



Tel Yehudah

NATIONAL TEEN LEADERSHIP
CAMP OF YOUNG JUDEA

**SUMMER EMPLOYEE
INFORMATION GUIDE**

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Essential Information

COMMUNICATION DURING THE SUMMER

“SNAIL” MAIL: We encourage you to stay in touch with friends and family during the summer. And, it’s fun to get actual mail! Note that mail that arrives at camp after the final day of the season will be returned to the sender.

Mail sent via the United States Postal Service should be addressed as follows: Staff Name, Bunk # Camp Tel Yehudah P.O. Box 69 Barryville, NY 12719	Packages sent via UPS, FedEx or Airborne Express should be addressed as follows: Staff Name, Bunk # Camp Tel Yehudah 3149 State Route 97 Barryville, NY 12719
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TELEPHONE:

Main Camp Line: 845-557-8311	Emergency Line: Dial the main camp number. When voicemail answers, press “9”
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You may distribute these phone numbers to family or friends who may need to reach you during the summer. Please note that if someone needs to get in touch with you, the office staff will take a message and deliver it to you through your summer supervisor. In the case of emergencies, you will be notified immediately and brought to the office to take an incoming call.

Please note there is no cellular coverage in camp or in the immediate area surrounding camp. During free time, staff will be able to use phones around camp to make outgoing personal calls. However, staff will not be able to simply dial to get an outside line, as camp has privacy settings on all outgoing calls. No one may use the business telephones without explicit permission.

We suggest that staff obtain calling cards if they plan to call family and friends using camp’s phones during the summer. Most summer staff members opt to utilize online communication technologies, such as Skype or Google Hangout to communicate with people outside of camp. Staff are not allowed to carry their phones or Wi-Fi enabled devices during program hours.

INTERNET: Tel Yehudah has wireless internet (Wi-Fi) that staff can access during the summer. There are multiple access points throughout camp that provide internet coverage to areas where the staff can utilize it, such as the main office, the Bet office, the Mel Center, and the Tochnit (Program) Center.

Internet is not available for the campers and **can be used by staff only.** The Wi-Fi is password protected; staff will receive the password when they have arrived to camp and at no time can share that password with any camper. If camp finds that campers have accessed the Wi-Fi, camp reserves the right to change all of the Wi-Fi passwords, which may disrupt staff’s ability to access the internet.

EMAIL: Staff will have access to computers with internet access that will be conveniently located in the Mel Center (lounge for staff only) and in the Bet office and to be used during their free time. Computers with internet access will be available for work purposes only in the Tochnit (Program) Center. Staff members who want to use a computer to do work will have priority over staff members using computers for personal reasons. Computers will not be available during Shabbat (Friday at sundown through Saturday at sundown).

FACILITIES

BUNKS: Staff assigned to live in bunks with the participants will each have an assigned bed with a personal shelving unit to store clothing and personal items. All bunks have hot water, electricity, two toilets, two sinks, and closet space. Most bunks do not have showers in the bunks but do have access to the shower house in each bunk area. Bunks are equipped to house between 12-18 campers and 2-3 in-bunk counselors and/or specialists.

STAFF HOUSING: Staff members who are assigned to live in separate staff housing will live in rooms connected by shared bathrooms. Some out-of-bunk staff will share a room with other staff members. All rooms are equipped with a single bed, dresser or shelving unit, and closet. Shared bathrooms provide toilets, sinks, and showers.

LAYOUT OF CAMP: Tel Yehudah has two sides of camp, each with its own bunks, staff housing and dining hall. First session, Machane Aleph houses the rising 9th and 10th grade programs while Machane Bet houses the rising 11th grade programs. Second session, Machane Aleph houses traditional TY and Kimama participants in all grades while Machane Bet houses Havurah participants in all grades. In-bunk staff will be assigned to specific age groups and will live where those programs are assigned. Out-of-bunk staff members will be split up and assigned to live in staff housing located on both sides of camp.

You can view a map of camp by clicking [here](#).

STAFF BASICS

FOOD: We serve three nutritious and kosher meals each day. Only kosher food is allowed to be brought into camp (including cabins). We also have a salad bar at all of our meals to ensure that participants have fresh vegetables available. Fruit is also available throughout the day for snacks.

