

Athletic & Academic Summer Camps

Camp Director Handbook

Last Updated on March 12, 2026



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General Guidelines

1. Camp Directors must review and understand this Handbook and abide by all requirements.
2. Camp Directors must review the [Summer Camps website](#) and be familiar with the items.
3. All camp worker hiring and onboarding will be completed through Oracle. Onboarding will be required for all new hires and for select continuing employees who have expiring background clearances or have not previously worked camps.
4. Camp Workers are defined in one of the following three categories:
 - a. New Camp Hire: new employee who: (1) has not worked previously; or (2) who is a terminated employee to be re-hired. Camp Workers not employed in the prior two summers who are returning are considered a New Camp Hire.
 - b. Continuing Camp Worker: Has worked as a Camp Worker in the prior summer and will be returning to work as a camp worker this summer.
 - c. New Camp Worker: a current Messiah employee (e.g., administrative, faculty, staff, student) who has NOT worked as a Camp Worker previously.
5. Camp Directors must complete all required camp-related compliance forms and trainings, just like Camp Workers, if the Director has not worked a camp previously.
6. Camp Workers are generally employees of the University and therefore must complete the new hire paperwork and be paid through Payroll.
 - a. Exceptions to consider an individual an independent contractor (payable through OneSource) or a guest speaker must be communicated to the Payroll Office for evaluation and approval PRIOR TO any work or service.
7. Use of Volunteers must abide by the conditions and procedures found on the [Volunteer website](#).
8. Camp Workers may **NOT** start work until **ALL** items have been submitted and approved by the Office of Human Resources and Compliance.
 - a. Except for the Form I-9, all tasks must be completed at least 7 calendar days prior to the camp start date to allow for review. The Form I-9 MUST have at least Section 1 completed by the start of the camp and Section 2 completed by the third business day.
9. Pennsylvania requires background checks for employees and volunteers with direct contact with minors. Since the camps will enroll minors, every employee, regardless of state of residence, MUST have completed the 3-phase clearances: (1) FBI, (2) PA Child Abuse, and (3) PA State Police {PATCH}. The Intellicorp check for out-of-state residents is discontinued. Beginning with 2025 camps, if the worker has a valid FBI clearance that was obtained in a state outside of PA, the worker may upload the clearance to their checklist. If a new FBI clearance is needed, the worker may choose to follow the steps provided by Messiah for obtaining the FBI clearance through the PA resident IDENTIGO process or follow the instructions of their state of residence for obtaining the FBI clearance. Please note the worker will be responsible for locating the appropriate instructions for their state of residence if they choose to obtain the FBI clearance outside of the PA resident IDENTIGO process. Both the PA Child Abuse and PA State police clearances MUST be obtained through the state of PA, regardless of state of residency.
10. Background clearances must be reimbursed by the department at \$50 via wages to cover most of the cost of the clearances (Identigo = approx. \$26; PATCH = \$22; Child Abuse = \$13). Camp

Directors will report each employee's reimbursement amount on the [Camp Payment Form](#) spreadsheet. Camp budgets will be responsible for covering these expenses.

