

STAFF



GUIDEBOOK

SZARVAS CAMP

2024

JDC – LAUDER
SZARVAS INTERNATIONAL
JEWISH YOUTH CAMP

STAFF GUIDEBOOK

COMMITMENT TO 110% EDUCATION, SAFETY, AND FUN

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WELCOME TO THE TEAM

WE CREATE A WELCOMING, FRIENDLY, AND SAFE ATMOSPHERE

- We are committed to helping our campers have the best and safest summer experience ever.
- We place the campers and their parents as our first priority.
- We use friendly, courteous phrases when we speak.
- We maintain a clean and neat appearance, in our work environment as well as in our private space (room).
- We never complain or mention problems in the presence of children or parents and try to solve all our issues in the shortest time possible, within the frames of the camp.
- We daily strengthen values such as teamwork, kindness, respect, honesty, responsibility, and attention to details in all that we do.

WE LEAD BY EXAMPLE

- We understand that our language and behavior impact each child in our presence whether it is during activities or free time.
- We understand that children learn mostly from the behavior of staff, not from what we tell them.
- Our goal is that each camper leaves camp as a better person because of our role modeling efforts and positive examples.

WE PAY ATTENTION TO DETAILS

- We understand that parents entrust us with the safety and well-being of their children.
- We pay attention and are vigilant at all times — we make sure that everyone is safe, healthy and enjoying the camp.
- We understand that our general success comes from our attention to details.
- We run our activities on the highest possible level, with full attention, and enthusiastically excite our campers about the activities on our schedule.
- We know that one good or bad experience creates a camper's impression of our overall performance.
- We are of the opinion that cell phones are a distraction from campers, and our work. Therefore, phones should not be used during camp activities, including meals, except in case of emergency.

WE ARE A TEAM

- We maintain a friendly and informal atmosphere.
- We take our jobs seriously.
- We each understand that our individual success is vital to the overall camp's success and every single effort made, no matter how small or large, contributes to a positive camp experience for everyone.
- We are happy to join the team effort and help create a cell phone free culture at camp.
- We are happy to join the team effort in keeping the camps policies, rules, and procedures.
- We communicate freely and openly with each other and always with a sense of respect and dignity.
- We try and express our issues with the person in question honestly, in order for both to compromise and find solution(s).
- We take responsibility for our time management and being punctual.
- We are always willing to help another staff member if needed without compromising our own responsibilities.

WE ARE FOLLOWING THE CAMP'S FRAMES

- We are following the rules of the camp and understand that breaking them results in being excluded/fired from the camp.
- We are attending all the activities that we are responsible for.
- We are attending all the meals and Mifkads (morning gatherings).
- We are not establishing any type of romantic relationships with our campers, or any underaged staff (younger than 18).

By applying for staffing position, I understand that these are guiding principles that all staff of Szarvas Camp are held accountable for and expected to strive for.

CONTRACTING

Prior the arrival you'll have to provide your personal data to prepare your contract. The contract is also important if you are in a volunteer position. When filling the contract, you'll have to accept our waiver (including GDPR statements), fill a medical form, accept the Szarvas Camp Manual and the staff guidebook. Prior the signature of the contract each staff member must provide a certificate of good conduct.

ARRIVAL TO THE CAMP & ROOM ALLOCATION

Upon the arrival go to the reception, fulfil the administration process, and go visit your room. Please check if you have an available and fully equipped bed. In most cases you will have to share a room with other staff members. Please note that — as it is with any other rooms in the camp — staff rooms are not mixed gender rooms. **Please respect each other's privacy and intimate space.** Staff rooms are not for meetings or for program equipment storage. There are warehouses available for that. Should you have any issues around your room, your bed, etc., please visit the reception. Please note that **all the damages discovered after the arrival will be accounted to you and must be paid before the departure.**

LIVING ENVIRONMENT

Please maintain a clean surrounding in your room. You are also an example for our campers. The staff rooms are basic-cleaned by cleaning staff once a day. Before Shabbat the staff rooms receive a change of the bedclothes. Different cleaning equipment can be requested at the reception. **Males and females will not sleep together in the same room.** This is also true for staff. Exception is obviously made for married couples, or couples who consider that they live in a domestic / family relationship.