We do our best to accommodate **special dietary needs**. We serve vegetarian, vegan, gluten-free, and lactose-free options at each meal. On the Online Health History form, each staff member will have the opportunity to indicate dietary needs or restrictions, so our Food Service Team is able to run a list of all special needs to consider. Staff with specific concerns will also be able to speak with our Food Service Director upon arrival to ensure dietary needs are met.

DRESS: A packing list is provided in this guide to help staff members prepare and bring appropriate clothing for the summer. Staff members should bring attire that is comfortable and dress in a way that fosters and promotes the positive, educational environment of camp. We trust our staff members to select attire that models good taste and cleanliness. Keep in mind that the clothing you wear at camp is for comfort and activity, not for show. We discourage staff members from bringing fancy or expensive clothing items to camp.

Clothing that displays alcohol, cigarettes, drugs, curse words or other inappropriate messages cannot be worn. Camp reserves the right to request that staff members change their clothes if deemed inappropriate.

Shabbat (Friday evening through Saturday night) is a special time of week. The mood of Shabbat is created in many ways, including the clothing we wear. For Friday evening t'fillot (prayer services), staff should wear nicer, but still casual outfits. Shabbat outfits can include summer dresses, skirts and blouses, or nice pants and nice shirts. White and blue clothing is suggested, but is not required.

LAUNDRY: Tel Yehudah has laundry facilities on both sides of camp, including washing machines, dryers, and laundry detergent. Staff members have access to laundry facilities during their free time to clean their belongings.

Camp utilizes a laundry service for all campers that **picks up laundry two times per session** and returns items 1-2 days later. Staff members can choose to take advantage of this laundry service at an extra cost, if they prefer to send out their laundry with the campers, instead of doing their own laundry.

STAFF LOUNGE (“MEL CENTER”): Staff members have access to a staff lounge during breaks and time off. The staff lounge is equipped with air conditioning, couches, pool table, foosball, small group work tables and chairs, satellite TV, DVD player, computers with internet access, high-speed Wi-Fi access, board games and space to relax. The cleanliness of the Mel Center is the responsibility of those who use it.

WORK SPACE: Staff members have access to facilities around camp to access computers and work individually and in groups to plan programs for camp. The Tochnit Center (located in the middle of Machane Aleph) has a room with computers and printers, a library with resource books and material, and two small rooms with tables and chairs to work around. There is also an office space in Machane Bet that has computers, printers, and a copy machine. It is requested that staff who want to access computers for personal needs use the Mel Center (Staff Lounge). The main office in Machane Aleph is reserved for head staff and administrative staff use only.

FREE TIME/TIME OFF: We know for you to be an effective staff member, you need to take time for yourself. Our goal is for staff to receive one period off each day. During your period off, you may use available facilities to recreate or just take a nap. Each night, after putting the teens to sleep at 11:15pm, staff members can enjoy free time around camp, participate in scheduled “tsevet kef” (fun staff activities) or leave the premises if it is not a “closed” night. During designated “closed nights”, all staff members are required to stay on campus, but can still relax or have fun away from the campers. In addition, each staff member receives two full days off each session.

Approximately 3-4 times per session, staff members are on Shmira (guard) duty and must remain in camp to provide structured supervision in the bunk areas from lights out at 11:15pm until staff curfew at 1:00am. Shmira duty is described further below.

Besides your designated time off, you are considered “on” and should always be prepared and ready to work.

SHMIRA (GUARD DUTY): Each and every camper’s physical and emotional well-being is our highest priority as a staff. It is more important than any experience, event or activity we run at camp and always comes before our own preferences. Therefore we provide supervision to our participants AT ALL TIMES. This means during unstructured activities, we employ a shmira (guard duty) system to provide proper and adequate supervision. Staff members are assigned to Shmira posts approximately 3-4 times over the course of each session to provide supervision during free time after lunch and after lights out for the teens.

Staff members in Operational roles (ex. kitchen, logistics, office) typically are not assigned to Shmira, with the exception of Friday night or Saturday.

HEBREW: Tel Yehudah places an emphasis on introducing Hebrew terminology as a central part of our camp experience. Therefore, many facilities and activities are commonly referred to by Hebrew terms instead of English. For example, the dining hall is called the “chadar ochel”, activities are called “peulot”, staff is referred to as “tsevet”, and instead of saying good morning, we say “boker tov”.