11. Camp employees must complete the online Mandatory Reporter Training by Abuse Prevention Systems with a passing quiz grade. This training will take approximately 90 minutes to complete. It is the responsibility of camp directors to ensure the training is set up and sent out to new hires.
12. Camp Directors must provide the [Campus Security Authority - Reporting for Summer Camp Employees](#) document to every staff member and counselor you have working camps. This document may be printed or posted in a space where all camp employees have access to view the information. As a reminder, every camp employee is considered a Campus Security Authority (CSA) under federal law and, as such, must fulfill their reporting obligations. Please see the [CSA policy/procedures](#) for more information.
13. It is imperative that every current employee and current student who is working a camp is enrolled in the text alert system and is made aware of their responsibility to be a conduit to the camp for any text alerts. In addition, for overnight camps, the coach/director will need to ensure that every camp has a counselor who is enrolled in the text alert program staying with the students. Likewise, this individual needs to understand his/her responsibility to the camp for making sure that any alerts are managed and communicated appropriately.
14. Camp Directors must read and understand the [Mandatory Reporters Memo](#).
15. Camp Directors must read and understand the [Counselor Training Manual](#).
16. Camp Directors must read and understand the information contained in the [Safety and Compliance Quick Reference](#) document. Camp Directors are advised to cover key points with counselors during camp orientation.
17. Camp Directors must report all injuries to any camp worker through FalconLink using the Accident/Injury Report card.
18. All Camp Workers must be at least 17 years old and anyone under age 18 must provide a Work Permit and a Parental Consent Form.
19. Any employee under the age of 18 is required to have a work permit that is issued from their PA school district (non-PA minors must contact the Mechanicsburg Area School District to receive a work permit). Camp Directors are required to provide a [work permit letter](#) to the school district issuing the permit (or Mechanicsburg Area School District for all out-of-state minors) informing of any minors working camps (see camp website for letter template). Please contact the Human Resources Office if you have any additional questions on these regulations.
20. All items required for/by the Camp Worker will be collected via Oracle except the [Parental Consent Form](#), which should be provided by the Camp Director to the Camp Worker and returned to the Camp Director when completed.
21. Communicate with the Camp Worker(s) regularly about the status of their required items.
22. Contagious Disease Information: Everyone associated with the summer camps (directors, counselors, volunteers, campers, etc.) is expected to exercise care to avoid spreading a virus. Specifically, everyone should practice good coughing/sneezing etiquette, wash hands frequently, and camp participants should not report to camp if they feel unwell.

Helpful Contacts

- Amelia Crouse, Human Resource Specialist
 - General point person for providing information, general questions and first-level assistance with the Oracle system
 - Phone: ext. 5038; E-mail: acrouse@mesiah.edu
- Jennifer Smithmyer, Health & Wellness Coordinator
 - Compliance-related questions
 - Phone: ext. 7086; E-mail: jsmithmyer@messiah.edu
- Clarissa Ferguson, Payroll Technician
 - Payroll related questions
 - Phone ext. 2902; E-mail: cferguson@messiah.edu

Process Overview

1. Camps will utilize the Oracle system that is used for all administrative, faculty, staff and temporary hires.
2. The Camp Director (hiring manager) will provide a list of all Camp Workers to Human Resources on the Camp Employee Request List spreadsheet available on the [Camp website](#).
 - a. This list can be submitted multiple times to capture updates. The final list must be provided at least 10 business days prior to the start of the camp and allows for a final review of all Camp Workers.
3. Human Resources will create and submit the camp requisitions (postings) in Oracle.
4. There will be 2 requisitions per camp:
 - a. Camp Worker, Non-Student: Any camp worker that is NOT a student will apply using this link
 - b. Camp Worker Student: Any Messiah University Student (whether incoming or current) will apply using this link
5. Human Resources will make requisitions “Unposted” (previously posted/not visible) status and share the requisition links with the hiring manager for workers to apply to.
6. It is important the proper link is shared with the applicant. Messiah students MUST apply using the student link and all other camp workers (including current staff and faculty employees) MUST apply using the non-student link. It is the camp director's responsibility to share the proper link with the camp worker.
7. The camp director/hiring manager will share the proper requisition link with all workers they are interested in hiring. ALL workers must apply using the proper link, even if they do not need onboarding.
8. Once the camp worker has applied, the hiring manager will move them forward to the “proceed to offer” status in Oracle (see steps in the key changes section).
9. Human Resources will review and approve all hire requests and launch the appropriate onboarding checklist.
10. The camp director/hiring manager creates login accounts for the camp workers to access and complete the Mandatory Reporter Training. [Instructions](#) are on the camp website. Camp directors create accounts to allow them to be notified when a training has been completed. If the Camp Worker already appears to have an account, please confirm with HR before creating another account.
11. All I-9 forms will be completed electronically. New camp hires must complete section 1 as part of the onboarding checklist before their first day of work. Section 2 must be completed by HR or approved Athletics camp director no later than the 3rd day of work.
 - a. Academic camp workers will be sent to Human Resources for Section 2 on the first day.
 - b. Rico Plummer will complete section 2 of Form I-9 directly in the Onboarding system.
12. Human Resources will provide weekly updates to Academic Camp Directors of incomplete tasks for all Academic Camp Workers assigned Onboarding checklists. Athletics will monitor incomplete tasks for the Athletic Camp Workers
13. The Camp Director submits the [Camp Payment Form](#) spreadsheet found on the website to the Payroll Office to initiate payments and any background clearance reimbursements to all Camp Workers.

