

December 2018

Dear RDC summer staff recruits:

Congratulations and welcome to the RDC community. If you have any questions or concerns before your arrival at RDC, please feel free to e-mail me at alex@rdcsquam.com or you can call me at 603-968-3313. If you want more information about New Hampshire and RDC visit our website at www.rdcsquam.com. I look forward to sharing a rewarding and fun work season with you at RDC.

Sincerely,

Alex Chelstowski
Human Resource and Program Director

TRAVEL

Please make sure you arrange your travel so you are at camp 1 to 2 days before your scheduled orientation.

IF YOU ARRANGE YOUR TRAVEL TO BOSTON LOGAN AIRPORT IN BOSTON, MASSACHUSETTS

The bus picks you up right outside of baggage claim at the curb look for the *SCHEDULED BUS* sign.

You will take the 5:40 pm Concord Coach Line bus from Logan International Airport to Plymouth, New Hampshire... **NOT PLYMOUTH, MASSACHUSETTS.**

*Please call the camp before you board the bus to confirm your pick-up time. You will buy your ticket to New Hampshire when you stop at South Station. The bus driver will help you if you have any questions.

IF YOU ARRANGE YOUR TRAVEL TO JFK IN NEW YORK

Take the 10:00 am greyhound bus from the Port Authority Bus Terminal to Boston, Massachusetts South Station. At South Station you will transfer to Concord Coach Line bus and take the 6:15 Concord Coach Line bus from South Station to Plymouth, New Hampshire... **NOT PLYMOUTH, MASSCHUSSETTS.**

Buy your ticket to Boston in New York then buy your ticket to New Hampshire at Boston's South Station.

*Please call the camp before you board the bus to confirm your pick-up time

THINGS TO BRING

The following information is intended to assist our new summer staff when packing for the coming season at Rockywold-Deephaven Camps. We recommend that you bring at a minimum, enough clothes to get you through a week. The list below suggests items that are often forgotten or items staff wished they brought with them. Some of these items may be purchased when you get here, but other items may come in handy sooner than you would be able to make the purchase – such as rain gear or an alarm clock. **While on property during off-duty hours, we ask that your clothes be appropriate and in good taste (no alcohol or tobacco advertisement, no sexually provocative clothing, no profanity, or racial slurs). Thong bathing suits are not permitted. Please keep in mind that this is a family camp.**

PREPARE FOR COOL WEATHER: It is important to keep in mind that temperatures can vary greatly here. Most employee living accommodations are not insulated and are not heated. Therefore, please prepare for some cold nights by bringing warm clothing. RDC provides blankets and linens for employee use. A warm jacket is highly recommended.

MISCELLANEOUS THINGS TO CONSIDER BRINGING (in no particular order):

| | | | |
|------------------------|---------------|-------------------|------------------|
| *Flashlight* | Rain Gear | U.S. Plug Adaptor | Sunglasses |
| Watch | Bathing Suit | Insect Repellent | Sunscreen |
| Hiking Boots | Dress Clothes | Sneakers | Athletic Clothes |
| Jacket (warm Clothing) | Computer | Books | Alarm Clock |

BE SURE TO BRING A POSITIVE AND FLEXIBLE ATTITUDE

EMPLOYEE UNIFORMS: While on duty, employees are required to wear khaki or tan colored pants, shorts or skirts and plain, dark blue shirts with a nametag. RDC will issue staff shirts according to which department you are working in. Additional staff shirts may be purchased from RDC's Camp Store at a reduced price. To help guests identify you as an RDC employee when the weather is cool, please bring a dark blue sweater or sweatshirt (these items may also be purchased at the Camp Store at a reduced price). NO ripped, torn or patched clothing is permitted. Tank tops are permitted when the weather is hot, but they must be long enough to be tucked in and the straps should not be less than 1 inch (2.5cm.) wide. Shorts must be khaki or tan colored with a minimum 3 inch (7.6cm) inseam. Choose rugged, comfortable work shoes, sneakers or lightweight hiking boots to wear while on duty. For safety reasons, sandals are not to be worn by Outside Crew or Food Service employees while working.

WHAT YOU CAN EXPECT

Rockywold-Deephaven Camps (RDC) is located in the lakes region of New Hampshire at the southern edge of the White Mountain National Forest. For over 100 years, the camps have provided a unique family living experience offering rustic simplicity, quality service and an unsurpassed natural setting. RDC's guest lodging facilities can accommodate up to 400 guests. Our 60 cottages are tucked discreetly amidst 1.5 miles of shore front pines and granite outcroppings. Each cottage has a fireplace, screened-in porch, private dock and antique icebox where ice harvested from Squam Lake is delivered daily. All accommodations are non-winterized and rustic.

