

First Year Staff Guide 2025



Camp Keowa,
Ten Mile River Scout Camps

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Welcome to Keowa

Congratulations on being hired to be part of the Camp Keowa staff! This summer, you will have an experience unlike any other. Our goal is to provide an unparalleled camp staff experience, enabling you to experience personal growth, transforming you into an incredible staff member for years to come, and leaving you with a summer to remember.

This guide will provide you with an abundance of information that will be helpful to know going into your first summer on staff. Please read through it carefully and feel free to reach out with any questions you may have.

Your Role in Camp

Report Dates

You are expected to report to Camp Keowa on the **morning of Saturday, June 28th between 9am and 11am**. This will be the beginning of Staff Week, a week of setup and training time. Our summer contracts go through **August 22nd**, although our *expected* departure date is August 19th.

Your Schedule

Every weekday during the summer program, your schedule is as follows:

7:40 AM:	Morning roll call, lineup, and breakfast.
9:00 AM:	Program begins.
12:10 PM:	Afternoon roll call and lunch.
1:00 PM:	Siesta. Usually Program Areas are closed during this time.
2:00 PM:	Program resumes.
5:40 PM:	Evening roll call, lineup, and dinner.
7:00 PM:	Evening program.
8:00 PM:	Program ends.

Staff Uniform

All camp staff are required to wear the proper camp staff attire whenever on duty or in the sight of campers. This includes:

- Scouts BSA Official Class A shirt.
- Scouts BSA Official *shorts* (Scout pants are not part of the TMR summer uniform).
- Scouts BSA Official socks (any length from short to knee-highs are acceptable)
- Camp Keowa staff belt
- TMR Staff Polos

If you are not a Scout, or if you need to acquire additional uniform pieces, TMR offers a **20% discount** on the items labeled as "Scouts BSA Official". Be on the lookout for this order form in future Staff Newsletters.

All new staff (meaning you did not work in 2024), will receive **TWO free TMR Staff Polos**. All returning staff who worked in 2024 will receive ONE free TMR Staff Polo. Additional Staff Polos are available for purchase during staff week.

Camp Keowa staff belts will be available staff week. Please contact the Staff Director or a former staff member if you need advice for how many of each item is recommended. It is ultimately your choice, just remember the less you have the more often you will have to do laundry.

Your Program Area

During the summer you will be working in a specific Program Area in camp. Before the summer begins, your Area Director - the staff member on the leadership team responsible for overseeing the area - will reach out to you. You will hear from them regarding merit badges and other information that they need to gather before the beginning of camp.

Your Area Director will be your immediate supervisor, and the first person you should go to with any issues during the summer. They are always happy to help!

Information for Parents

Pick-up / Visiting Procedure

Keowa's policy requires every person who is entering or leaving camp to check in at the main office. If you are planning on spending any amount of time on camp property, make sure you do this when you enter and exit. In addition, if you are interested in staying for a meal, make sure this is communicated to the admin team to work out payment for the meal and to assure any special dietary needs are met.

The staff is off every weekend on Saturday, and must report back on Sunday at 8am. *Except during the first week of the summer. During Staff Week, the staff is off on **Friday instead.**

Saturdays are the best day of the week for a visit with your child. If, for any reason, your child will be missing a day or more of this summer, be sure this is communicated to the admin team immediately.

Medication

Your child's medical form should indicate what medication your child takes. This will be held by the camp's medical officer and administered dose-by-dose. It is against NY State Law to allow your child to administer his or her own medicine.

Admin Team Contact Information

- Camp Keowa Office, Front Desk: (845) 252-2027
- Scott Delloso, Camp Director: sdelloso@tenmileriver.org
- Phill Buhse, Program Director: pbuhse@tenmileriver.org
- Gabe Ryan, Assistant Camp Director: gryan@tenmileriver.org
- Harper McPhee, Staff Director: hlmcphee@outlook.com

The front desk phone number is only functional during the camp season. If you need to contact anyone before or after camp, use the listed email.

Cell Phones at Camp

Staff are permitted to use their cell phones when program is not occurring. This includes some siestas (1-2pm), nearly every night past 8pm, and every Saturday. If your child does not answer their phone right away, chances are they are busy and will get back to you by the end of the day.

If you have the need to contact your child through a means besides their own phone (for example, if they are not answering their phone,) the most direct line of contact is through the Keowa Main Office.

Please note that Verizon has little to no service at camp. AT&T does have excellent service with a cell tower nearby, and various facilities in camp have wifi. Online chat services such as Facebook Messenger, WhatsApp, and FaceTime will prove most effective when it comes to contacting your child if they do not have AT&T.

