

# New to Camp Hire Packet

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## Preparing for Camp

### Medical Forms\*

- Health History Form
- Medical Examination Form
- Immunization History Form
- URJ Policy Statement on Immunizations
- Authorization to Treat Form
- Insurance Card
- Special Dietary Form

\*These forms will be in your CampinTouch account starting around January or February but we wanted you to get ahead start on this if you were hired before then. Your check up (which all of these would be filled out from your primary care physician) can be up to 12 months before camp, so you can do it at any time.

### Vaccinations and Physical

- Please [click here](#) to learn about the immunization requirements and suggestions for all staff to work at Camp Coleman.
- If you have questions, you can email one of our Assistant Director's Lauren Gordon at [LSGordon@urj.org](mailto:LSGordon@urj.org)
- Pro Tip – Many staff wait until very close to camp and then start to panic they won't get them in time. Start the process for physical and vaccines as soon as you are hired.
- Physical is required as well to work at Coleman

### Pre-Camp Trainings

- In previous years we have done some of our more frontal trainings through videos before you arrive to camp. This allows for us to do more hands on, experiential trainings once we are all in person in June.
- The trainings will start in May and are asynchronous (meaning you can do them on your own time). More information will be sent out in March/April.

### **Packing Lists**

- Below are 3 different packing lists that should be helpful to you as camp comes closer!
  - o [General Packing list](#)
  - o [Packing list from a long time staff member](#)
  - o [Packing List/What you need to know from a returning international staff member](#)

### **Timeline Until Camp (depending on when you're hired)**

- **November 2025 – January 2026**
  - o Pre-Contract Agreements sent to start visa process if needed
    - If you didn't receive us, email Justin Levy at [Jdlevy@urj.org](mailto:Jdlevy@urj.org)
  - o Minimal communication, but open to all questions!
    - Email Justin if you have any!
- **January 2026 – March 2026**
  - o Employment Agreements start being sent
    - If you don't receive one by March, Please email
  - o Visa process continues through agency
  - o Mandatory Staff Forms open in CampinTouch(all due by May)
    - We will send an email with all information needed
    - CampinTouch is set up with your email you used to apply through your agency ( you can download an app too called Campanion to easily complete them)
    - Check that you have all **mandatory** vaccines for the US, may differ than your home country
  - o Travel Information sent out (closer to March)
- **April 2026 – Arrival Date**
  - o Communication picks up
  - o We open our WhatsApp for easy questions and staff getting to know each other!
  - o Pre-camp Training information is sent out and must be completed by arrival date

- Arrival information will be sent out closer to your arrival date
- You will begin meeting your supervisor and team (if a specialist)
- **REMINDER – if at any point you have questions please do not hesitate to reach out to Justin**

## Come learn all about Coleman

### Camp Terms, People, and Important Links

#### People

**Year Round Team** - Amy Smyler McFarland (Camp Director), Adam Griff (Associate Director), Lindsey Cohen (Assistant Director), Justin Levy (Assistant Director), Lauren Gordon (Assistant Director), Sarah Cotler (Program Director), Beth Young (Director of Jewish Life), Carlos Hester (Facilities Manager),

**Summer Supervisors:** Lauren Davis (Unit Director, who supervises all Unit Heads), Machon Unit Head (Staff in Training), Unit Heads, Specialist Coordinators, Jen Lieb and Melissa Abell (Community Care Team Leads that we call our Nefesh Team)

**Unit Head:** Oversees each unit. Responsible for the safety of the campers and staff, implementation of policies and procedures, and mentoring and helping to train staff members.

**Specialist Coordinators:** Supervises specialists in their specialty areas

**Program Team :** Those who work to facilitate the creation, execution, and supply ordering for all programs in camp

**Staff Engagement Coordinator:** This person works hard for staff programming at night, fun staff appreciation events, and transportation help for days and time off – **In short: They're here for you!**

**Counselors:** Oversee the campers in their bunk and unit at all times.

**Specialists:** Teach the campers in their specialty area (see "Periods of the Day" for specialty areas).

**Health Center Staff:** Our Health Center staff are experienced and trained nurses and doctors. We have day nurses, an overnight nurse, health center assistant, and doctor on our staff.

**Support Staff:** Security, Office, Kitchen, Housekeeping, and Maintenance Staff who are critical to camp's operation.

**Faculty:** Rabbis, Cantors, and Jewish Educators from the Southeastern region, at camp on a rotating basis, one or two weeks at a time. They support *t'fillah (services)*, *bar/bat mitzvah* tutoring, and programming.

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#### What happens in the Dining Hall (Chadar Ochel):

**Rosh Ha Yom** – Means "Head of the day". This is usually a unit head, who will get everyone quiet, sing Ha Motzi, and then dismiss everyone to the breakfast bar/salad bar. They will also end the meal with Birkat HaMazon and then go through announcements. Basically, they're in charge for the meal!

**Ha Motzi:** the blessing we say before the each meal.

**Birkat HaMazon:** the blessing we say after each meal to thank God for the food we just ate. Literally means “blessing over the food”. There is lots of *ruach* (spirit) in the room when singing this prayer! The campers love it and it’s a great way to connect with them.

**Unit Cheers:** Each unit has its own cheers that are sometimes sung after meals. These will be explained to you and the campers on the first day of camp. It gets crazy but in a good way!