We understand that not all staff members have Hebrew-speaking backgrounds or knowledge. That’s ok! We encourage each staff member to just do your best, try, learn from other staff members around you who know the terms we commonly use, and always feel free to ask if you don’t understand a word someone has used! At the end of this guide, you can review a Hebrew Glossary with some of the terms we use the most around camp, so you are prepared to pick up on camp’s lingo when you arrive!

STAFF TRAINING

ORIENTATION: All staff members participate in training prior to the arrival of our teens between 1-2 weeks in length, dependent on position. Training is meant to provide staff members with a better understanding of our teens, tools to relate to campers, situational behavior and problem solving, preparation and planning in program or support areas, and general leadership and teamwork skills. Orientation also gives all of the staff the opportunity to become more familiar with camp, the environment, bond with each other, and understand the expectation of our summer team. Don’t worry if you don’t feel totally prepared for your jobs yet – you will learn a ton during Orientation!

STAFF ENRICHMENT: Ongoing programming and training opportunities are provided for the staff throughout the summer. Some training sessions will be mandatory, dependent on roles and needs of individual staff members. Staff-wide and small group *tsevet kef* (staff fun) programs will be planned throughout the summer for staff to take a break and have fun with one another without the campers.

Staff will also be encouraged to participate in *va’adot* (committees) that will plan recreational programs for the staff which help augment camp’s program.

TRAVEL INFORMATION

TRAVEL ARRANGEMENTS: Staff members are responsible for making their own travel arrangements for the summer. Staff should refer to the Staff Travel Guidelines document that can be found in the Forms and Documents section of their [Campminder account](#) for more specific guidance for arranging summer travel.

All staff should plan to arrive/depart on their official start and end dates of employment as listed in their individual offer letters, though some positions may require additional training or certification. Staff that make travel arrangements outside of dates and times prescribed on the Travel Guidelines document will be responsible for any additional expenses incurred for local travel to/from Tel Yehudah.

For international staff members whose placement at camp is coordinated by a staffing agency (ex. Jewish Agency, ACAWE, CCUSA), most likely the agency will be responsible for communicating directly with camp and reserving flights for the requested dates of arrival and departure accordingly. Those staff members are encouraged to double check with the agency and camp to be sure that flights are being arranged and should not make arrangements on their own.

STAFF VEHICLES: Only staff members 18 years and older with valid driver's licenses may bring private vehicles to camp. Staff members may not allow other staff members or campers to drive their vehicles, irrespective of whether such alternate driver has a license. All staff vehicles will be assigned a parking space and must be registered at the camp office upon initial arrival, at which point Parking Permits will be assigned. All vehicles must be parked in the designated parking area and may only be driven in camp between the parking area and the entrance to camp. Private vehicles may not be used to transport individuals under the age of 18 without the written authorization of the camp director. This also applies to personal transportation during time off. If vehicles are to be used for any camp activity, the owner will have to register the vehicle with the camp for insurance purposes. Any staff member who may drive a camp-owned vehicle or bring their own private vehicle to camp to drive for camp purposes must complete a Motor Vehicle Records Consent Form (which will be available at camp) immediately upon arrival at camp. It is recommended that a second set of keys are brought to camp and kept in the camp office.

If you are bringing your car to camp, please attach a photocopy of your drivers' license, vehicle registration and insurance card. Staff members who wish to bring their private vehicles to camp must maintain automobile insurance coverage in the amount of at least \$100,000 per person, \$300,000 per accident combined liability and property and must provide a certificate of insurance showing proof of these types of limits and coverage. Any staff member whose automobile insurance coverage does not comply with these requirements will not be permitted to bring their private vehicle to camp. The capacity of passengers must not exceed the number of seatbelts in the vehicle. Camp Tel Yehudah is not responsible for the loss or damage to any vehicle or of its contents. The vehicle must be kept in the designated parking space and may only be used during time off. Staff members must report any accidents, license revocation/supervision (ex. DUI), damage, theft, etc. that occur during the camping season to Camp Tel Yehudah.

