



## Work Exchange Information - Summer 2018

Thank you for your interest in the work exchange program! It has been mutually beneficial to our camp and the families participating over the years. We receive much needed help with various behind the scene tasks, like washing toys, preparing bins and materials for activities, and cleaning materials at the end of the summer. Parents chosen for the program receive either a partial or full trade. Please see the fee chart below for details about hours needed for a full trade, as parents can sign up for a basic day or also with extended care. Looking at tuition, the trade rate for your work is at over \$20/hour.

**Work Exchange Fee Chart**

Item	Camp Hours	Trade Hours Required
1 camper/basic day	8:30-3:30 Tilden 8:30-4:00 GOTG, BOTG	20 full trade, 10 half trade Pay extra for AM and/or PM care
1 CIT* full day	8:30-3:30 Tilden/PreK CIT plus 8:00-6:00 covered 9:30-4:30 PreK CIT plus 8:00-6:00 covered	20 full trade, 10 half trade
1 JC* basic day	8:00-3:30 Tilden 10:00-5:30 Tilden 8:30-4:00 Pre K	10 full trade, 5 half trade

\*CIT stands for Counselor in Training, one aspect of our youth leadership program. The program is open for ages 10+ for Pre-K and 11+ for Tilden Outdoor. There are no CITs for our Girls on the Go or Boys on the Go programs. JC stands for Junior Counselor, a position open for ages 14+ at any of our programs. Some have requirements that JCs have been campers or CITs previously - see the bottom of the webpage about the program that you are considering for details.

### Other Important Details:

1. Parents can choose *full* or *half* work exchange trades. For half trade, any early-registration or multiple-week discounts would be pro-rated.
2. Not all weeks are open to work exchange. Please view the [financial aid application](#) and any weeks that say N/A are not eligible.
3. Work exchange can be combined with our financial aid program.
4. Camps are one week long, but CIT and JC sessions are in most cases 2 weeks long, with exception of Pre-K camp and final week in Tilden park, so please consider most CIT or JC full work trades would be double the number above.

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Please review the information regarding sample jobs and expectations on the following pages then if you're interested, start the process.

- 1) Contact our Office Manager, Kira, to see if the weeks you want to sign up for camp are available at this time. Once you decide what you want to sign up for and if you want full or half trade, Kira will tell you how many hours of work exchange you'll need to work this year.
- 2) Once you have that number of hours you want to do for work exchange, you will email Samantha, our Work Exchange Coordinator. Samantha will email you some work exchange jobs from which to choose enough to cover the hours you need.
- 3) Decide which of those jobs you'd like to sign up for, and let Samantha know via email within 4 days.
- 4) If those jobs are still open when you reply, Samantha will send you a contract with those jobs. Please print out the contract, sign it, scan or photograph, and return to Samantha by email.
- 5) Once Samantha receives your signed contract she will let Kira know to sign you up for the weeks of camp you're interested in. The weeks of camp are not reserved for you during this process, so moving as quickly as possible will help keep this process running smoothly.
- 6) Kira will be in touch with you about camper forms to fill out and how to pay your balance if it's less than a full trade. If you are doing full trade, we require a \$0.01 payment so that we have a credit card on file for any drop-in extended care or merchandise that you might buy at camp. Additionally, if you do not complete your jobs, you will be required to pay pro-rated camp fees.

### Basic Work Exchange Program Info:

- 1) **Task Information:** Tasks are listed on the following pages. The jobs are very important, and you will be responsible for knowing when and what you will need to do. (We won't be able to remind you, although we wish we had the people power!)
- 2) **Estimated Hours:** We have put together job collections that should take about 10 hours of work, and each are worth a half trade for one week of camp for a camper basic day, or CIT full day, or full trade for a week of JC basic day. You can choose multiple job collections to do a full trade and/or multiple weeks of camp. If your jobs are all completed you will get the trade credit with no need to turn in a timesheet or other paperwork. If you do not complete all of your jobs, you will be required to pay pro-rated camp fees.
- 3) **Shopping Reimbursement:** For shopping jobs, you will pay up front and submit a reimbursement form (*with all receipts*) to office or receive petty cash from the Work Exchange Coordinator.
- 4) **Details about a Job:** Besides the written info included here, you will also be in communication with Samantha Swor, our Work Exchange Coordinator. She will get you reimbursement forms, phone numbers, and training, to help you feel confident in your ability to do your tasks.
- 5) **Appointment Rescheduling Fee:** For most of these jobs, you will need to set an appointment with Samantha for training, or to pick up/drop off items. Please communicate with Samantha via phone/text/email if something shifts and we can reschedule. If you are unable to make it to your appointment without communicating with Samantha, you will be charged a \$20 rescheduling fee. We value your work exchange in contributing to our camp, and need to value our time as well.
- 6) **Physical Work:** *You will be responsible* for carrying bins to and from our office for some jobs. Make sure you can lift at least 15-30 pounds before signing up for these jobs.
- 7) **Parking:** At the office, use street parking if possible. Please do not block any neighbor driveways or take up two spaces, when you can park in one. You can block the driveway at the home office for a short time if you have heavy things and can't park nearby.