LAUNDRY

There is a staff laundry room in the camp, located in the back of the public showers, by the side of the brick rooms. **The machines are only to be used by the staff**, please make sure campers do not wash or dry their clothes here. Please be prepared that the camp does not provide laundry detergent. You can also use the driers located next to the washing machines, or you can hang your clothes on any of the dryers which are around the camp except for the one behind the reception. Please keep in mind that you share these machines with many others and try to occupy only one machine at a time. Also try to use time-saving modes available on the machines. Please keep the area clean and tidy.

RECEPTION / OFFICE

The reception building is located at the entrance of the camp. There you can find a back-office team who works on administration in the office and at least one person who is dealing with your inquiries regarding the camp's site (broken bed, new bulb, cleaning equipment, etc.). They are also part of our team; their goal is to supervise the processes behind the scenes and help your work *indirectly*. Please be always respectful and patient.

Reception space is not for meetings or any kind of programs, no matter those being held during the day or in the evening. During permitted (by coordinator or camp director) gatherings please keep volume of it as low as possible as it might be disrupting those working in the office.

STAFF WORKING SPACES

From 2022, there are two rooms for staff indoor working environment: the madrich room in Beit David and the Staff Space located at the back of the main showers, close to Cupola.

These locations are there to support your work. **Please respect each other's work and always maintain a clean area!**

In the madrich room you will find lockers. You can rent a locker at the reception for a deposit of €10, \$10 or 4000 HUF. Once you give back the key you will receive your money back.

DOCTOR'S ROOM

You can find the medical room next to the public showers, in the house number 700. Each session has a doctor and a nurse. The open hours are stated at the entrance to this room. In the case of urgency or emergency the doctor or nurse is available upon request. Please **trust the medical team**, as they are long-trained professionals who are working in this area all year round. For different reasons, there might be certain examinations (which must be done in a more equipped environment) that will take more time, will be postponed, or delayed. **Not all events are urgent!** Please take care of your own health as well — rest, when possible, don't stay up late, drink water and exercise.

Do not try to treat campers by yourself, without doctor's prior knowledge and approval. If you notice an injured or sick camper, try to reach their counselor or unit head; if the case is urgent, help by escorting the camper to the doctor's room.

KITCHEN / DINING HALL

Please remember that camp has a Glatt-Kosher kitchen and dining hall. It is strictly forbidden to bring in any food or kitchenware that don't belong to the kitchen. Please don't take out any kitchenware that belongs to the kitchen. There are plastic / paper tools available in the kitchen and can be requested from the kitchen staff. During the meals (most of the time) there is an option for extra portions. The staff is allocated to the staff tables.

Every staff member might be asked to be on a dining hall duty. The allocation of the duty can be found next to the main entrance to the dining hall. During this duty you will have to sit next to one of the entrances to the dining hall. The goal is to keep all the kids inside the dining hall during the meals.

MEALS AND SNACK

Staff must attend all the meals, arriving on time and leave together with the campers. The regular meal timings are: 8:45, 12:45 and 19:00. During some days the timing is a subject to change. Please follow the timings in the printed or online schedule. The regular timing of the afternoon snack is from 3PM until 4PM. The snack can be picked up from the kitchen. All meals finish with Birkat Hamazon (grace after meal). Male staff has to wear Kippah in the dining hall. One can be requested at the reception.

HAPPY MEALS (SINGING IN THE DINING HALL)

Every session we have around 4–5 times when there is singing in the dining hall. Most of the time the schedule of these is the following: first evening, first Tuesday, first Thursday, second Monday or Tuesday and the second Thursday. This event helps the camp's dynamic and maintains the mood of the campers. Your participation and passion are crucial as you are one of the examples for your madrichim and campers. There is no connection between the happy meals and the visit of our guests. Their schedule is (most of the time) adjusted to our singing timings.

YOUR PROGRAM / SCHEDULE

You will receive your daily schedule from the coordinator(s) a day ahead. Mainly for the reason of the tight schedule, please make sure that your program is prepared, and you are punctual, or even arrive earlier. Run every activity as energetic as if it would be your first one on the day. Make the most out of it. Please always run your activity in a safe environment. Make sure that the equipment you use is ready to use and age appropriate.