The speed limit on camp property is 5 miles per hour. If you should be delayed while in transit to camp causing you to miss the start of Shabbat, you may not park on camp property. The area outside of the Camp Gates and the camp property along Route 97 are No Parking and towaway zones. Parking in these areas are subject to fines and towing, and therefore may result in fines or your vehicle being towed.

PUBLIC TRANSPORTATION: The nearest city with public transportation is Port Jervis, NY, approximately 30 minutes by car from camp. Port Jervis has a [train station](#) that offers daily trains between Port Jervis and New York Penn Station (with a connection in Secaucus, NJ). Trips take between 130-150 minutes total. Port Jervis also has a bus station that offers daily buses between Port Jervis and Port Authority Bus Station (New York, NY). Bus trips run with less frequency and trips take approximately two hours.

CAMP VEHICLES: Tel Yehudah hires camp drivers who run camp errands and are designated to drive camp vehicles. Camp vehicles are not available for general staff use. Certain staff members age 21 and older may be requested to drive camp vehicles in specific circumstances. Those staff members will need to pass an in-camp road test and complete a Motor Vehicle Records Consent form prior to receiving approval to drive for camp purposes.

Camp will do its best to help staff members get to/from camp to Port Jervis on days off to catch a train or bus. Unfortunately, camp cannot guarantee transportation for each staff member for days off if our drivers' schedule and needs of camp cannot accommodate a trip to Port Jervis. But, we will do our absolute best when we are able!

BAGGAGE GUIDELINES

BAGGAGE: Please clearly mark each bag on the outside and inside, with your name and home address. Please do your best to pack in no more than one large bag and a small carry-on sized luggage. Please note that we do not allow people to bring trunks to camp.

Please check with your airline in advance about additional checked baggage fees and make arrangements to pay these fees in advance. **NOTE: Fees for checked or shipped baggage are not eligible for reimbursement.**

SHIPPING LUGGAGE: You may also ship the bags to and from camp via UPS or another carrier. Staff is responsible for the cost of shipping luggage either to or from camp. Camp Tel Yehudah is not responsible for any lost or damaged luggage. **Shipments should be addressed differently depending on your shipment method – refer to the “Staying in Touch” page for proper address instructions.**

If you would like to ship your luggage **TO camp** at the start of the session, you must:

1. Contact the shipping carrier of your choice to arrange the shipment, allowing enough time for the luggage to travel to camp and arrive before your arrival for the summer.
2. If you arrange for bags to be shipped, you **must send a confirmation e-mail with shipping details** to: telyehudah@youngjudaea.org.
3. Shipped bags will be stored near the camp office for staff to retrieve upon their arrival to camp.

If you would like to ship your luggage **FROM camp** at the end of the session, you must:

1. Contact the shipping carrier of your choice to arrange for your luggage to be picked up at the conclusion of the session. Luggage should be scheduled for pick up two days after the final day of the session.
2. It is required that all shipping costs for luggage be **pre-paid directly to the shipping carrier**.
3. After payment for the shipment is complete, you must **send a confirmation of the payment along with shipping details** to: telyehudah@youngjudaea.org.
4. You must request from your shipping carrier for the **pickup driver to arrive with the pre-paid shipping label** to affix to the luggage. Luggage cannot be shipped without this official label directly from your carrier.

Packing List

WHAT TO BRING

CLOTHING

- 12-14 t-shirts
- 1-2 white t-shirts to decorate in Arts and Crafts
- 2 long sleeve shirts (casual)
- 2 light sweaters/sweatshirts
- 1-2 pairs of sweatpants
- 5-7 pairs of shorts
- 2-4 pairs of jeans or long pants
- 12-14 pairs of socks
- 12-14 pairs of underwear
- 2 bathing suits (preferably one piece for women)
- 2-3 sets of sleepwear
- 3-4 nice outfits for Shabbat (skirts/blouses, pants/shirts)

FOOTWEAR

- 2 pairs of shoes (sneakers/casual)
- 1 pair of water shoes (must have backs and cannot fall off easily, ex. Tevas or Chacos)
- 1 pair beach/shower sandals
- 1 pair of hiking boots

BATH ITEMS & TOILETRIES

- 2-3 towels
- toiletries & shower tote (including: toothbrush & toothpaste, soap, shampoo, sunscreen, brush/comb, bug repellent)
- shaving essentials
- feminine hygiene supplies
- extra eyeglasses/contacts