ORIENTATION: All RDC employees are required to attend an orientation program. This program helps employees to become familiar with camp policies and procedures and includes a guided property tour and safety training. RDC recommends that all employees read RDC's Seasonal Employee Manual prior to arriving at camp. Orientation programs are usually scheduled the day after your arrival. A copy of the manual can be found on RDC's website (www.rdcsquam.com). If you are unable to download the file, contact Alex at alex@rdcsquam.com.

CONTRACT & WAGE: Some CCUSA participants are required to complete a 10-week contract with Rockywold-Deephaven Camps. The 10-week contract fulfills the CCUSA 63-day contract. The contract consists of a 30 to 45-hour workweek with one complete day-and-a-half off and another half day off per week. During the 10 weeks participants will receive their pocket money. For hours worked after their 10 week contract, employees will be paid \$9.00 per hour for a 30 to 45-hour workweek for the duration of their employment. Wages will be subject to federal withholding taxes.

Additionally: * Room and Board is included with all positions.

* Additional money can be earned during off-duty hours by babysitting guest's children.

* Guests are not required to tip, but occasionally they reward exceptional service.

BONUS SYSTEM: Providing RDC has a successful season both operationally and financially, RDC wishes to reward and thank all employees who have performed exceptionally well by offering a bonus at the completion of the Camp's fiscal year, October 31. Seasonal staff members who work more than 10 weeks at over 35 hours per week can earn up to 10% of their season's gross salary (maximum \$300) if they meet the following criteria while employed at RDC.

1. Stay to his or her commitment date established at the time of the interview. Employees who do not live up to their commitment will not be asked to return to RDC for future employment.
2. Leave all RDC property in good condition, particularly employee living accommodations, common areas and bathrooms, and return all RDC equipment, for which they were responsible, in good repair.
3. If, when evaluated at the end of the season by his/her supervisor(s) and administration, the employee is rated a "5" on a scale of 1 to 5, that employee could earn up to 10% of his or her season's gross wage (maximum \$300); if rated a "4", up to 6%; if rated a "3", up to 2%; and if rated below average, no bonus would be given.
4. On site off duty staff behavior will be taken into consideration when offering bonuses.

ROOM AND BOARD: Staff living accommodations are dormitory style and in keeping with the natural character of the camp, rustic and non-winterized. First-year employees usually share a room with at least one other employee. Each room is provided with the appropriate number of beds, linens, tables, lamps, and a dresser, closet or shelves to store clothes. Some bathroom facilities are more private than others; however, all dormitories have single sex bathrooms with shower(s). On-site employees are provided three meals each day: breakfast, lunch and dinner. Meals include two hot entrees (one being a vegetarian option), full salad bar, beverages and a variety of fresh fruits and ice cream.

RECREATIONAL OPPORTUNITIES: Organized employee recreation activities are strongly encouraged at RDC. Camp will help to accommodate employees who wish to organize group activities for staff during their off-duty hours and days off. Activities from past years include: island picnics, whale watches, concerts, shopping trips, explore local towns and cities, movies, and theme dinners. Other recreational opportunities include hiking, mountain biking, swimming, canoeing, sailing, fishing, tennis, basketball, softball, ultimate frisbee, volleyball and more. RDC's employee lounge and recreational pavilion are great places for gathering and socializing with other employees during off-duty hours and days off. There you will find a television, DVD, stereo, ping pong table, pool table, fireplace and full cooking facilities. RDC also offers e-mail and Internet access for staff to keep in touch with family and friends.

*Wifi is available for all staff. Please understand that due to our remote location bandwidth is limited. Please refrain from using any streaming/downloading services as this limits everyone's ability to use the internet

IMPORTANT POLICIES:

The following policies are vital to the success of the coming season and for the safety of the entire RDC community.

ALCOHOL POLICY: New Hampshire's legal drinking age is 21. Rockywold-Deephaven Camps is a unique community committed to providing a wholesome family camp environment for its guests and staff. The responsible and discreet use of alcohol (beer and wine only) is allowed at designated areas on RDC property by off-duty staff that is of legal drinking age. **Inappropriate or illegal use of alcohol and other drugs by RDC employees will result in immediate dismissal.** RDC strongly encourages its off-duty staff to take advantage of the many wholesome recreational opportunities our area has to offer.

SMOKING: Employees are not allowed to smoke on or near RDC property. This is a no tolerance policy.

QUIET HOURS: Because many of our guests come to RDC to experience a peaceful and relaxing environment, and because many guests have children who go to bed quite early and take frequent naps, it is very important that all employees and guests observe quiet hours between 10 p.m. and 8 a.m. and between 2 p.m. and 3 p.m. On calm nights, even casual conversations can be heard across the lake. Most staff living accommodations are in close proximity to guest cottages, and for this reason we ask staff to leave powerful sound systems at home.