

# INDY STEM CAMPS

INDY STEM CAMPS, LLC. 9350 WINDRIFT WAY – ZIONSVILLE, IN 46077 (317-417-0038)

EMAIL: [indystemcamps@gmail.com](mailto:indystemcamps@gmail.com) WEBSITE: [www.indystemcamps.com](http://www.indystemcamps.com)

Greetings Minecraft Camp Counselor,

This “Minecraft Camp Counselor Guide” is filled with important information that will help prepare you for working as a Minecraft Camp Counselor for Indy Stem Camps. Whether you are a former camper who is familiar with our camps or someone who is new to our camps, this guide will inform you about the different roles our counselors serve, the job you will perform as a counselor, and the expectations we have for our counselors. You will also find information about our pay structure and important forms that you will need to fill out before working as a Minecraft Camp Counselor.

If you decide to become a counselor you will be joining a group of 15-20 high school and college counselors, many with several years of counseling experience, and all sharing a passion for Minecraft and who enjoy working with and teaching children about this great game we all love. Because we are a small company it is vitally important that our counselors work well together, enjoy each other’s company, and are eager to help improve the quality of the camps we offer. Most importantly, you will want to learn from our veteran lead counselors who direct and set the tone for each camp.

In the 10 years that we have been offering Minecraft Camps we have grown from just a few summer camps offered at Zionsville High School to over 50 summer camps spread out across 6 locations around Indianapolis. As you look through these pages you will find that we now offer 8 uniquely themed camp titles emphasizing two distinct gameplay modes (creative & survival). Even then, every week of camp offers our counselors the flexibility to adapt and innovate so that no two weeks of camp are exactly the same. During these weeklong camps you will get to know the names and personalities of your campers while striking up a healthy mentor-mentee relationship that we hope will keep them coming back.

And finally, it is my hope that you will be comfortable enough with me to provide the important feedback I rely upon when making decisions about staffing and programming. I want you to enjoy your work as a counselor and hope you will be with us for years to come. After all, it is a wonderful thing to be able to tell your friends and family that you “get paid to play Minecraft”. And yet, there is so much more to being a good camp counselor as you will discover in the days and weeks ahead.

Respectfully,



Matt Mulholland  
Indy Stem Camps, Camp Director

# General Guidelines for Minecraft Camp Counselors

1. **Always act in a way that is in the best interest of the campers. Our goal is for EVERY camper to have such a great week at camp that they want to return for another week of camp at a later date.**
2. There are four categories of counselors at our camps. At each camp that you work you will be assigned one of these roles. The hierarchy is as follows.  
Lead Counselors – This counselor is in charge of leading the camp. Do what they ask!  
Co-Lead Counselors – These counselors are in charge when there is no designated Lead Counselor at a camp location or when the Lead Counselor is otherwise occupied.  
Assistant Counselors – These counselors work under the direction and supervision of the Lead and Co-Lead Counselors. The primary role of the assistant counselor is to walk the room and work one-on-one with campers who have questions or need help.  
Counselors-in-Training – These are former campers who just graduated 8<sup>th</sup> grade and who are learning how to become counselors in hopes of becoming assistant counselors after their 9<sup>th</sup> grade year in school.
3. Lead and Co-Lead Counselors should arrive at least 20 minutes before the start of camp (30 min on Monday). All other counselors should arrive 15 minutes before the start of camp (20 min on Monday). Be on time!
4. Put your cell phone away and on silent during camp. Only Lead and Co-Lead counselors should access their cell phones. Assistant Counselors and CIT's should ask permission from Lead and Co-Lead counselors before using their phones during camp.
5. Only Lead Counselors and/or Co-Lead Counselors should be around or controlling the server machine unless they give an Assistant Counselor or CIT permission to be there.
6. Never discuss your pay, payrate, or money while at camp.
7. Wear your "Indy Stem Camps" t-shirt every day.
8. Be aware of your surroundings. We are guests at every camp location. Know who to go to if you need anything – learn the names of the important people at each location.
9. NEVER physically touch a child unless they are endangering themselves or another camper. (Hugs at the end of camp are okay if a camper initiates the hug!)
10. NEVER scream or yell at campers. Raising your voice to be heard is okay!

