



Hello and welcome to the team!

We're so excited that you've officially joined the 2026 Camp Manito-wish YMCA team. Thank you for your time and energy throughout the application process—we can't wait for your contract to begin!

Now that you've accepted your offer, it's time to begin the full onboarding process. Completing these tasks before staff training and the start of your contract helps us meet federal, state, and accreditation standards—and ensures you're fully set up to work and get paid this summer.

 First, take a moment to celebrate!

You're on board for a summer filled with growth, connection, and meaningful impact. We're so glad you're here.

 Watch Your Email for Onboarding Tasks

1. ADP (Payroll & Hiring Paperwork)

Within two weeks of this email, you'll receive messages from **ADP** prompting you to log in and complete important hiring and payroll documents.

- After each step, our Business Assistant will review your submission.
- Once reviewed, ADP will send you the next set of action items.
- Questions about ADP? Contact **Becky Jirikowic** at becky.jirikowic@manito-wish.org.

2. I-9 Employment Eligibility Verification

As part of your ADP paperwork, you'll complete an I-9 form in two steps:

- **Step 1 (Online):** Enter information from your ID (e.g., driver's license and Social Security card, passport, etc.).
- **Step 2 (In Person):** Bring your original ID documents to Camp for verification by our Business Assistant. *Photocopies are not accepted.*

 CampDoc (Health Info & Physical Exam)

- In **mid-March** (or within two weeks if it's already past mid-March), you'll receive an email to set up your **CampDoc** account.
- You'll submit your health information and a **Physical Examination** completed **within 24 months of your contract end date**.
- Physical Exam forms will be shared in March or upon request.
- **International staff:** If your sponsor agency submitted a physical exam with the required info, you may upload that to CampDoc.

 Background Check (Domestic Staff Only)

- About **6–8 weeks before your start date**, you'll receive a text and email from **BiB (Background Investigations Bureau)**.
- Complete the background check within **7 days** of receiving the request.

- *All employment is contingent upon an approved background check.*
- **International staff:** Background checks are submitted through your sponsor agency and reviewed by Camp.

Certifications

- All staff must have **CPR/First Aid** certification.
- Programming staff and trip leaders must also have:
 - **Wilderness First Aid (WFA)** or **Wilderness First Responder (WFR)**
 - **Wilderness Water Safety** or **Lifeguarding**
- Check your offer letter and job description to confirm what's required.
- We offer many certifications through our [Outdoor Leadership School \(OLS\)](#) before staff training:
 - **WFA is free** for Manito-wish staff.
 - Other courses are discounted (staff are responsible for the cost).
 - Click [here](#) to learn more and sign up.
- **International staff:** Your supervisor and hiring coordinator will register you for needed courses.

Additional Resources

- Visit the [What to Expect](#) page on our website for info about staff grants, packing lists, and more.
- From now until staff training, keep an eye out for emails from your **hiring coordinator** and **supervisor** with:
 - Paperwork reminders
 - Staff incentives
 - Arrival details
 - And other helpful info!

If you don't see these emails, check your spam/junk folder. If you haven't received expected info within a week of the timeline above, please reach out to your supervisor.

If you have any questions about Camp, onboarding, or anything else, don't hesitate to contact your hiring coordinator or supervisor. We're here to support you every step of the way.

Welcome to the 2026 Team!

Warmly,
Karen, Kelly, Kevin, Luke, and Sean
The Camp Manito-wish YMCA Hiring Team

Karen Christopherson
Director of Operations
karen.christopherson@manito-wish.org

715.382.9270 x233

Luke Wade

Wilderness Risk Director

luke.wade@manito-wish.org

715.385.9270 x234

Sean Diamond

Camp Director

sean.diamond@manito-wish.org

715.385.9270 x230