Directions to TMR

Take the New York State Thruway (I-87) to exit 16. From here, get on NY Route 17 and travel to exit 104, Monticello Raceway. Take this road, Route 17B, for approximately 6 miles before making a left turn onto White Lake Road (State Rte. 55). This turn is immediately after passing a lake and a fire station on the right hand side. Follow White Lake Road for approximately 4 miles, then make a right turn onto Crystal Lake Road. After about a mile, there is a large stone sign on the right side of the road indicating the turn onto an unpaved road into Camp Keowa.

If you use a cell phone or GPS to navigate to Keowa, the address is **240 Crystal Lake Rd., White Lake NY**. *Inputting the mailing address below directs you to Headquarters*, a different point in Ten Mile River Scout Camps than Camp Keowa. Once you get onto Crystal Lake Road, follow the large stone signs. They are marked with the directions to Keowa.

Searching for "Camp Keowa Main Office" on Google Maps should also get you here. Just be sure not to use the mailing address.

Mail

You are encouraged to send your child mail! Receiving a package or letter from home is a satisfying feeling and can raise spirits. Your child's mailing address while at camp is:

[Your Child's Name], Staff
Camp Keowa, TMR
1481 Crystal Lake Road
Narrowsburg, NY 12764

Note that since mail sent to camp needs to be sorted by our ranger staff, as all mail gets delivered by the USPS to TMR Headquarters, you should add 1-2 days to the expected date your child receives the mail.

Life on Staff

One of the fantastic things about Camp Keowa is the culture shared among the staff and campers. This summer, you'll get an experience like no other. The family environment that exists among the staff carries through to the offseason, and friendships made on staff are more often than not lifelong. Keowa is a place where you will grow into a more genuine version of yourself and make memories that will last a lifetime.

Staff Site

Your tent is your home for the summer. You'll be staying in a standard BSA canvas tent, with a wood platform and spring bed. You will also have a tentmate. Your tent will be located in Staff Site, the campsite where the staff lives. Staff Site features a fire pit in the middle, single-stall showers and bathrooms, and an indoor lounge with TVs, couches, tables, chairs, and a refrigerator.

The staff lounge is a great place to spend time with friends when program isn't occurring. If you wish to bring any personal items, such as movies, consoles, or board games, we recommend doing so! However, **bring these items at your own risk.** is not responsible for items lost or broken in staff lounge.

Although we do not recommend it, any staff who wish to bring a personal tent to stay in for the summer may do so. **If you choose to bring a personal tent, it may NOT be larger than a 4-person tent.** Tents larger in size create safety hazards and issues with space in Staff Site.

Staff Fellowship

The Keowa staff is a tight-knit family. During the summer, you'll make dozens of close friends and many unforgettable memories. Throughout the summer, many staff fellowship activities occur. There's Festivus, our summer winter holiday with a secret Santa gift exchange, and even a Fourth of July celebration. There are weekend activities, such as bowling, kayaking, and trips to the county fair. In-camp events, like staff-only rock climbs and shotgun shootouts, are also common occurrences. If you have any ideas for staff events, the commissioners would love to hear them!

K-Coins

During the summer you will have the opportunity to participate in our staff incentive program. At Keowa, you can collect K-Coins and trade them in for certain prizes or experiences, such as a free slushie, or an ice cream trip for you and some

friends. You can earn K-Coins for exceptional performance, receiving them from either a troop or a member of admin.

Days/Nights Off

The staff is off all day Saturday, reporting back for work at 8am Sunday.

*Except during the first week of the summer. During Staff Week, the staff is off on **Friday instead.**

You will also have one "night off" each week; this will be coordinated with the Staff Director and your Area Director. Nights off begin after dinner lineup, but they are contingent on your reporting to Staff Site and doing a quick cleanup job with everyone else who has the night off beforehand.

On days/nights off, with parental permission, you will have opportunities to go on trips with the staff to Walmart, the movies, bowling, or other destinations nearby. The Off Camp Permission slip is attached to the end of this guide. You may return it to your Camp Director upon your arrival at camp, or choose to submit the [digital version](#).

Hygiene

Keowa has a laundry room with washers and dryers. This room is available solely for staff use and is locked with a combination lock to keep campers out. Laundry can be done during any free time you have. Please do NOT leave laundry in the machine for extended periods of time, as it can hold up the machines or cause your clothing to grow mold. **You must bring your own laundry detergent and dryer sheets to camp with you.**

There are a series of showers in Staff Site. They are all single-stall and each have a locking door. **It is required that you keep both your body and clothing clean.**

Bullying, Hazing, and Harassment

The admin team makes it their personal business to ensure that all the experiences in Keowa are safe for all staff members. We hope to enable personal growth and allow self-expression without negative interference from others. All members of administration and medical staff will be happy to listen to any work or personal concerns you have. Bullying, hazing, and other forms of abuse or harassment have a zero-tolerance policy at Camp Keowa; if you experience or see it at any point, say something immediately to any member of administration. The problem will be resolved quickly and professionally.