11. Be on the lookout for campers who are getting **angry** or **anxious**. NIP IT IN THE BUD!
12. If it becomes necessary to reprimand a camper do it quietly (get on their level) or remove the child to the hallway and then talk to them in a one-on-one setting. NOTE: Lead and Co-Lead Counselors should always be involved in the process of reprimanding a camper.
13. Any counselors can speak with parents but only Lead and Co-Lead Counselors should speak with upset parents. If you sense that a parent is upset please get a Lead or Co-Lead.
14. Contact Mr. Mulholland regarding any MAJOR behavior problems BEFORE the end of the camp session. This allows me to address the issue BEFORE campers talk with parents.
15. Talk less to other counselors and more to campers. Take pride in learning every campers' name and in developing mentor-like relationships with each camper.
16. Know what is and what isn't appropriate to talk about with campers. This is especially important during lunch-time.
17. A Lead or Co-Lead counselor must always be on-site and supervising campers. This includes lunch and before and after camp.
18. Don't play favorites (even though you will have favorite campers 😊)
19. Be fair and impartial when resolving issues between campers.
- 20.** Counselors should only play "in-world" at the direction of the lead counselor. Even then, your playing "in-world" is ALL about improving the experience of the campers. Always Remember – ***It is Not About You!***
21. Don't overemphasize winning and losing. Celebrate the experience! NO PRIZES!
22. Be on the lookout for campers who are NOT having fun! Ask yourself, "What can I do to help this child have a better experience at camp?" – Then do it!
23. Compliment and praise campers at every opportunity!
24. Model good behavior for our campers. No practical jokes or making fun of campers or other counselors. Handle yourself with maturity.
25. Be on the lookout for "All-Stars" campers but don't publicly identify these campers. Let your Lead and Co-Lead Counselors know about them discreetly.

### ***When in Doubt, Remember GUIDELINE #1***

**Always act in a way that is in the best interest of the campers.  
Our goal is for EVERY camper to have such a great week at camp  
that they want to return for another week of camp at a later date.**

# Indy Stem Camps Counselor Pay Structure

**IRS CLASSIFICATION:** As seasonal part-time counselors you are classified as a sub-contractor per IRS rules. This means that you are an independent contractor for Indy Stem Camps and/or Eagle Recreation rather than an employee of Indy Stem Camps and/or Eagle Recreation. Each counselor will be required to complete a W-9 form and mark the box for “sole-proprietor”. In January, Indy Stem Camps and/or Eagle Recreation will issue separate 1099-NEC tax forms to any counselor who is paid more than \$600 in the previous calendar year.

**EMPLOYMENT CONTRACT:** Prior to working as a counselor and each year thereafter prior to the summer camp season, all counselors will be required to sign an employment contract. This employment contract will outline your counselor designation and pay rate and includes a work-product and non-compete clause.

**LEAD COUNSELORS/Co-LEAD COUNSELORS:**

- 1) Lead and Co-Lead counselors must be 18 years of age or older and have completed all necessary background checks as required by the location at which they are working.
- 2) Indy Stem Camps will reimburse the cost of any and all background checks.
- 3) Travel costs will be paid as outlined by the Camp Director. (\$5-\$10 per round trip to non ZCS/UHS locations)
- 4) Lead and co-Lead counselors are expected to show up at least 20 minutes before the start of camp and are NEVER permitted to leave a camp location until after every camper is picked up at the end of the camp day.
- 5) The minimum pay for Lead & Co-Lead Counselors will be as follows. The camp director will indicate your payrate prior to the summer beginning.

Co-Lead Counselors (\$16-18/hour + PS)

Lead Counselors (\$21-23/hour + PS)

- 6) On-call Lead or Co-Lead Counselors will receive a flat rate of \$20/day if they do not end up working and their normal scheduled pay-rate if they end up working on any given day.
- 7) Profit Sharing compensation will be additional pay that is tied to camp enrollment. The incentive rate will be communicated to each Lead or Co-Lead prior to the start of camp but will typically be \$0.50 more per hour per co-lead for every camper within 6 of the max capacity for that location. The PS amount will be \$1.00 more per hour per lead counselor for every camper within 6 of the max capacity for that location.
- 8) Pay is for 3 hours per day per camp. Any lead counselor who works both morning and afternoon camps and who stays through lunch will be paid a lunch rate of \$12/hour. Co-lead counselors will receive a lunch rate of \$10/hour.
- 9) Bonus pay will be awarded as outlined below.

**ASSISTANT COUNSELORS:**

- 1) Effective 1/1/20 no counselor will earn the designation of “Assistant Counselor” until after they have completed their freshman year of high school.
- 2) Assistant Counselors will earn an hourly rate based on a points system that is a combination of their grade in school and their years of experience as outlined below.

