

Spring Summer Staff
Information Handbook
2023



2230 North Clay Lick Road, Nashville, IN 47448

Our Core Values:

Humility, Catholic, Inclusive, Camper Centered, Staff Development, Stewards of the Earth

Table of Contents

Our Mission and About Our Staff	1
About CYO Camp Rancho Framasa	2
The Camp Family	2-3
The Nearby Community	3
ACA Connection	3
What to Expect	4-5
Benefits of Working at Camp	6
Challenges of Working at Camp	6-7
Contact	8



Our Mission

The mission of Camp Rancho Framasa is to enhance the physical, emotional, and spiritual development of youth through experiences in the outdoors.

About Our Staff

Individuals from various backgrounds choose to work at camp. As you read through this handbook you will see Staff Profiles of staff members who have worked at camp. As you will see their passion and love for children are highlighted in their reflections of their personal camp experiences.



About CYO Camp Rancho Framasa

Camp Rancho Framasa, established in 1946, facilitates a residential, inclusive Summer Camp; an Outdoor Education program; Leadership/Community Building programs Retreats. It is located on 296 acres in Nashville, Indiana, just 65 miles south of Indianapolis, Indiana. The site is rural with moderate to steep hills, deciduous forest, a small lake, trails, pastures, and fields.

Camp facilities include

- Eight cabins with attached shower/bathroom facilities
- Outdoor Program Center (OPC) with dining hall
- Amphitheater
- Activity pavilion
- Health Care Center
- Four staff resident homes
- Outdoor Pool
- Climbing Tower.
- Pond

Our Programs

Summer camp sessions are typically 6 days long, with approximately 200 campers attending each session. Campers are grouped with 7 to 10 of their same-aged peers and live together with staff in cabins. Campers participate in swimming, canoeing, campfires, parables, horseback riding, handicrafts, low challenge, high challenge, climbing tower, faith services, drama, archery, games, sports, social events, Mass, environmental studies, and fire building. Camp Rancho Framasa is inclusive of campers of all abilities. Trained staff members provide support as needed to campers with support needs.

School year programs run August-May. Various groups from the Archdiocese of Indianapolis and the surrounding areas attend programs to supplement their curriculum and/or ministry. All programs are guided by 6 core values: Catholic, Inclusive, Stewards of the Earth, Staff Development, Humility and Camper-Participant Centered. These values are integral to the way camp is organized and run daily. Camp Rancho Framasa is a program of the Catholic Youth Organization (CYO), operated by the Archdiocese of Indianapolis and a United Way agency.

The Camp Family

At Camp Rancho Framasa, we are truly a camp family! Some of us live at camp, others live close by. By working at camp, all staff members become a part of the camp family. Those who are devoted to camp year-round spend much of the year planning and organizing for the 12 very exciting months of the camp calendar.

Year Round Staff

Kevin Sullivan, Executive Camp Directors
Garrett Cox, Facility Manager
Pete Fasano, School Year Program Director
Steph Okerson, Summer Program Director,
Lauren Verhiley, Assistant Program Director

Mae Sullivan, Registrar
Nathan Endris, Food Service Manager
Chloe O'Connor, Program Specialist

Summer Staff

Camp Rancho Framasa's summer staff is made up of 60 college age individuals. Many are in college studying a field that will enable them to work with children such as education, special education, human development and family studies, outdoor education, therapeutic recreation and more!

Program Staff

Camp Rancho Framasa's program staff is made up of 6 adults who have focused their studies on environmental education, outdoor recreation, education, or a related field. Their job is to facilitate the school year calendar, August through May, which involves outdoor education, retreats, community building and leadership programs. Program staff may work multiple seasons.

Spring Summer Staff

These individuals work as both Program and Summer Staff. March, April and May we are joined by those who wish to work some or all of the spring semester and often through to the end of the summer. Start date is negotiable.

The Nearby Community

Camp Rancho Framasa is located near a variety of towns.

Nashville, our neighbor 5 miles to the southwest, was originally an artist's community. It has maintained its culture, and many local artisans sell their paintings, glasswork, ceramics, leatherwork, furniture, and folk art. There are also several local inns and restaurants, a beautiful library, a post office, a grocery store, a hardware store, a YMCA, and a few fast-food places. Check out: www.nashvilleindiana.com.

Bloomington (home of Indiana University) and **Columbus** are both about a half-hour from camp and larger cities. If you want to travel further, Indianapolis (the capital of Indiana) is about an hour's drive north, Louisville, KY is an hour and a half south and Cincinnati OH is about 2 hours southeast. Brown County State Park, Yellowwood State Forest, Hoosier National Forest, Monroe Reservoir, and several other small lakes and rivers are all near the camp.

There are a several churches in the area, including Catholic churches. Nashville is home to St. Agnes parish (small, mostly adult congregation); Columbus is home to St. Bartholomew's (very active families, teens, and young adults); Bloomington is home to St. Charles (active, family-oriented) and St. Paul's (very active, college and adult crowd). You do not have to be Catholic to work at CYO and there are other churches close to camp.