Your resting time has to start latest at 1AM. No gatherings or social events are allowed after this time.

COORDINATOR(S)

The task of the coordinator is to help your work by preparing and creating the daily program while prioritizing the different needs of the camp and the work of the staff (specialists / teachers). The coordinator is helping with the allocation of the activity places just as coordinating the preparation and running of the special programs. During the day, the coordinator supervises the daily program and all the places of the camp and creates a daily plan-b if needed. All your request will be listened to and considered. At the same time, please note that not all the requests can be fulfilled. Please always cooperate with the coordinator.

FEEDBACK / EVALUATION

In the camp, we do many types of feedback and feedforward. We constantly listen to our campers, madrichim and other staff. If there is something we can deal with immediately, we share this feedback with the affected staff members. Please always be open for reflections, feedback and be ready to change. All feedback and feedforward are for making Szarvas even better.

WAREHOUSE

There is a warehouse available (located in Beit David, inside the Madrich Room) for renting out different supplies that you might need for camp programs. The open hours are stated at the entrance of the warehouse. If the warehouse is closed during open hours please go to the reception and update them about it, they will be able to help or know more of the reasons behind it.

Once the warehouse is closed for the day there is no possibility to access the equipment, please keep it in mind when planning.

The warehouse can only be used by staff (identified by warehouse personnel by the staff bracelets).

The stock in the warehouse is limited. Please make sure that you don't have equipment you are not using. We ask everyone to return all (reusable materials) as soon as possible and don't keep a stock of materials in your rooms.

When using equipment please use them in the intended way and take care of it.

If you see equipment laying around in camp, please make sure to return it before it is destroyed or lost.

MEETINGS

There will be meetings that you will have to attend:

- a welcome / introduction meeting for unit heads and specialists on the day of arrival, usually immediately after lunch,
 - ✓ *this is a short (15-20 minute) meeting of introductions, plus basic instructions about your upcoming session.*
- Two all-staff meetings — first Sunday (day of arrival) evening, and last Thursday, after the evening programs,
 - ✓ *on these meetings, we share information that is important for all staff members. The planned length of these meetings is around 20–30 minutes.*
- other occasional meetings (program change, program discussion, problem solving, pre-Shabbat, etc.)

In order to run efficient meetings, please always be on time!

CAMP LEADERSHIP — WHO SHOULD I APPROACH?

In general, you can approach any of them with any topic. They might involve others to solve or answer your question. Redirecting never happens with bad intention.

You can find detailed descriptions in the camp manual, here you can find a long-story-short summary.

Educational program coordinator: mainly deals with the programming, the planning and style of the program, from brainstorming to realization. The program coordinator will decide about certain priorities regarding the upcoming event, lead program related team meetings, etc. The educational program coordinator is also working closely with the unit head team.

Educational consultant: mainly deals with the content of the programming, the level, and the quality of education in the camp; helps units providing the right content, mentoring the team with knowledge and experience. You can also approach the educational consultant with the behavior issues which are not camp-wide and still require a more serious approach or attention.

Coordinators: responsible for travel arrangements of the staff and delegations, logistic arrangements, and mainly deal with everyday schedules, programming, program allocations, program requests, program place allocations, supply requests.

Operations manager: deals with maintaining the behind-the-scenes processes — maintaining the different background teams (reception, maintenance team, kitchen staff, etc.).

Camp director: beside being around for everyday support and program support, mainly supporting and supervising the camp educational teams; supporting and creating camp atmosphere, dealing with camp's policies and serious behavior issues.

T-SHIRT

Each camper and staff member will receive a Szarvas Camp T-shirt. The order of the shirts is done based on the t-shirt sizes provided during the registration process.

Staff will receive their t-shirts directly from the reception / office after signing a special form. Please note that when staff members or madrichim work more than one session they still receive only one shirt. The color of the staff T-shirt is blue.