Key Changes in Oracle

1. There will be 2 requisitions per camp with 2 separate application links
 - a. Camp Worker, Non-Student: Any camp worker that is NOT a student will apply using this link
 - b. Camp Worker Student: Any Messiah University Student (whether incoming or current) will apply using this link
2. **All camp workers must apply** even if they do not need onboarding.
3. There are no more hiring proposals.
4. Hiring managers will move the applicant forward to the “proceed to offer” status to notify HR this individual is ready to be hired (see change #7 for steps).
 - a. HR will move the applicant through the remainder of the hiring process.
 - b. A new camp hire will receive an email from Oracle once they have been hired by HR to provide their date of birth and social security number directly into Oracle. Below is an example of the email:

Additional information required for your job application for job Camp Worker, Softball



Messiah University Recruitment Team
To: me · Fri, Feb 20 at 12:15 PM ▾

Additional information required!

Hello, Lebron,

Additional information is required for your job application for the job Camp Worker, Softball.

Complete this request, noting that National Identifier is most often your social security number.

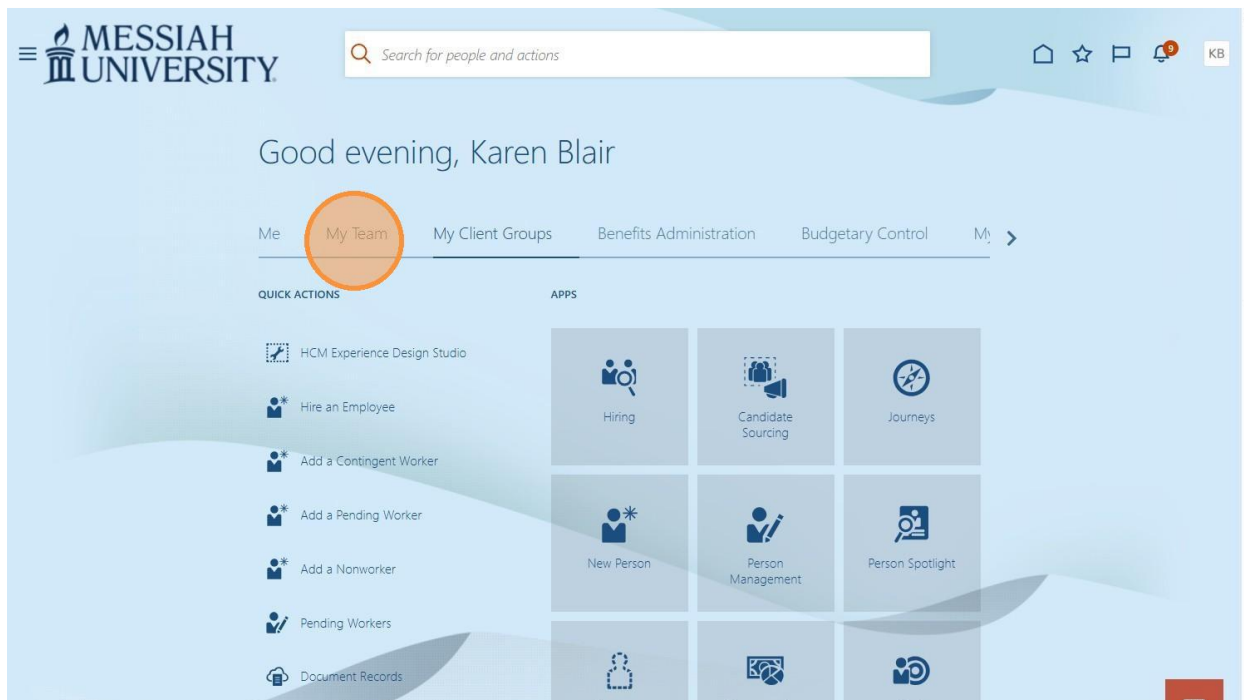
