

# OFRC STAFF FAQ

*Updated 4/18/23*



The OFRC team wants you to have all the information you need before joining our team. Please review the information below. If you have questions about this information or anything else, please email [Jobs@FeatherRiverCamp.com](mailto:Jobs@FeatherRiverCamp.com).

## LOCATION

Oakland Feather River Camp is located in the Plumas National Forest, nestled along the beautiful Spanish Creek, approximately 4 hours north of the San Francisco Bay Area and 2 and a half hours from Sacramento. We are a ten minute drive from the nearest town (Quincy, CA) and a 90 minute drive from the two nearest cities (Chico, CA and Reno, NV). **Quincy** is a small but charming mountain town with most everything you might need during the summer. There is a Safeway grocery store, a Rite Aid pharmacy, a Health Food co-op store, a small hardware store, a movie theater, several restaurants and bars, a public library, and many independent storefronts. While OFRC strives to be a microcosm of Oakland, we are also proud to be part of the Quincy community!

## COVID-19 VACCINATION

We require that our on-site staff be fully vaccinated and undergo regular testing. In addition, in order to provide a safe experience for our campers and staff as well as uninterrupted operations throughout the summer, OFRC strongly recommends all campers be up to date on their COVID-19 vaccinations and boosters. These requirements are subject to change at any time to ensure the health and safety of our campers and staff, and we will provide timely updates to registered campers if any changes are made to our safety plans for Summer 2023.

## TRANSPORTATION

Many of our staff members arrive by car. The nearest airport is Reno-Tahoe National Airport (RNO). There is also an Amtrak Station and a Greyhound Station in Truckee, CA. We are only able to assist with ground transportation from these two sites, with prior arrangement. International staff will have their travel coordinated on a case-by-case basis. Summer Staff are responsible for providing their own transportation during time off. Many staff members coordinate ride sharing during time off.

## MEALS

We provide meals for staff at no additional cost when the kitchen is in operation. And we are proud to have a track record of accommodating almost all dietary restrictions. Occasionally between programs we will close the kitchen for short periods. During this time, staff members are able to use a small kitchen typically reserved for campers with special dietary needs. Because we share our woodland home with lots of critters, we do not allow staff or campers to keep food in their housing accommodations. Staff members may keep food in the staff lounge which is equipped with a cupboard and a full-sized fridge and freezer.

## HOUSING

All summer staff live in rustic platform tents or rustic cabins with a regular twin-sized camp cot, a small table and chair, and a wooden shelving unit. Each staff tent/cabin is equipped with one electrical outlet or a portable power block and battery or solar-powered lighting. We'll share a packing list prior to your arrival, but you should plan for linens or a warm sleeping bag and pillow. It is often *quite* cold in the early mornings at the start of the camp season. Our tents/cabins do not have plumbing, but there are bathhouses with private, stalled toilets and showers throughout camp. (PS - The showers in our main bathhouse have small windows that look over the river. If you haven't showered while watching a bald eagle dive into the Spanish Creek, you haven't lived!)



Platform Tent Exterior



Platform Tent Interior



Cabin Exterior



Cabin Interior

## WEATHER

The weather in Plumas National Forest ranges widely and fluctuates greatly by the day and week. For the majority of the summer, we have mild evenings (50-60\*) and hot afternoons (85-95\*). The evenings and mornings at the start of the camp season (May) are typically quite cold and once or twice we have even seen some light snow! Staff members should plan ahead with warm bedding and layered clothing.

## UNIFORMS & APPAREL

OFRC will provide several unisex t-shirts for staff to wear while on duty. Staff members are responsible for providing the rest of their wardrobe. You'll receive a detailed packing list for the summer. Clothing should be chosen for functionality, not fashion.

## STAFF TRAINING

At OFRC, we want to make sure you have all the information and tools you need to do the best job you can! Each OFRC staff member will participate in a rigorous, informative, and fun week of staff training where you'll learn the ins and outs of your position, need-to-know information about the facility, rules and procedures, and more. We also set aside time to prepare the facility for the start of camp.

Most importantly, we will learn what it takes to work as a team and support each other. This means that many positions will be cross-trained to support other departments throughout camp during times of need, not just the one they are primarily assigned to.

## STAFF LOUNGE

The staff lounge is a large, private room with couches, a large table, a refrigerator/freezer, microwave and AIR CONDITIONING! It is one of the only air-conditioned places on site and it one of the best places to cool off on the hottest days - besides one of our misting stations or Spanish Creek!. This area is just for staff and tucked away from campers. It's a great spot to spend time off, watch a movie, or relax away from campers.

