



Camp Fire Samish  
1321 King St Suite #3  
Bellingham, WA 98229  
(360) 255-7765

Camp Kirby  
4734 Samish Point Rd. Bow, WA  
98232  
(360) 255-7765

Dear Applicant,

Thank you for your interest in joining Camp Kirby's 2023 Summer Seasonal Camp Staff! Working at Camp Kirby is a very challenging, yet incredibly rewarding experience. For most, the rewards of spending the summer outside and working with youth are well worth it. Camp Kirby's 2023 season begins on **June 15<sup>th</sup>** and ends on **August 13<sup>th</sup>**.

We have many different jobs available at Camp Kirby. These range from cabin counselors, to activity specialists, to support, and kitchen staff. All positions will remain open until filled. We recommend applying early, as many positions fill quickly.

**Step One:** Read through this Employment Guide and our [Open Positions](#) for this summer.

**Step Two:** Complete the application process through your UltraCamp account. You will need to create an account, complete the application form, and send a reference request to the appropriate number of references (one for returning staff, two for new staff). These references should be former supervisors, teachers, coaches, or other non-family members who are able to speak about your skills as related to working in a camp environment or working with children. The [New Staff Application](#) and [Returning Staff Application](#) are linked.

**Step Three:** Complete the supplemental application questions, and email them to [kathryn@campfiresamish.org](mailto:kathryn@campfiresamish.org).

**Step Four:** Once your application packet is complete, we will contact you to schedule an interview. If you have any questions, or would like to follow up on the status of your application, please contact me at [kathryn@campfiresamish.org](mailto:kathryn@campfiresamish.org) or (360) 255-7765.

Sincerely,

*Kathryn "KitKat" Deshaies*

Kathryn "KitKat" Deshaies, Camp Kirby Camp Director

## General Camp Kirby Information

### What is Camp Kirby?



Camp Kirby is a traditional youth camp that has been operating for 100 years, and is owned by Camp Fire Samish. Over 800 children experience our Camp each summer. We're also accredited by the American Camp Association, meeting hundreds of standards for program quality, health, safety, facilities, and administration.

### Where is Camp Kirby?

Camp Kirby is located on Samish Island in Bow, Washington. It is 1-1/2 hours northwest of Seattle, and 45 minutes southwest of Bellingham, WA. Samish Island is a drive-on island which is connected to the mainland.

### What are Camp Kirby's Facilities?

Kirby's facilities are rustic and complement the natural setting of 47 acres that includes 1-1/2 miles of waterfront and 20+ acres of forest. Cabins are not heated, with limited electricity. Central bathroom facilities are shared by others, but staff have access to facilities in the staff buildings. Meals are served family-style in a lodge dining room. Kirby's emphasis is strongly placed on outdoor activities and focused on the natural environment. **Camp Kirby is a drug, alcohol, and tobacco free atmosphere and site.**

### Camp Fire Mission and Philosophy

Growing up is hard. That's why Camp Fire connects young people to the outdoors, to others, and to themselves.

In Camp Fire, children learn that every person has special contributions to make and that together they can have an impact on the world around them. Camp Kirby Resident Camp provides an opportunity for children to live the philosophy of Camp Fire while enjoying nature and the outdoors.

### Camp Fire Samish's Mission Statement

We inspire and empower all youth to discover their spark, connect with others, develop leadership skills, build character, and thrive in the natural world.

### Camp Fire Inclusion Statement

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

### What are Camp Kirby's Summer Camp Programs?

Appreciation and respect for the outdoors and natural surroundings are the backbone of the programs which include creative arts, waterfront activities (swimming, funyaking, canoeing, etc), games, singing, overnight camping, and more! The Camp Fire philosophy emphasizes camper input on program decisions. Guided group decision-making is a very important part of the Kirby program.

**Day Camp programs** are offered to campers entering Kindergarten to 6<sup>th</sup> grade.

**Resident Camp programs** are divided into different units, based on the grade that the camper is entering the following fall.

**Crickets/Beachcombers** are 1<sup>st</sup>-3<sup>rd</sup> graders that live in our beachfront cabins. At this age, campers are introduced to basic camp activities.

**Adventurers** are 4th-5th graders who also live in the beachfront cabins. More advanced programs, such as archery and canoeing, are introduced at this level.

**Hi Tor's** are 6th-7th graders who typically live in our elevated cabins, or "tree houses". They are challenged with activities such as our climbing wall, and funyaking.

**Mua Mi's** are 8th-9th graders that live in either our platform tent unit or main-camp cabins. They get to experience such activities as night archery and advanced canoeing.