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**8) If You Cannot Complete an Assigned Task:** We take the commitment you made seriously, as the jobs are important to the program running smoothly, so please only commit if you are sure. We know there are urgent situations that arise. If you cannot complete an assigned task, let Samantha know as soon as possible so that we can arrange for someone else to take over. We will send contact info in contract.

**9) Feedback:** This program is a work in progress. Should you become a part of our program, we welcome constructive feedback so that we can make any details clearer for future participants. Our ideal participant is one who is responsible and thorough, but also easy-going. S/he has read all the information provided, and asks questions if unsure about any details. We are aware there is a learning curve on some of the jobs, and that is why we ask people to sign up for multiple weeks, ideally in a row. Our staff tries to provide you with a clear, easy-going experience, but many jobs are not glamorous, so thanks for your support and patience

The job collections below should take 5 or 10 hours each. **These are examples to give you an idea of jobs you may choose to do if you decide to join the work exchange program. You may not be offered all of these jobs when you sign up, since some of these jobs may already have been taken by another work exchange parent. Jobs may also be adjusted, if needed.**

### During School Year:

- November: Flyering to Help Promote Our Camps. Pick-up flyers at office and hand around town at previously identified places, as well as new places you might know about. (5 hours/each time)
- January: Flyering to Help Promote Our Camps. Pick-up flyers at office and hand around town at previously identified places, as well as new places you might know about. (5 hours/each time)
- April: Flyering to Help Promote Our Camps. Pick-up flyers at office and hand around town at previously identified places, as well as new places you might know about. (5 hours/each time)
- Hand or machine-sew repairs to costumes, parachutes, and other items (at home.) (5 hours)

### Pre-Summer Camp Prep (starts mid-April and runs into mid-June):

- Clean out & restock Journal Bins & marker/pencil containers for Tilden. Sharpen pencils. Restock Grab bag pages, refill staplers, etc. (5 hours)
- Tilden Storage Shed Set-Up-meet at North Berkeley office at 8:30 and then travel to Tilden to unload for rest of the time: Help unload UHAUL and set up shed for the summer. Need strength, although we will have carts and dollies, but there is a hill up and down, so need cardio and muscle strength (5 hours on weekday morning usually in early June.) (We want 2 people, each person can only sign up for one job.)
- Tilden Storage Shed Set-Up-meet at North Berkeley office at 8:30 and then travel to Tilden to unload for rest of the time: Help unload UHAUL and set up shed for the summer. Need strength, although we will have carts and dollies, but there is a hill up and down, so need cardio and muscle strength (5 hours on weekday morning usually in early June.) (We want 2 people, each person can only sign up for one.)
- Prepare supplies for activities. Pick up and return to us. Actual jobs depend on our needs. Could be paper/fabric cutting, counting items, labeling, etc. (5 hours/Spring)
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- Shop for cornstarch, liquid starch, pudding, whip cream - various supplies **AND** May - Recycling Delivery: Pick up at office and deliver items to El Cerrito recycling center on Schmidt in El Cerrito (5 hours total)
- Help prep our bins for summer with MBC staff in the North Berkeley office (without children.) (5 hours)
- Prepare supplies for activities. Pick up and return to us-cutting fabric; sharpening pencils; cutting paper/pictures for collages. #2 **AND** Pick up at office and deliver items to the Depot for Creative Reuse, on Telegraph in Oakland in May (5 hours total)

### **During the Summer (June, July, August):**

- July Flyering to Help Promote Our Camps. Pick-up flyers at office and hand around town at previously identified places, as well as new places you might know about. (5 hours/each time)
- Prepare supplies for activities. Pick up and return to us-cutting fabric for flags; making pre-aged pirate maps; sharpening pencils; cutting paper, rolling balls of yarn. (5 hours) #1
- Prepare supplies for activities. Pick up and return to us-cutting fabric for flags; making pre-aged pirate maps; sharpening pencils; cutting paper, rolling balls of yarn. (5 hours) #2
- Come play background music for about an hour during the morning free period at camp (8:30-9:45)- (5 hours)
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### **Post Summer Camp (for all of these, you will need to come to office to pick-up and deliver items, one hour will be added to any total for pick up and delivery):**