WI-FI

There is a Wi-Fi network in the camp (not all the areas are covered) which is available **only for the staff**. To use this network, you will have to register yourself / your device with the help of the IT staff. The IT staff is located in the Beit David studio (across the bathrooms). Please don't abuse the network with downloading large files (like movies, etc.). **Please don't share the network with kids** as the purpose of it is to make your work easier and the larger number of users can reduce the network speed significantly. The Wi-Fi is not available during the meals and Shabbat.

PRINTING / COPYING

There are printers available in the madrich room, in the Beit David. Please consider the environment before printing or copying. Consider printing double sided (both side of the paper), as well as printing multiple pages on one side. If you need help with setting up environmentally friendly options, please turn to the IT staff. If any of the devices are not working, **please don't try to fix them**. Notify the IT staff and they will fix it.

PHONE USAGE / CHAT

Please reduce the usage of your phone as much as possible. We agree that in general technology and in particular phones have great benefits but as of now phones are not part of our educational concept, and it can be very destructive for you too, as it can take your focus away from your work and would show bad example for our campers. Try to unplug from the digital world as much as possible. **Specifically, don't use your phones during the activities and during the meals**. During the meals talk to others, value the time that you can spend together.

In the camp, you might be added in different chat groups, organized by program leaders or the camp's leadership. Most of these groups are to serve

sharing important information and focused on the topic. Please don't misuse these groups, don't use them for private chat, sharing funny pictures, etc.

MADRICH "TENT"

There is an area between the two main entrance gates. It is divided into two parts. The open part is dedicated for resting and taking small breaks; it is prohibited to smoke here. The other part, behind the door, is allocated for the staff (and only staff) to smoke. This place might look very social, and comfortable to spend time in. Please reduce your time spent there as much as possible and spend your time with kids, madrichim and the programs. **Please don't organize meetings here, keep in mind the non-smokers, those who might be disturbed by the smoke.** During the evenings, please reduce your volume as much as possible as it might be disturbing for campers who live nearby. When coming back after the curfew of the campers, please always be quiet. **Always maintain a clean area!**

SECURITY

There is a 24/7 security service in the camp. Please **always cooperate** and follow the instructions that might occur during the camp life, your programs, especially if they are outside the camp's facility. Please read the security procedures (that apply for emergencies) in the Camp Manual. You can only leave the camp with the running event's staff bracelet. Please don't take out or bring in anyone who doesn't have a staff bracelet. Don't accept any packages from anyone without a staff bracelet. The main gate closes at 1AM, and opens with the morning shift, around 6AM.

BIKES

You will notice that there are several bikes in the camp. Some of them belong to specific team members and local staff (which are their private property) and majority belongs to the camp. **The bikes of the camp can only be used for the camp's biking program** and can only be maintained / supervised by bike staff or staff members with access. Biking staff can't give permission for private usage of camp's bikes. If you want to borrow a bike from another staff member, we strongly suggest asking for permission from them. If you want to bring your own bike to the camp, please note that we do not take any responsibility for it, as well as we are not arranging special transportation for it and cannot guarantee that it will fit into any of the buses we are using to transport campers and/or staff.

POOL

Swimming Pool is a daily activity in the camp. Each group will have a chance

to go to the pool once a day. Weather conditions can overwrite this routine. **No campers or staff are permitted to use the swimming pool (be in the water) at any time unless properly supervised.** All staff must abide by the same rules as campers. Therefore, staff members are not allowed to use the swimming pool without seeking permission of the Lifeguard and Director, so we can make sure proper supervision is provided. Staff members use the swimming pool at their own risk. **Maximum 70 people can be in the water at the same time.**

Everyone should take a shower before and after using the swimming pool and use the foot washer in the entrance of the pool. Jumping or chasing is not allowed in and around the swimming pool, even for the staff. Please help the work of the lifeguard. **No meetings are allowed in or next to the pool.**

JUDAISM IN THE CAMP

The camp's Judaism is open and pluralistic. We accept every Jewish stream because it is important for everyone to feel at home, whatever surrounding they come from, from the most secular aspect to the most religious. To help this we only eat kosher and keep Shabbat. Beside these, Jewish theme is "hidden" in many occasions — starting from Mifkad (we sing two prayers, namely Mode Ani and Shma), through some practices (like Bat and Bar Mitzvah) as well as other programs (like evening programs). Majority of the kids are arriving from non-practicing backgrounds. Please show your kids different ways of expressing their Jewish identity.

