

Hillcrest Jewish Center Day Camp Employment Contract

This agreement is between Hillcrest Jewish Center Day Camp (hereafter known as EMPLOYER) and NAME: \_\_\_\_\_ (hereafter known as EMPLOYEE).

Employee's Address: \_\_\_\_\_

Employee's Phone Number: \_\_\_\_\_

1. The employer agrees to employ the employee as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.
2. The employee's work schedule is Monday through Friday from 8:45 AM-4:15 PM. In case of an emergency, staff might be required to stay later. If you take a bus to and/or from Camp your work schedule begins when you get on the bus and ends when you exit the bus. There may also be late night programs at which staff will be required to work at. The employee will ordinarily receive at least two weeks notice of a late night program.
3. The employee agrees to perform to the satisfaction of the camp director (or employees designated by the camp director) any and all duties to which the employee is assigned.
4. The employee will abide by all camp rules, regulations and policies.
5. The camp reserves the right at any time to dismiss the employee and terminate their employment for any lawful reason. This is at the discretion of the Camp Director (or other employees designated by the Camp Director). In this event the employee will be given a prorated salary based on the number of days the employee has already worked.
6. When the employee is assigned (or their group is assigned) a swimming activity the employee MUST be at that activity. They must be prepared to enter the water. Employees may NOT take a break during swim activities and must be dressed to the satisfaction of the Aquatic Director.
7. It is the responsibility of the employee to provide all required paperwork to the employer. This may include but is not limited to: medical forms, working papers, proof of citizenship or authorization to work in the United States, and tax paperwork. These are required before the first day of Camp.
8. Serving lunch and snack is a required part of every employee's duties.
9. The employer will hold a number of meetings before the official start of employees employment. These are required unless specifically excused by the Camp Director (or another employee designated by the Camp Director).
10. Employees are not to record (video/audio) any campers or employees of the Hillcrest Jewish Center Day Camp without that person's explicit consent each time. In the case of minors you MUST have their legal guardians permission.
11. In consideration of this contract Hillcrest Jewish Center Day Camp agrees to pay the employee and the employee agrees to accept the sum total of \_\_\_\_\_. Payment will either be made twice during the summer (1/2 each time) or every other week (1/4 each time) as determined by Hillcrest Jewish Center.
12. For any other matters concerning your employment, please contact the Executive Director of the Hillcrest Jewish Center.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Camp Director

\_\_\_\_\_  
Date

If employee is under 18 years of age the contract must be cosigned by their legal guardian below.

\_\_\_\_\_ Legal Guardian