Staff Expectations

Progressive Discipline

1. Failure to follow these rules on a *consistent basis* will result first in a verbal warning.
2. If the behavior continues, a disciplinary hearing with the Camp Director will follow.
3. If this fails to correct behavior, termination will occur.

-Never Evers: Possession or use of: Alcohol, Drugs, Nicotine Products (under 21), Fireworks; Abuse, Theft, Vandalism. **These activities will result in immediate termination.**

-You are in your area at *all times* during program. There is no reason to be in the office, trading post, or visiting other areas unless permission is granted from a member of the Leadership team.

-You must check in with your director every time before dismissing a class.

-CITs must be allowed one period a day to take a merit badge.

-Getting enough sleep is a requirement of this job. If administration believes you are not getting enough sleep to perform your job, this is reason for progressive discipline. Sleeping occurs in Staff Site. You are not permitted to nap anywhere in main camp.

→ Staff Curfews:

-Quiet Hours: 10pm

-Under 18: 11pm

-18 to 20: 12am

-21+: Flags in morning

-While you are working, or while you are in the presence of scouts (e.g. on a night off or at a troop campfire), you must be in full uniform.

-You should not ever wear any BSA uniform or camp-related clothing when you leave TMR.

-PUNCTUALITY. **Always** be in the right place, at the right time. Lateness will not be tolerated.

-You are always on a stage. Scouts are always watching. Do not interact negatively with scouts (cursing, gossiping, showing a lack of respect, etc.). Do not argue with other staff in front of others. Don't be a bystander.

-Report any bullying or possible abuse directly to administration. We are all NY State Mandated Reporters: *Mandated reporters are required to report suspected child abuse or maltreatment when, in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment* (nysmandatedreporter.org).

Staff Site:

→ Respect the space/property of others. Do not go into others' sleeping quarters uninvited; leave when asked.

→ Maintain the cleanliness of Staff Site in general as well as your personal area so that it does not negatively affect others. This includes but is not limited to the showers, bathrooms, refrigerator, and staff lounge, as well as your own personal hygiene.

-All staff must follow the chain of command. However, all camp leadership have full authority to ask any staff member to obey rules, such as but not limited to: curfew, timeliness, and other established rules or guidelines.

-Be a role model. Represent the Scout Oath and Law at all times.

Other Information

Packing List

Clothing

- Underwear/undershirts (8-10 pairs recommended; less means you will do laundry more often)
- 1 BSA Field Uniform ("Class A" tan button-down shirt) with appropriate patches and silver shoulder loops (2 uniforms are recommended)
- Scout shorts (minimum 2 pairs)
- 8-10 pairs BSA socks
- Swimming trunks (preferably solid red if you are planning to work at Aquatics)
- A hoodie, coat, or jacket (Nights get cool at camp!)
- Approximately a week's worth of non-scouting attire to be worn on time off. (Bring mainly clothing you are comfortable getting dirty in, but bring one or two nice outfits, just in case, too.)
- Pajamas

Camping gear

- Backpack (a camping pack is not necessary, a school bag will do)
- Water bottle (make sure it is very durable, you will be using it VERY often)
- Pocketknife
- Rope, 50ft. (paracord works best)
- Waterproof jacket or other rain gear (umbrella not recommended)
- Sunblock

Tent setup

- Sheets and blanket/sleeping bag (sheets recommended)
- Pillow(s)
- Tarp for top of tent (highly recommended)
- Flashlight/lantern
- A lock and footlocker or other device used to keep valuables private (Please note, GNYC is not liable for broken, lost, or missing items.)
- Anything else that would make a tent cozy (Rugs, folding chairs, etc.)

Toiletries

- 2-3 Towels
- Toothbrush, toothpaste, razor/electric shaving device
- Shower soaps (body wash, shampoo, etc.)
- Deodorant
- Laundry Detergent
- Laundry basket or bag
- Shower shoes/slides