For 10<sup>th</sup>-12<sup>th</sup> graders, we have a **Tanika** program which focuses on camper skills, leadership, and outdoor programs. These campers live in main-camp cabins.

Our **CIT** (Counselor-in-Training) program is for campers who are entering 11<sup>th</sup> and 12<sup>th</sup> grades and at least 16 years old. These campers are interested in building leadership skills, and possibly working at camp one day. The 6-week course is split over two years.

## General Employment Information

### Qualifications for all staff members:

The Kirby experience is unique and rewarding but requires hard work to reap the rewards. All staff members must have a willingness to uphold Camp Kirby's policies, standards, and program quality. Employment is subject to criminal history check, reference and background checks, and verification of eligibility to work in the U.S.A. All employees must be at least 17 years old and high school graduates (or have prior camp experience). Cabin Counselor and Program Specialist applicants should have at least one year of college or equivalent life experience, or have completed the Camp Fire CIT program. All supervisory applicants must be at least 21 years of age and have two years prior camping experience. Different positions require specific certifications; you may apply for a position even if you have not yet completed the required certification as long as you do so before your employment begins.

### Required Certifications:

**Pediatric & Adult CPR, AED, and First Aid are required for all positions.\*** The class must be at least 50% in-person, and from a nationally recognized provider. A list of these providers can be found here:

[https://www.campfiresamish.org/wp-content/uploads/2023/02/Accepted-First-Aid\\_CPR-Certifications.pdf](https://www.campfiresamish.org/wp-content/uploads/2023/02/Accepted-First-Aid_CPR-Certifications.pdf) \*A low-cost CPR/First Aid/AED class will be offered during staff training if you do not already have appropriate certification.

Many positions require a valid Washington State Food Worker Card. The only authorized online training program can be found here: <https://www.foodworkercard.wa.gov/>

All Waterfront Specialists must have current Lifeguard Certification from a nationally recognized provider. A list of these providers can be found here:

<https://www.campfiresamish.org/wp-content/uploads/2023/02/Accepted-Lifeguard-Certifications.pdf>

The Archery Specialist position must hold current Archery Instructor Certification from USA Archery. This training can be scheduled through Camp Kirby, by contacting the Camp Director.

**Salary and Dates of Employment:**

Camp Kirby staff are paid a salary for the season that varies by position but ranges from \$2,000 - \$3,500. Returning staff receive a bonus of \$50 for each full season employed at Camp Kirby (limited to \$250 for those with 5+ previous years on staff). Coordinator positions start on June 15<sup>th</sup>, with all other positions starting on June 17<sup>th</sup>. All positions run through August 13<sup>th</sup>, 2023. All staff are expected to work the full season, including the training week and clean-up day. Time off (up to one week) must be requested prior to hire. If you need more than one week off, we may not be able to employ you.

**Benefits:**

There are many unique benefits that come with working at a Summer Camp. Food and lodging is provided for all positions, in addition to workers' compensation insurance, time off between sessions, two paid sick days, and at least two hours off each full day of camp. Other perks include access to laundry facilities, a staff lounge, free coffee/tea/cocoa bar, and a beautiful setting. Staff members also have access to free or low-cost training opportunities such as First Aid/CPR/AED, Mental Health Certification, and more!

**Working at Camp is a REAL job!**

In addition to the tangible perks of employment at Camp, there are many other benefits as well. Staff members gain leadership training and experience, a supportive community filled with lifelong friendships, and an opportunity to make a lasting impact on the future. As a legitimate youth development professional, you can make the world a better place, one camper at a time, MANY times each day! If you're wondering how to best translate your job at Camp to your resume, please contact us! We'd be happy to help!

**Internships and College Credit:**

Many jobs at Camp may qualify for college credit or internships. Obtain a detailed job description from us, and then talk to your college advisor about whether the particular position might qualify for college credit or internship hours. We will be glad to provide any required information, reports, or evaluations necessary to obtain college credit or practicum hours if you are hired.

**Volunteer Positions:**

You may apply for any of the above positions as a volunteer. Room and board will be provided. We occasionally need extra help on a short-term basis. Many volunteer positions can be arranged for a session or two. Attendance at pre-camp training week is required for all volunteer positions.

**Equal Opportunity:**

Camp Fire Samish/Camp Kirby is an equal opportunity employer. Employment with Camp Fire Samish is available to all people without regard to race, gender, creed, national origin, sexual orientation, economic status, or mental or physical disabilities. We are committed to diversity.