EXPERIENCE\*  
 0 year = 0 pts  
 1 year = 1 pt  
 2 year = 2 pts  
 3 year = 3 pts  
 4+ year = 4 pts

Highest GRADE Completed  
 9 = 1 pt  
 10 = 2 pts  
 11 = 3 pts  
 12+ = 5 pts

<u>Points</u>	<u>Hourly Rate</u>
0-1.99	\$10
2-3.99	\$11
4-5.99	\$12
6-7.99	\$13
8 or more	\$14

- 3) A year of experience is awarded for each summer of work where you work a minimum of 2 camps.
- 4) Assistant Counselors who work both morning and afternoon shifts and who stay through the lunch hour will be paid a lunch rate of \$8/hour.
- 5) Bonus pay will be awarded as outlined below.

**BONUS PAY:** Lead, Co-Lead, and Assistant Counselors can earn additional compensation in the form of bonus pay awarded at the conclusion of the summer camp season. This compensation is non-negotiable and solely at the discretion of the Camp Director. However, in general, bonus pay will be correlated to a variety of factors including camp enrollment numbers, job performance, & other extenuating circumstances.

**COUNSELOR-IN-TRAINING (CIT) PROGRAM:** The Indy Stem Camps Summer CIT Program is for current 8th graders and past Minecraft Campers who are 'graduating' from our Minecraft camps and who are interested in possibly becoming a Minecraft Camp Counselor throughout their high school career. Our CIT program is an important step to eventually becoming a paid Assistant Counselor during the summers after their Freshman, Sophomore and Junior years in high school. And while participation in our CIT program does not guarantee that you will be asked to become a full-time Assistant Counselor, nor is a requirement to become an Assistant Counselor, by participating in our CIT program you will have an opportunity to learn how to be a counselor while demonstrating to me and our veteran Lead Counselors that you have the temperament and skills to become an Assistant Counselor.

Parents are encouraged to complete the online CIT registration with their child present with both parent and child agreeing to the CIT terms as outlined below. While completing the registration process it will be important to mark the weekly availability of the CIT and the locations the CIT is willing to attend.

1. Summer CIT's must commit to attending a minimum of two week-long camps during the summer. It is preferable, but not required, that these camps run concurrently during the same week (i.e. - morning and afternoon). *NOTE: One week-long camp is typically 15 hours (5 days x 3 hours per day)*
2. Summer CIT's are not permitted to attend more than a total of four week-long camps during the summer.
3. CIT's must PAY for the privilege to attend camps as a CIT by registering online through our CIT Registration Link.
4. The one-time cost to become a Summer CIT is \$100. This up-front charge will cover the supervisory expenses associated with overseeing the CIT program and cover the cost of any background checks the CIT needs in order to supervise children at their assigned location.
5. The last day to register a child as a CIT is Memorial Day (**May 24<sup>th</sup>, 2024**).
6. After the Camp Director has reviewed the list of CIT applicants they will schedule CIT's and notify the CIT and the CIT's parents on or before Wednesday, June 5<sup>th</sup>, 2024 of their assigned week(s) and location. If an applicant is NOT assigned at least one week of camp to attend as a CIT the \$100 registration fee will be refunded.
7. All CIT's will be expected to attend one of several CIT training ZOOM Meetings at a time and date TBD.
8. The role of the CIT is to mostly observe, listen, and learn and participate where appropriate and when directed by the Lead or Co-Lead Counselor. As such, CIT's should follow the instructions and guidance of the Lead and Co-Lead Counselor of any camp they attend and follow the Camp Counselor Guidelines. CIT's can expect to be asked to help younger campers who are new to Minecraft and/or Minecraft Camp.
9. Any electronic communication between the Camp Director and the CIT will include the CIT's parent and/or guardian.
10. CIT's who fail to follow the Camp Counselor Guidelines or who cause unnecessary disruptions or distractions may be sent home or asked not to return to camp.
11. If a CIT attends both the morning and afternoon week-long camp sessions they are required to bring a sack lunch and eat under the supervision of the Lead or Co-Lead Counselor.
12. At the conclusion of each camp week that a CIT works the Camp Director will review the performance of the CIT and, provided the CIT shows up on time each day and was eager to listen to and learn from the Lead and Co-Lead Counselors, may choose to issue a non-compensation monetary gratuity to the CIT in an amount between zero and \$100 per week-long camp.
13. At the conclusion of the summer camp season the Camp Director, with input from Lead and Co-Lead Counselors, will evaluate each CIT to determine their potential for moving into the role of Assistant Counselor for subsequent camp seasons. The Camp Director will communicate the results of this evaluation to the CIT and to the CIT's parents.