- Work alongside a MBC staff person to clean out bins from summer and prep for Winter Camp (without children) (5 hours)
- Wash out all of our crates, bins and lids- scrubbing, hosing down and air drying. Important to return fully dry or they get moldy. Even the little crannies... sunlight is the best. Might take 2 trips to get/return all the bins if you have a small vehicle. (10 hours)
- Wash tarps. Plastic tarps - Wash both sides well, scrub with brush or scrubbie sponge and jet rinse with a hose. Hang or spread on lawn to **DRY**. (5 hours)
- Clean Equipment - Empty crates, Scrub balls, bats, catchers, footstools, cones, and coolers with green scrubbie and spray soap, spray off with hose. Scrub down each crate inside and out, keeping label dry if possible. Let all equipment and bins dry completely (sun is great!) Replace items in same bins they came in (5 hours).
- Clean & match-up Flag belts and Monkey ball ropes, clean Lunastix. Each belt has 2 colored round parts with velcro, and 2 longer strips with velcro that attach to the round parts. Match up belts by single color- not a mix of both. Spray w/ soap & wipe off each flag with a rag. Make a note of any missing parts and keep flag belts missing parts in a separate bag. Clean dirt/grass off ropes with shaking/rags. Let dry in the sun if they're damp. Wind up neatly and tie to secure, with tag telling how long it is visible at the end. Go over any writing that's hard to read with sharpie. Make a note of any labels you can't read. Scrub Lunastix with gentle, blue scrubbie until they are clean. **AND** Clean sand toys and sand toy bags. Please empty the bags and wash them inside and out. Keep the labels dry if possible. Let the bags dry completely. Wash the sand toys well with a hose, let dry completely and then return to the office in the bag they came in. Please keep the 2 bags and their toys separate. Throw away any broken toys/tools. (5 hours total)
- Clean mats—ones used for acrobatics (puzzle type ones), Twister mats. Separate large mat parts from each other and scrub both sides well with scrubbie and soap spray. Let dry completely in the sun. Put in new, labeled double bag. Dispose of old bag, or use yourself for garbage. Scrub both sides of Twister mats, let dry completely in the sun. **AND** Launder any lost and found laundry one month after camp ends. **AND** Clean scissors. Take scissors out of scissors boxes, keep separate. Spray and wipe out boxes well. Keep labels on if possible. Wash scissors well with green scrubby and special soap. Really scrub to

get all the tape/goop off, please. When scissors are all dry, replace in boxes, how they came, matching the numbers with those on the outside of the box. Write a note about any broken, missing scissors so they get replaced. (5 hours total)

- Wash manipulatives- Legos, K'nex, play-dough tools, animals, game pieces, etc. - Empty each bin, please spray and wipe out the bins well, inside and out, so that when the toys are dry they can go in a clean bin. Try to keep labels on if possible. Put pieces to be washed in the dishwasher in one layer in net bags we provide. Let pieces dry completely before putting back in bins. May take time in the sun, or a couple of days in dry heat. (5 hours)
- Launder parachutes, sports and first aid bags, costume/fragile costumes ALL IN *front load washing machines*-gentle cycle. Hang to dry completely. Organize and deliver back to the office. (You can go to a Laundromat to wash multiple loads and use front load machine, at your own expense, if you'd prefer). (4 or 5 loads - 5 hours)
- Launder, dry completely, fold and put back in containers - spreads, smocks, and rags. (5 hours)
- Wash manipulatives- 2 legos bins, K'nex, play-dough tools, plastic animals, game pieces, etc. - Empty each bin, please spray and wipe out the bins well, inside and out, so that when the toys are dry they can go in a clean bin. Try to keep labels on if possible. Put pieces to be washed in the dishwasher in one layer in net bags we provide. Let pieces dry completely before putting back in bins. May take time in the sun, or a couple of days in dry heat. (5 hours)
- Clean out/restock Journal Bins, & marker/pencil containers for GOTG, Swim day, & P.M. bins. Sharpen pencils. (5 hours)
- October - Recycling Delivery: Pick up at office and deliver items to El Cerrito recycling center on Schmidt in El Cerrito (2 hours)