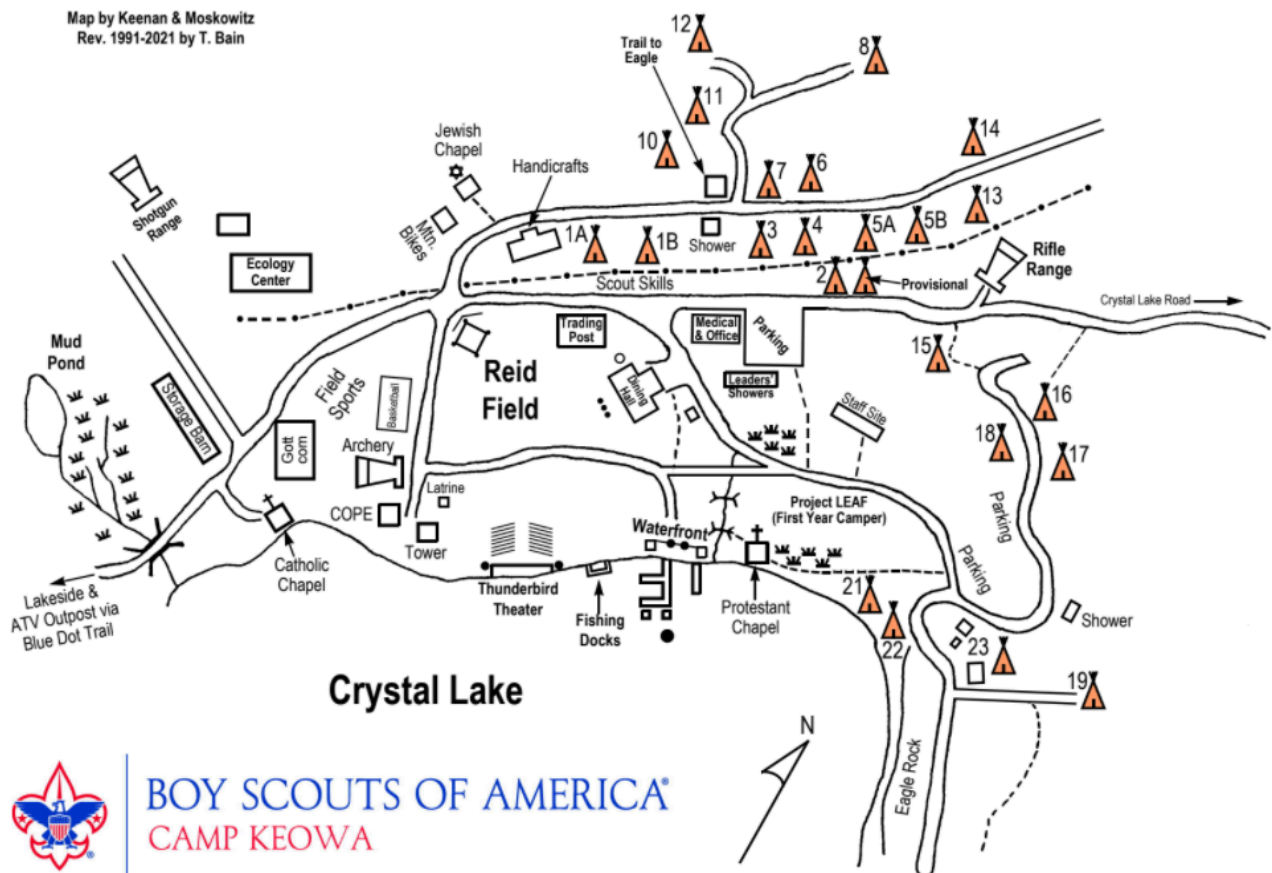
Required Paperwork

You will have an account made with WorkBright. WorkBright is Greater New York Councils' way of documenting information necessary to employ you, including your contract, working papers, and relevant training information. Prior to camp, you will be receiving (or may have already received) an email from the GNYC office, giving you your WorkBright login information. Follow the instructions therein. Contact the Camp Director for details or if any issues with your account arise.

Also, you will need to bring your [TMR medical form](#) with you to camp. Make sure you have all three parts - A, B, and C - filled out. Part C needs to be completed by a doctor.

If any of your paperwork on WorkBright is not completed, or you do not bring your medical forms with you to camp, you cannot be employed by GNYC, and may be sent home. Camp/council administration will be happy to help you in the process of completing these forms if you have trouble, but it is ultimately your responsibility to complete them!

Map of Camp



Pre-Camp Checklist

Before camp starts, make sure you do each of the following:

- Check your email consistently, and reply to all emails you get from camp administration. This is imperative for getting your WorkBright information filled out and assuring that all other paperwork for this summer is in order.
- Get working papers. Usually you can get these from your school's guidance office. If you are not from New York State, we can help you get New York working papers if needed.
- Complete the BSA medical form (all parts). Part C necessitates visiting a medical professional.
- Pack. Double check for all necessary items.
- Complete the Off-Camp Permission Slip (it is the last page of this document).



Camp Keowa
 Ten Mile River Scout Reservation
 1481 Crystal Lake Rd
 Narrowsburg, NY. 12764.

OFF CAMP PERMISSION SLIP

My son/daughter, _____, has permission to leave camp property under the following conditions:

Please check ONE:

By discretion of the Camp Director or his designee with approved drivers over 21.

Never

Only when riding to and from camp with: _____

Per BSA policy, no under 18 Camp Staff member may ride with any driver under the age of 21.

Staff may not leave camp property without permission of the Camp Director or his designee.

The Curfew Policy will apply in all circumstances.

 Parent/Guardian signature Date

Parent/Guardian Phone: _____