FRIDAY (PRE-SHABBAT)

This day is one of the special ones. There are less activities. In the morning, all the groups prepare Challot for the evening, clean their rooms and designated areas of the camp during the day and prepare for Shabbat. Around 4PM the Core Team or unit heads will go around the rooms and check them. Whichever room is ready for Shabbat (meaning it is clean) the campers of that room will receive a small present.

Around 6PM there is a march with music around the camp. You can join the march from the Mifkad area or next to the area you live in. After the rondo we depart to Cupola where later the service will take place.

In the Cupola the girls are seated on the right side, the boys on the left side from the entrance. Different sitting arrangements can be made.

After a short singing, around 7PM we light the Shabbat candles and start Kabbalat Shabbat. Following the prayer, we head to the dining hall where we sing Shalom Alechem, do Kiddush, bless the Challot and enjoy dinner together.

KABBALAT SHABBAT

Kabbalat Shabbat happens in the Cupola. Most of the time our prayers are following Karlebach melodies and orthodox traditions. If there are any boys that would like to light candles they can do so. The prayers can be followed with the help of two of the camp's prayer books (white and blue). Both are available in Hungarian, Russian and English.

SHABBAT ENRICHMENTS

During Shabbat, there is one slot (usually before dinner) when we offer various topics (educational sessions) for our staff. In Szarvas we find it important that staff also have an opportunity to learn, as well as it is a great way of showing a good example for the campers. If you have any ideas about sessions you would like to lead, please mention it a day before to the program director.

SUNDAY (OR OTHER) TRIP

Sunday is a trip day. Madrichim are leaving with the kids. Other staff can also join, if they want, with preliminary conversation with the unit heads and the coordinator. Please note that as some costs are pre-arranged, you might need to contribute something for e.g. Museum entrance fees, etc.

Your group might also be escorted by security guard(s). In every case this is a decision of the chief of the security. In the case of emergency please always follow the instructions of the allocated security guard(s). Please remember keeping the rules of the camp during the whole time — this is also a camp program and you (us) have the same level of responsibility.

GUESTS / VISITORS

The camp is run by JDC (Joint Distribution Committee) which receives 99% of its' sources from North American Federation system and some private (mostly) North American donors. It is crucial that representatives of these groups and the mentioned individuals can see the result of their support, the change that is created with their help. These sources make our operation possible. **These visits are very important for us, and we love guests!** Whenever it is required / possible please be available to speak with our guest, share your story and the story of your community.

OTHER

- Due to the new GDPR regulations only multimedia staff is allowed to record videos of programs and campers, as well as making pictures; other staff may never take pictures of campers using a device that is not the property of the camp.
- It is prohibited to keep and consume alcohol inside the camp. Storing

and using any kind of drugs is strictly prohibited.

- By applying for a staff position, you understand, fully acknowledge, and accept the rules mentioned in Szarvas Camp Manual.
- By applying for a staff position, you understand, fully acknowledge, and accept the JDC's Policy of Prohibiting Harassment that can be also found in Szarvas Camp Manual.

CAMP CONTACT INFORMATION

SZARVAS CAMP EMAIL ADDRESS: szarvas@jdc.org

CAMP MAILING ADDRESS: (RECIPIENT NAME)
CAMP LAUDER / JDC
SZARVAS, ERZSÉBETLIGET
HUNGARY
5540

SZARVAS CAMP OFFICE PHONE: +36 (20) 2970275

JDC – LAUDER SZARVAS INTERNATIONAL JEWISH YOUTH CAMP

STAFF GUIDEBOOK
2024

The staff guidebook was created to gather, clarify, and emphasize rules, tasks, and procedures. As the camp is always evolving, we keep the rights to modify information stated in the guidebook. In this case staff will be informed of the changes which will be updated in the next online or printed copy. The staff guidebook is created for staff, please do not distribute to non-staff members.