Sincerely,
Messiah University

Recruiting Team

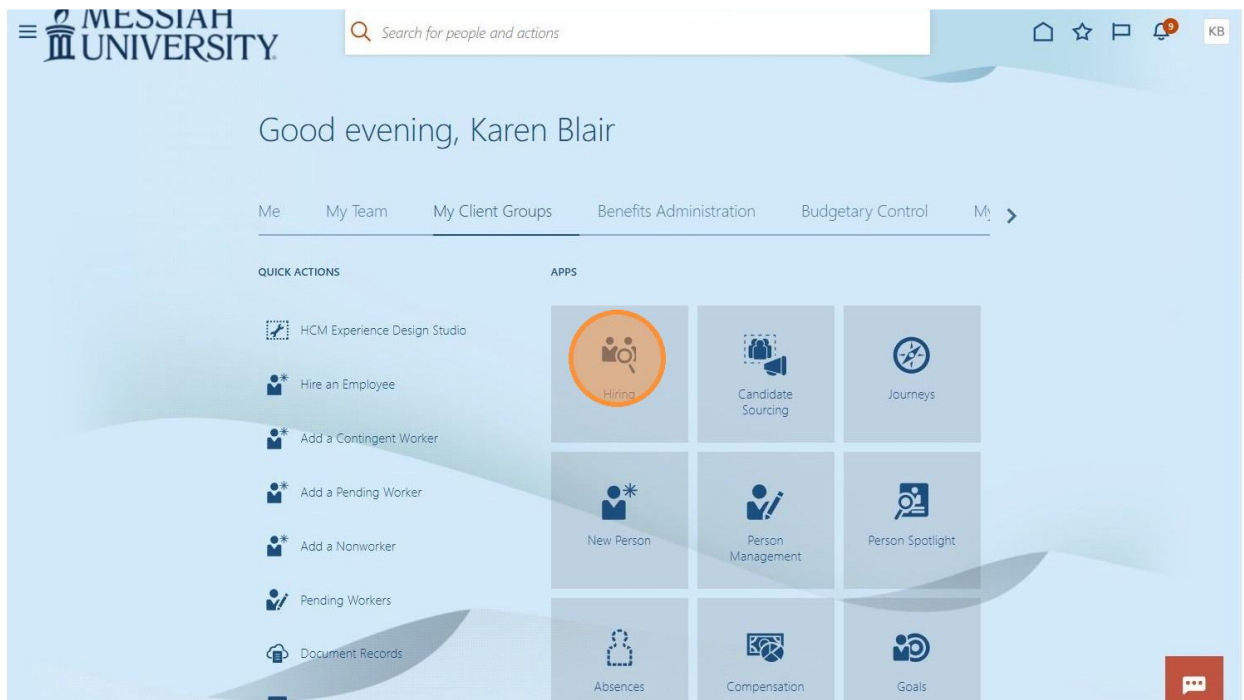
[Provide Additional Info](#)

5. An overnight integration will run to launch necessary onboarding
 - a. This means onboarding is not instantly launched once HR moves the applicant through the hiring process anymore.
 - b. Onboarding will NOT be launched for new camp hires until they have entered their DOB and SSN in Oracle.
 - c. **No last-minute hires will be accepted.** HR must be aware of ALL workers **one week before the camp start date.**
6. All I-9 forms will be completed electronically as part of the onboarding checklist. There will be no paper I-9 forms.
7. Use the following steps to move the applicant forward to the “proceed to offer” status:
 - a. Navigate to **oss.messiah.edu** on your browser or through FalconLink

b. Click "My Team"



c. Click "Hiring"



d. Click "Requisitions"

Recruiting Activity Center

Activities
0
High Priority

Search by activity

Type Hiring Manager Recruiter Priority Filters

0 items Dismiss

Activity Type Candidate Requisition Recruite Hiring Manager Date Priorit Acti

No data to display.

Activity Center Requisitions Offers Candidate Search Pools

e. Only open positions/requisitions in your department will display, click that requisition.