BEDDING

Camp can provide bedding for international staff

- 2 sheet sets (twin or cot)
- 1 blanket or comforter
- 2 pillow cases
- 1 pillow
- 1 sleeping bag (preferably inside a stuff sack)

OTHER GEAR & EQUIPMENT

- 2 water bottles, labeled (1 liter minimum)
- Daypack for short out-of-camp trips
- 1 rain jacket/poncho
- 1 hat or bandana
- flashlight and extra batteries
- 1 laundry bag
- watch
- kippot, tallit, t'fillin (as desired)
- camera
- postcards, stationery, stamps
- sunglasses
- games
- books
- musical instruments & music
- sports equipment (tennis racket, glove, etc)

Please use the packing list and suggested amounts as a guide to help pack for camp. Camp is very informal, so clothing should be comfortable and suitable for moving around and participating in lively activities. Highlighted items are mandatory.

HELPFUL PACKING TIPS

- **Temperatures can vary greatly.** During the day it is typically very warm, but some nights are chilly.
- Think twice before bringing **valuable items** you'd be afraid of losing or breaking. Camp is not responsible for your items, whether lost, damaged, misplaced, stolen, ruined in the laundry or harmed in any other way.
- **Don't overpack**, space is limited! In-bunk staff members will each have their own **three-shelf, wide cubby** to store all clothing and items. We highly recommend packing in duffel or similar soft bags that can be easily stored.
- It rains in Barryville and camp can become muddy and filled with puddles! It is a good idea to bring waterproof footwear. Raincoats are required!
- We highly suggest that you **LABEL all items** with first and last name.

Tel Yehudah Hebrew Glossary

Here is a quick cheat sheet of some Hebrew terms we use around camp!

River	<i>Nahar</i>	נהר
Rec Hall	<i>Bet Ha'am</i>	בית העם
Dining Room	<i>Chadar Ochel</i>	חדר אוכל
Beach	<i>Chof</i>	חוף
Movement	<i>T'nua</i>	תנועה
Camp	<i>Machaneh</i>	מחנה
Storage	<i>Machsán</i>	מחסן
Health Center	<i>Mirpa'ah</i>	מרפאה
Shower	<i>Miklachat</i>	מקלחת
Office	<i>Misrad</i>	משרד
Kitchen	<i>Mitbach</i>	מטבח
Pavilion	<i>Moadon</i>	מועדון
Tents	<i>Ohalim</i>	אוהלים
Bathroom	<i>Sherutim</i>	שירותים
Library	<i>Sifria</i>	ספרייה
Cabin/Bunk	<i>Tsrif</i>	צריף
Distinction	<i>Havdallah</i>	הבדלה
Welcome of Shabbat	<i>Kabbalat Shabbat</i>	קבלת שבת
Religious Services	<i>T'fillot</i>	תפילות
Please	<i>B'vakasha</i>	בבקשה
Hello/Goodbye/Peace	<i>Shalom</i>	שלום
Good Morning	<i>Boker Tov</i>	בוקר טוב
Good Evening	<i>Erev Tov</i>	ערב טוב
Good Night	<i>Laila Tov</i>	לילה טוב
Shabbat Shalom	<i>Shabbat Shalom</i>	שבת שלום
Thank you	<i>Todah</i>	תודה
Birthday	<i>Yom Huledet</i>	יום הולדת
Unit Head	<i>Merakez/et</i>	מרכז
Staff	<i>Tsevet</i>	צוות
Sports	<i>Sport</i>	ספורט
Director	<i>Menahel</i>	מנהל
Canteen	<i>Kiosk</i>	קיוסק
Smile	<i>Chiyuch</i>	חיוך