## LAUNDRY

OFRC has a small laundry unit with three washers and four dryers onsite. Staff members do their own laundry, but there is no cost. We also provide complimentary laundry detergent and dryer sheets for staff members. You're welcome to bring your own laundry detergent if you like a specific brand.

## CAMP STORE

Staff members will have access to our camp store, where they can buy a wide variety of items such as snacks, apparel, and more! Staff are provided a starter credit after Staff Training and given a discount for non-food items. Campers take priority at the camp store, and you're only able to shop on your time off or during breaks.

## FIRST AID AND MEDICATION

We have a well-stocked First Aid Station onsite, and our Camp Health Supervisor (or other trained staff) can assist staff members with basic first aid needs. Beyond basic first aid, any medical needs are taken to the Plumas District Hospital, about ten minutes from camp. The OFRC leadership team will assist with emergencies and any injury or illness related to the workplace. All staff medications (prescription, OTC, and emergency medications) need to be stored in a secure, locked location. Staff will need to turn all medications (with exception to emergency medications) in to the Health Supervisor, where they will be secured in the camp Health Center. Alternatively, staff may elect to purchase a locking box to store their medications in their living space. Staff members with specific medication questions can reach out to Kristi Doebler, Camp Director, at [Kristi@FeatherRiverCamp.com](mailto:Kristi@FeatherRiverCamp.com) to discuss specifics.

## CELL PHONES AND WIFI

Staff are generally not allowed to be on their phones while on duty, and it is recommended to keep your phone in a secure location. Wifi is available for staff, however is not as strong as you may have at home, so streaming and video calls can be imperfect. Staff can also access stronger wifi at the local library for free, one of Quincy's cafes or coffee shops, or rent out a spot at a local coworking space, [The Quincy Collective](#). Because of our physical location, there is spotty cell service onsite, however wifi is available to summer staff. There are a few key walkable areas where staff and campers are sometimes able to get a few bars of service.

## STAFF TIME OFF

Time off varies slightly by department and position.

**Daily:** For program staff, the day consists of morning activities, afternoon swimming, and evening programming. Most program staff members will have at least an hour of free time during the day to relax and regroup. Unlike a traditional youth camp, we do not provide 24 hour overnight care for our campers, so that once the evening programs are done, staff are generally free to relax and unwind. Program staff alternate a nighttime rotation to be “on point.” The on-point staff member stays at the heart of camp after formal activities have ended, as families are settling down for the evening to be available in case a camper has a need that cannot wait until morning. Support staff on an hourly schedule (Food Service Staff, Building and Grounds, Housekeeping, and Office Staff) are free outside of their scheduled shifts (typically 6-8 hours).

**Weekly:** Each staff member receives at least one 24 hour period off each week. The start and end time of each staff member’s day off is determined by their department. Support staff on an hourly schedule begin time off when their last shift ends. For program staff, time off generally begins when your duties are finished for the day. Staff members should return to site and check in with the designated person by the designated time the following day. Additionally, all staff members are given a “break night” on the changeover day between sessions.

## VISITORS

Due to security concerns and COVID-19 risk mitigation, OFRC does not typically allow summer staff to have day visitors while camp is in session. Pre-scheduled visits are scheduled through your department manager and must happen during pre-approved times. Please do not schedule a visitor to camp without speaking with your supervisor first. Friends and family of staff members are also welcome to join us as campers during family camp at a discounted rate.

## ALCOHOL, TOBACCO, DRUG POLICY

Due to extreme fire risk, we ask that staff members do not smoke onsite. We have one small designated smoking area onsite for staff and camper use, but smoking is highly discouraged. The use of any controlled substances, outside of prescribed medical use coordinated with our Camp Health Office, is prohibited. No alcoholic beverages or marijuana products may be brought or consumed on camp property, regardless of whether or not a staff member is of legal age. Staff who participate in legal substance use off site may not return to site under the influence. Use or possession of illegal substances on site, as well as returning to the site while under the influence, may result in immediate termination.

## EMPLOYMENT SCREENING PROCESS

All employment candidates will undergo a thorough screening process, including an interview, reference checks, and a background check. Our background check, completed by a third party organization, includes a Social Security Identity trace, National and County Criminal History search, and a search of the National Sex Offender Registry. A history with the criminal justice system does not automatically disqualify you from employment at OFRC, however any results on a background check will be handled per our background screening policy. Convictions for violent crimes, crimes against children, sexual assault, or distribution of drugs will automatically disqualify an applicant for employment.



## MORE QUESTIONS?

We are happy to answer any other questions you may have! Please email us at [Jobs@FeatherRiverCamp.com](mailto:Jobs@FeatherRiverCamp.com) and let us know what you are wondering about.