MESSIAH UNIVERSITY

Job Requisitions

Search by requisition title, number, or description

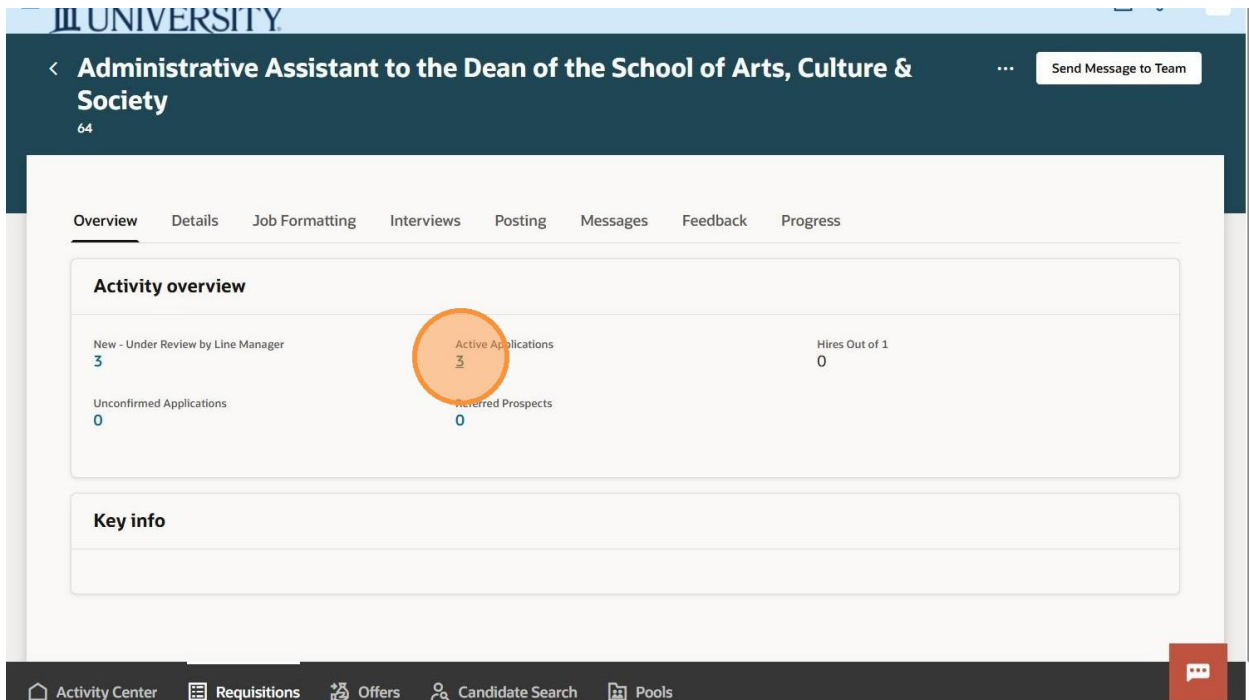
Phase State Hiring Manager Recruiter Hiring Team Role Recruiter, Hiring Manager, Collaborator Location Filters Clear (1)