Camp Rancho Framasa is proud to be associated with the American Camp Association. Developed exclusively for the camp profession, this nationally recognized program focuses on program quality, health, and safety issues, and encourages us to review every facet of our operation.

What to Expect

One position: Camp Staff. Two roles: 1. Spring or Fall Program Staff. 2. Summer General Staff

Staff who are hired to work May-July or May-September will experience different roles. Hired as camp staff they will fulfill the role of Spring Program Staff (May) and/or Fall Program Staff (August & September) and Summer General Staff in June and July.

Spring/Fall Program Staff are responsible for performing the duties of program facilitation for visiting groups in the following programs: outdoor education (history & science), leadership & community building, guest rental groups and CYO retreats. Other camp life/community responsibilities are also functions of the Program Staff. **Working hours** are 40 plus hours per week, with varying schedules. Program Staff will typically receive 2 days off for every 5 days worked. These 2 days may not be Saturday and Sunday as Program Staff work many weekends. In addition, the days may not be consecutive.

Summer General Staff will hold one of the following each week:

1. **Group Counselor** Live with, play, with and supervise 7-10 campers of all abilities. Lead activity areas as needed.
2. **Area Counselor: Lead assigned activity areas.** fire building, archery, drama, waterfront/pool, horseback riding, challenge course. camouflage, creek stomping, sports, games, art, handicrafts, drama, outdoor discovery. Some areas require additional training which is offered prior to camp
3. **Group Floater:** provide daily time off for group counselors
4. **Inclusive Counselor or Inclusive Floater:** provide one to one or part time support for campers who have disabilities. *Additional training required and provided.*

Summer Camp sessions run Sunday-Friday for 8 weeks. June 4 -July 28. Summer staff work from Sunday-Friday; daily time off is provided. Weekend time off begins at 4pm on Friday and ends at 9:30am on Sunday.

Sample Schedules

Sample Program Schedule (Spring & Fall)

Schedules vary according to the number of groups in a week. We offer day only and overnight programming. School year participants are 5 years old and up. Most often we serve those in grade 4 up through high school and adults.

Arrival Day---

9:00 am: Staff meeting, prepare for group arrival
10:00 am (or so): Group arrives- tour, orientations, group games
12:00 pm: Lunch at the Outdoor Program Center
1:00 pm: Programming Begins
6:00 pm: Dinner
7:15 pm: Evening Program
9:30 pm: Done for the day

Departure Day---

8:00 am: Breakfast
8:45 am: Daybreak
9:00 am: Programming
12:00 pm Lunch
1:00 pm: Closing Prayer & Departure
1:40 pm: Clean up
2:30 pm: Staff Meeting

June-July Typical Day

8:00	Wake-up
8:30 am	Prayer/Breakfast/Bead Time
10:00 am	Flag Up, Scripture, Capers
10:30 am	Activity with cabin group
11:30 am	Activity with cabin group
12:30 pm	Prayer/Lunch
1:30 pm	Rest Period
	Activity with cabin group
2:30 pm	Activity with cabin group
	Activity with cabin group
3:30 pm	Prayer/Dinner
6:30 pm	Cabin Time
7:30 -9:30 pm	Evening Game, Snack, Campfire, Chapel
9:30-10:30 pm	Cabin Prayer, Bedtime Routine and Stories
10:30 pm	Lights out

Summer Programs:

- Traditional/Sassafras
- Adventure
- Explore
- Day Camp
- Junior Counselor
- Ranch Hands
- Adult Recreation Camp
- Mustang

Summer Campers are 7 years old and up.

For more information about our programs, please visit www.campranchoframasa.org.

Staff Profile: **Emma**

College/Major/Current job: Saint Mary's College/ Speech-Language Pathology

Interests: Reading, running, hiking

Dream Job: Working with adults with special needs

Why I work(ed) at camp: It seemed like a really great fit and encompassed all of my favorite things: the outdoors, kids, and God

Favorite thing at camp: The people

Favorite Quote: *"True humility is not thinking less of yourself; it is thinking of yourself less."* - C.S. Lewis



Additional Training Opportunities

Applicants who are interested/qualified may attend the following training as a part of their employment. An interview will help determine if applicants are a good match for the classes.

Lifeguard Certification
Inclusive Counseling
Adventure Counseling
Adventure Coordinating
High Ropes Certification
Wrangler Training



Staff Profile: **DANE**



College/Major/Current job: I go to Indiana University–Bloomington and am pursuing a double major in Psychology and Criminal Justice.

Interests: I love reading, hiking, listening to/watching musicals, playing games, and kayaking.

Dream Job: I would love to work as a forensic psychologist in a youth rehabilitation center.

Why I work(ed) at camp: I worked at camp, because I wanted to work with kids in an environment that is fun and friendly! Plus, I love being able to

work outside and have my job be something so fun!

Favorite thing at camp: My favorite thing at camp is being able to see how much the campers can grow in a single week. Whether that be growing as a mini community between the campers themselves or seeing them try and enjoy new experiences that they do not always get to experience in their everyday lives!