Wake up	<i>Hashkama</i>	השכמה
Breakfast	<i>Aruchat Boker</i>	ארוחת בוקר
Lunch	<i>Aruchat Tsoharayim</i>	ארוחת צהריים
Dinner	<i>Aruchat Erev</i>	ארוחת ערב
Snack	<i>Kibud</i>	כיבוד
Work	<i>Avodah</i>	עבודה
Unit	<i>Chug</i>	חוג
Arts & Crafts	<i>Omanut</i>	אומנות
Hebrew	<i>Ivrit</i>	עברית
Play	<i>Hatzaga</i>	הצגה
Party	<i>Mesiba</i>	מסיבה
Rest	<i>Menucha</i>	מנוחה
Free time	<i>Chofesh</i>	חופש
Clean up	<i>Nikayon</i>	ניקיון
Activity	<i>Peulah</i>	פעולה
Education	<i>Chinuch</i>	חינוך
Meeting	<i>P'gishah</i>	פגישה
Dance	<i>Rikud</i>	ריקוד
Swimming	<i>S'chiya</i>	שחייה
Movie	<i>Seret</i>	סרט
Ropes Course	<i>Maslul Chavalim</i>	מסלול חבלים
Watch duty	<i>Shmira</i>	שמירה
Trip/Hike	<i>Tiyul</i>	טיול
Kitchen duty	<i>Toranut</i>	תורנות
Scouting	<i>Tzofit</i>	צופיות
Song	<i>Shira</i>	שירה
Camper	<i>Chanich</i>	ה/חניך
Counselor	<i>Madrich/a</i>	ה/מדריך
Specialist	<i>Moomchah/ah</i>	מומחה
Head Counselor	<i>Rosh Machaneh</i>	ראש מחנה
Good Appetite	<i>B'teavon</i>	בתיאבון
Child Care	<i>Gan</i>	גן
Fun	<i>Kef</i>	כיף

A Day in Life at Tel Yehudah

(Sunday – Thursday)

8:00am	<i>Boker Tov</i> (Wake-Up)	
8:30-9:10am	<i>T'fillot</i> (Morning Prayers)	By <i>chug</i> (unit) M/W/F, otherwise camp-wide
9:15am	<i>Mifkad Boker</i> (Flag Raising)	Raising the flags together & lining up for breakfast
9:20-9:50am	<i>Aruchat Boker</i> (Breakfast)	Meal with seating by bunk to start the morning together
10:00-11:00am	<i>Peulah Aleph</i>	Activity time: could be an informal educational experience, studio, specialty area or bunk elective time
11:10am-12:10pm	<i>Peulah Bet</i>	(same as Peulah Aleph)
12:20-1:20pm	<i>Z'man Bechira</i> (Elective Period)	Teens choose from a variety of recreational activities ranging from team sport activities, video-making, jam band, arts & crafts, Israeli dance, etc.
1:30-2:25pm	<i>Aruchat Tsohorayim</i> (Lunch)	The meal is often followed by <i>Shira</i> (singing) or <i>Rikud</i> (dancing) in the <i>Chadar Ochel</i> (dining hall). Seating is by <i>chug</i> (unit).
2:30-2:50pm	<i>Nikayon B'Tsrif</i> (Cleaning the bunk)	Teens are responsible for keeping their bunks and the surrounding grounds in order.
2:50-4:50pm	<i>Chofesh</i> (Open Choice Activities)	Teens can choose activities and spend time with friends under general staff supervision. Specialty areas open during this time to offer special options, so teens can enjoy more of the activities they love each day.
5:00-6:00pm	<i>Peulah Gimmel</i>	(same as Peulah Aleph)
6:10-7:10pm	<i>Peulah Daled</i>	(same as Peulah Aleph)
7:20-7:35pm	<i>Sikkum Yom</i> (Daily Check in)	Bunk staff and campers check in daily to review the day, experiences, etc.
7:40-8:30pm	<i>Aruchat Erev</i> (Dinner)	(same as lunch) Seating by <i>chug</i> or camp.
8:45-10:15pm	<i>Peulat Erev</i> (Night Activity)	This period is usually reserved for “fun” group activities like open-mic nights, scavenger hunts, as well as camp-wide activities, such as plays.
10:30-11:15pm	<i>Peulat Laila Tov</i> (In-Bunk nightly activity with bunk staff)	Nightly activity to bond with bunkmates and wind down before heading to bed.
11:15pm	<i>Laila Tov</i> (Lights Out)	Staff turn lights off in bunk once campers are calm and ready for/in bed.
1:00am	<i>Curfew</i>	All staff must check in and be in their own housing for the remainder of the night.

***Please note this schedule is subject to change. This schedule does not necessarily reflect the timing and needs of certain operational positions, which may require earlier start times and work over different timeframes.*