# INDY STEM CAMPS

## Summer Sub-Contractor Counselor Pay Contract

Counselor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your assigned designation(s) and payrate for Summer 2024 is as follows.

- Lead Counselor Rate:** \_\_\_\_\_ **Lunch Rate:** \_\_\_\_\_
- Co-Lead Counselor Rate:** \_\_\_\_\_ **Lunch Rate:** \_\_\_\_\_
- Asst. Counselor Rate:** \_\_\_\_\_ **Lunch Rate:** \_\_\_\_\_

Additionally, you are eligible to receive a travel stipend as follow.

**+\$10/day if your commute to a camp location exceeds 10 miles.**

**+\$5/day if your commute to a camp location exceeds 10 miles.**

### As Subcontractor for Indy Stem Camps you agree to...

- 1) Arrive at least 15 minutes before the start of any camp to which you are assigned to work.
- 2) Notify the Camp Director & the location Lead Camp Counselor via text or phone call if you are sick or otherwise unable to work on any given day that you are assigned to work. You must make every attempt to issue absence notification before 9:00 p.m. the night before camp.
- 3) Abide by the terms of payment as outlined in the ISC Counselor Handbook as designated for your assigned camp counselor role.
- 4) Follow the Camp Counselor Guidelines.
- 5) Make no claim to ownership of any curricular material (worlds, maps, software, lesson plans) developed for use by you or any subcontractor for use in Indy Stem Camps Minecraft Camps.
- 6) Never use any curricular materials (worlds, maps, software, lesson plans) outside of designated ISC summer camps without the express written consent of Indy Stem Camps.
- 7) Not work for, consult, direct, or serve as a camp counselor for any Minecraft themed camps not run by Indy Stem Camps for a period of 12 months after your last worked as a counselor for Indy Stem Camps.

### Indy Stem Camps agrees to...

- 1) Pay you for all hours worked in the amount shown above and as outlined in the Counselor Handbook.
- 2) Issue paychecks, in the form of a check from Indy Stem Camps or Eagle Recreation, within one week of the conclusion of each camp for which you work.

By signing this contract, you agree to work for the amount(s) shown above and to adhere to all Indy Stem Camps counselor guidelines and rules as outlined here and in the Counselor Handbook.

Matthew Mulholland

\_\_\_\_\_  
Indy Stem Camps, Director

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subcontractor (printed name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NAME: \_\_\_\_\_ WEEK: \_\_\_\_\_

Rate	Hours	SubTotal	Explanation
Additional Pay			
Additional Pay			

**TOTAL PAY**

NAME: \_\_\_\_\_ WEEK: \_\_\_\_\_

Rate	Hours	SubTotal	Explanation
Additional Pay			
Additional Pay			

**TOTAL PAY**

NAME: \_\_\_\_\_ WEEK: \_\_\_\_\_

Rate	Hours	SubTotal	Explanation
Additional Pay			
Additional Pay			

**TOTAL PAY**

NAME: \_\_\_\_\_

## SUMMER 2024

1 - Eagle Recreation & Enrichment (Total)	
2 - Indy Stem Camps	
3 - Sub Total (Summer Earnings) [Lines 1 + 2]	
4 - Bonus Percentage	
5 - Indy Stem Camps (Summer Bonus) [Line 3 x Line 4]	
6 - Indy Stem Camps (Total) [Line 2 + Line 5]	

**TOTAL SUMMER EARNINGS (Lines 1 + 6)**

NAME: \_\_\_\_\_

## SUMMER 2024

1 - Eagle Recreation & Enrichment (Total)	
2 - Indy Stem Camps	
3 - Sub Total (Summer Earnings) [Lines 1 + 2]	
4 - Bonus Percentage	
5 - Indy Stem Camps (Summer Bonus) [Line 3 x Line 4]	
6 - Indy Stem Camps (Total) [Line 2 + Line 5]	

**TOTAL SUMMER EARNINGS (Lines 1 + 6)**

NAME: \_\_\_\_\_

## SUMMER 2024

1 - Eagle Recreation & Enrichment (Total)	
2 - Indy Stem Camps	
3 - Sub Total (Summer Earnings) [Lines 1 + 2]	
4 - Bonus Percentage	
5 - Indy Stem Camps (Summer Bonus) [Line 3 x Line 4]	
6 - Indy Stem Camps (Total) [Line 2 + Line 5]	

**TOTAL SUMMER EARNINGS (Lines 1 + 6)**