**Breaks:** During the announcements after the meal, units may “break” the evening program by performing a skit to announce the evening program or other special occasion at camp.

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## During the Day

**Nikayon:** Cabin clean up time- each bunk spends a period cleaning up. Each cabin uses a “chore wheel” to assign tasks to the campers and staff.

**Menucha:** Rest hour after lunch, campers and counselors return to their cabins. Campers are not required to sleep, but this is generally a quiet time; good time for reading, writing letters, etc. **This is the specialist period off during the day.**

**Etgar:** Means “challenge”- different specialty areas provide campers with opportunities to challenge themselves. Includes Ropes Course, Campscape (camp craft and garden), Israeli Scouts, Archery, and Nature.

**Tarbut:** Means “culture”- campers participate in performing arts activities. Includes Dance, Drama, Video, Coleman Rocks, Music, and Theatre Tech.

**Omanut:** Means “art”- campers participate in visual arts activities. Includes Ceramics, Arts and Crafts, Jewish Cooking, SciVentures, and Metals.

**Sports:** Sports choices include tennis, basketball, soccer, yoga, volleyball, roller hockey, ultimate frisbee, gaga, and more.

**Swim:** Each unit goes to either the pool or lake each day. (With the exception of our oldest 2 units, Keshet and Chalutzim)

**LaB:** Unit program that takes place during the daytime schedule. Stands for “Learning and Belonging” and is facilitated by our visiting faculty.

**Evening Program:** Each unit/bunk has a different program every night that is intended to provide fun and exciting opportunities for our campers and staff. These programs are planned by the programming team and often ran by a counselor or specialist in the unit.

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## Unit Names

**Yeladim – (Yell uh deem)** – Campers 3-7 who’s parents work at camp

**Taste of Coleman** – For campers going into 1<sup>st</sup> and 2<sup>nd</sup> grade who come to get a “taste” for 5 days

**Bonim – (Bow Neem)** - Campers going into 3<sup>rd</sup> and 4<sup>th</sup> grade

**Kochavim – (Co Ka Veem)** – Campers going into 5<sup>th</sup> grade

**Solelim – (So Leh Leem)** – Campers going into 6<sup>th</sup> grade

**Tsofim – (So Feem)** – Campers going into 7<sup>th</sup> grade

**Coleman Quest** – Campers going into 7<sup>th</sup> and 8<sup>th</sup> grade who come for 10 days for an adventure camp

**Nachshonim (Knock Show Neem)** – Campers going into 8<sup>th</sup> grade

**Keshet – (Keh Share)** – Campers going into 9<sup>th</sup> grade

**Chalutzim – (Cha Loo Tzeem)** – Campers going into 10<sup>th</sup> grade

**Machon – (Ma Chone)** – Campers who are going into 12<sup>th</sup> grade and are our staff in training

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### **Special Camp Days**

**Maccabiah (MAC) (Color War):** A camp-wide event centered around a theme (like Candyland the MAC) with a back story involving Jewish values. Campers and staff are broken into different teams. Each team is assigned a color (typically red and blue). The teams participate in a variety of activities including sports challenges, arts challenges, and relay races. Smaller groups within each team are responsible for the “Creative Presentations”, creating a plaque, alma mater and entrance (skit). A winner is announced at the end of the event. During staff week you will learn more about how to submit a mac bid, and how to become a mac captain.

**Trip Day:** We do 1 out of camp trip day per session. Bonim and Kochavim go to a waterpark, Solelim-Nachshonim go white water rafting, and Keshet and Chalutzim are on trips. Specialists are on their day off.

**Yom Kehilah:** Means Community Day in Hebrew. This is our day of giving through volunteering and service projects. Specialists are on their day off

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### **Buildings/Locations Around Camp**

**Misrad:** - The Main Office

**Chadar Ochel :** The Dining Hall (sometimes called Chadar for short)

**Brody:** Not a Hebrew word, Where we play basketball

**Minsky:** Not a Hebrew word – Building where you can find most of our Tarbut and Omanut Activities

**Graceland:** Named after longtime staff member Grace Sherman – It’s the arts and crafts center (within the Minsky)

**Ulam katan:** Attached to the lower athletic field. Means small room in Hebrew. Often called Katan

**The Elisheva:** Named after Elizabeth Shoshana Harr, this is where our circus arts activity occur – Often called “ the Shev”

**Sukkah Aleph:** Krav Maga (Jewish Karate) happens here

**Sukkah Bet** – Meeting space, sometimes used for Yoga/Pilates

**Sukkah Gimmel** – referred to as our Israeli Scouts Sukkah

**Sukkah Dalet:** Covered programming/meeting space

**Pavilion:** Covered program space and where roller hockey happens during sports periods

**The Harris Center:** The performing arts building where drama, tech theater, and the play, as well as our other “all camp” performances.

**Slounge:** The staff lounge (get it, “slounge) that serves as a space for staff only during their off time.

**The LAF (Lower Athletic Field):** The large sports field with gaga and volleyball.

**The UAF (Upper Athletic Field):** The smaller sports field behind the pavilion that is home to soccer.

**Health Center:** Our medical building where our nurses and doctors work.

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## **Important Links**

[Website](#)

[Coleman Staff Hub](#)

[Coleman Promotional Video](#)

[Coleman's Vimeo page \(More Videos\)](#)

[Staff Video](#)

[Follow Coleman on Instagram!](#)