4 results + Create

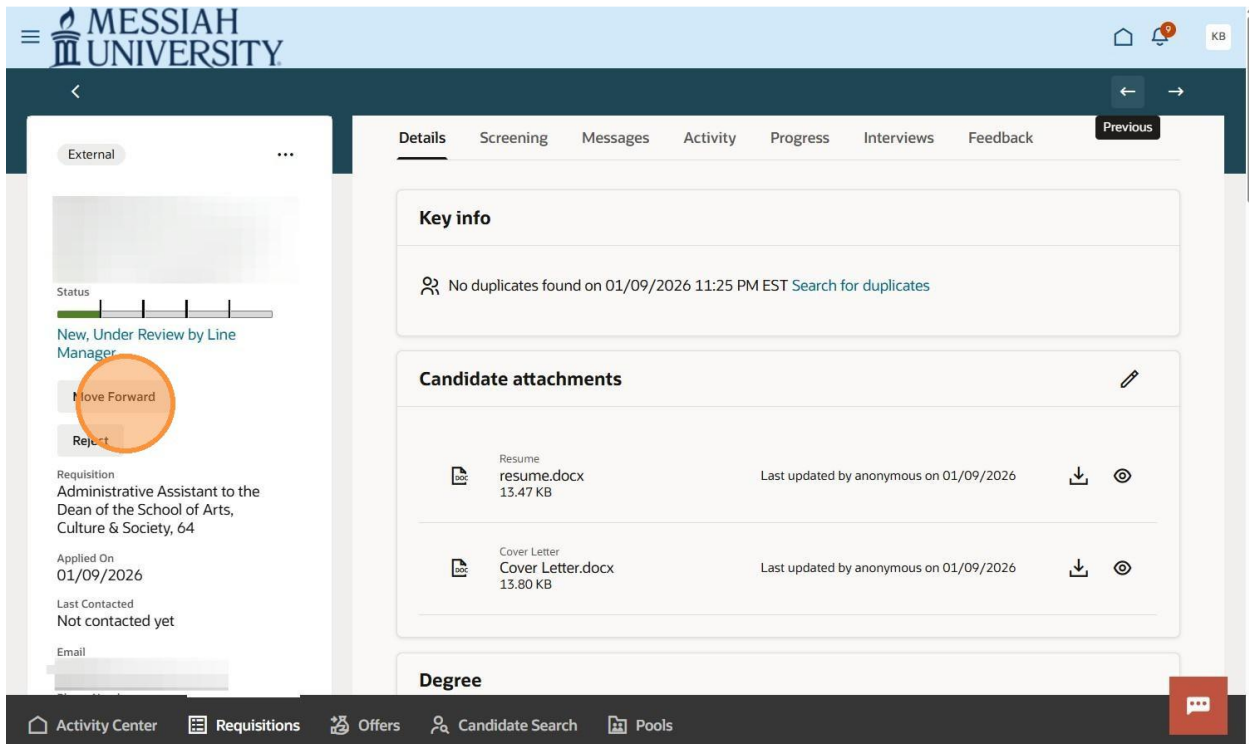
Requisition Title	Requisition Number	Requisition Status	Applications	Prospects	Location	Creation Date	Actions
Administrative Assistant I	64	Open - Posted	3	0	Mechanicsburg, PA, Unite	01/08/2026	...
		Draft - In Progress	0	0	Mechanicsburg, PA, Unite	01/07/2026	...
		Open - Not Posted	0	0	Mechanicsburg, PA, Unite	01/07/2026	...
		Open - Posted	2	0	Mechanicsburg, PA, Unite	01/07/2026	...

Activity Center Requisitions Offers Candidate Search Pools

f. The number of active applications will show in the circle below, click there.



g. You can review each candidate by clicking on the name. Click on "Move Forward" and HR will be notified of your request. You will receive notifications from the system as the candidate moves through the hiring process.



Camp Worker Onboarding - Required/Optional Items

All New Camp Hires are brand new employees to Messiah and will be assigned a full checklist. Continuing Camp Workers (who worked the prior summer) will only be assigned a checklist if the background check will be more than 60 months old by the start of the camp. The New Camp Workers (current Messiah employees who have not worked camps previously) will be required to complete all camp compliance-related forms and trainings.

Item	New Camp Hire	Continuing Camp Worker	New Camp Worker (current EE)
I-9 Form	Required	-----	-----
Work Permit	Optional	-----	-----
Background Check (in-state or out-of-state)	Required	Required (If expired)	Required (If expired)
Essential Commitments	Required	-----	-----
Community Covenant	Required	-----	-----
Code of Conduct	Required	-----	-----
HR&C Policy Manual	Required	-----	-----
Commitment to Confidentiality	Required	-----	-----
FERPA	Required	-----	-----
Workers' Compensation	Required	-----	-----
Wellness & Compliance Information Booklet	Required	-----	-----
Campus Security Authority Memo	Required	-----	Required
Mandatory Reporter Training Memo	Required	-----	Required
Mandatory Reporter Acknowledgement	Required	-----	
Counselor Training Manual	Required	-----	Required
Safety & Compliance Quick Reference	Required	-----	Required
Active Shooter Training	Required	Req. 2024	Required
Environmental Health & Safety Training	Required	Req. 2024	Required
Provide Login Instructions for Mandatory Reporter Training	Required	-----	Required
Hepatitis B Form	Required	-----	Required
W-4	Required	-----	-----
Residency Certification Form	Required	-----	-----
Direct Deposit Authorization	Optional	-----	-----
Employee Profile Form	Required	-----	-----
Upload Mandatory Reporter Training Certificate	Required	-----	Required
Send Work Permit Letter to Issuing School District <i>(task owned by HR/Athletics)</i>	Optional	-----	-----