Favorite Quote: *"In a gentle way, you can shake the world"* - Mahatma Gandhi

Benefits

Many of the benefits of working at camp are intangible, such as the stories, memories, laughter.... Then there are those tangible and priceless artifacts such as a lanyard keychain, camp shirt, staff handbook, photos, and song book that we consider benefits. However, you may be wondering about the more practical side of things.

- Comprehensive training
- Competitive salary
- Room and board
- Staff lounge with food storage,
- Shared Wired & Wireless Internet access
- Laundry Area—soap provided

A Benefit for your Resume!

Working at camp also gives you the benefit of adding to your skills, knowledge, and experience. You will have made a difference in the lives of children...you will have been responsible for their well-being... you will have been a part of a team that truly lived in community. How do you describe this in the future? How do you tell future employers about this real job?

Look at this sample description; you can use this verbatim to describe your new skills on a resume:

Supervised and facilitated the growth and development of young people, worked within a team to provide care and guidance to a cabin of ten 12-year-olds for 8 weeks, planned and executed unique activity programs. Duties included child/teen supervision, leading, and motivating campers in various activities, conflict mediation and resolution, enforcing camp policies, and effective communication with campers, peers, and supervisors.

Keywords for your resume: teamwork, communication, organizational skills, leadership, conflict mediation/resolution, problem solving, child development, setting and achieving goals.

Challenges

While working at camp is fun and a great learning experience, you will also find challenges. We like to share the challenges with you so know what to expect. Having strategies to work through these types of challenges, or having the ability to do so, can set you up for success in a camp position.

Lack of Privacy And "Alone Time"- Living in a cabin with campers and staff members is a great way to build relationships but can be difficult as you will have a small amount of space for you and your belongings. You will have to respect others' needs for space. You will be with people for most hours of the day so there is very little alone time.

The Need to Always Be "On" -You will work long hours! You are expected to participate and support campers in activities. It is your responsibility to be involved—having close proximity and engaging campers! You will also be expected to be upbeat, positive, humble (put campers first) and to keep the campers safe. You will be provided with time off but are still considered "on the clock" in terms of your personal habits.

"Restrictive" Policies- Staff members are expected to follow the policies of camp. At times this may feel restrictive. You may disagree with the policies or how camp is run. However, it is expected that staff will have a positive attitude about camp, campers, and the staff. It is also expected that staff will approach the camp leaders with concerns and questions in a mature and thoughtful manner and not "gossip" about things they do not like.

"Envelope of Safety"- Keeping campers safe—emotionally and physically is your job! To be able to do this you will sometimes need to find a balance between being the fun counselor who is a "friend" and being the responsible adult who sets and enforces rules. This "envelope" that you create with clear boundaries will allow campers to explore and take "risks" in a healthy way. When hanging out with the campers, you may feel a "regressive pull" and have the tendency to act like a kid---just when you most need to act like an adult. You'll need to resist the temptation to act childishly.

Difficulties with Campers- Campers are not perfect. They may assert their independence in difficult ways, such as disagreeing with you or complaining about seemingly everything. Campers will get homesick. They may argue and call each other names. They might bully one another. They may be loud when you wish they'd be quiet and quiet when you wish they'd be loud. All these things can happen at camp. You will learn and develop strategies during training and throughout the summer to solve these issues, but there is no cure-all; your patience may be tested.

Other challenges to think about: Working at camp must be something you really want to do! Besides the challenges listed above, you may also face obstacles when deciding if camp is right for you. One of those obstacles is MONEY! If you only wish to make money—don't work at camp. You can make as much or more working fast food, landscaping, or retail. If you are looking for something deeper that has meaning beyond money, camp is for you! Another challenge is that the people closest to you may not understand your motivation or desire to work at camp. Many staff have shared that their parents or friends feel this way. Parents are often concerned about missing their child and are thinking of the financial end of it. Friends are often concerned about missing a friend. By sharing camp materials with your family and friends, you will be letting them "in" on the experience. Often people change their opinions and find it easier to let their loved one be a part of camp once they see for themselves the camp dynamic and its important ministry.



Staff Profile: Kathleen

College Major: Nursing

Interests: Lacrosse, Outdoors/Nature, Crafts/Art

Dream Job: Inpatient Pediatric Oncology Nurse at Riley Hospital for Children

Why I worked at camp: I fell in love with camp when I first came as a camper at age 13.

I kept coming back as a camper and a junior counselor. Camp was always the highlight of my summer, so naturally it was my summer dream job. I love being outdoors, surrounded by God's beautiful creation, and being able to play with kids all day! The atmosphere and culture of camp are so unique and special. Love, joy, and laughter radiates from every camper, counselor, animal, rock, tree, a ray of sunshine,

and a drop of rain. CYO Camp holds a big place in my heart.

Favorite thing at camp: Everything!

Favorite Quote: "Not all of us can do great things. But we can all do small things with great love." -Mother Teresa

Questions?

Please contact Lauren, Assistant Camp Director, at 812-988-2839 or lauren@campranchoframasa.org.

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www.campranchoframasa.org

