraged and expected that you let your supervisor know. The full-time staff have access to a mental health professional throughout the summer, so talk to one of the full time staff and they can get you in contact with that person. You can't care for others if you aren't caring for yourself, and there are resources available to help staff with self care.

Can I receive packages and letters at camp?

Yes! The camp's address is 1600 Harpers Ferry Road Knoxville, MD 21758

What are your policies regarding drug, tobacco, and alcohol use?

Our policies are designed with the law and the safety of staff and campers in mind. While respecting the independence of its community members, West River requires that staff and campers comply with local and federal laws, including those that govern use of alcohol and other drugs. The Baltimore-Washington Camp & Retreat Ministries has no ability or authority to shield individuals from prosecution under federal, state, or local law. Drug use (including marijuana) is strictly prohibited on and off camp property. Alcohol is also prohibited on camp property, and staff may not consume alcohol within 12 hours of reporting to work. West River promotes non-smoking, and there is only one place at camp designated as a smoking area; this applies to all products containing tobacco and/or nicotine, including cigarettes, vapes, chewing tobacco, etc.

What else do I need to know if I want to work at camp?

Every staff role also includes kind and empathetic communication/engagement with children and youth, setting clear boundaries by teaching and enforcing camp rules and procedures, working cooperatively with fellow staff, being willing to look and act a little silly sometimes (like by dressing up for theme activities and singing goofy kids' songs, for example), taking care of oneself in order to care for others, and contributing to the overall mission by sometimes doing tasks that aren't explicitly listed in your job description