

The logo for WPI Sports Camps features the letters "WPI" in a large, bold, red, sans-serif font. The letters are centered and flanked by two horizontal red bars, one above and one below. Below this graphic, the words "SPORTS CAMPS" are written in a smaller, bold, red, sans-serif font, all in uppercase.

June 1, 2023

Dear XXXX

Worcester Polytechnic Institute (WPI) is pleased to offer you the summer position of Coach/Counselor for WPI XXXX Camp Staff.

Date of Camp: June 27-July 1

Department: Physical Education, Recreation & Athletics

Camp Director: XXXX

Camp Supervisor: XXXX

The Sports Camp Coach/Counselor engages and supervises groups of children ages 7-17 years. Sports Camp Counselor are responsible for the following:

1. Carrying out lesson plans designed by Camp Director;
2. Maintaining supervisory physical presence at all camp related activities when camp is in session (8:30am-4:00pm);
3. Interacting with and supervising campers (age 7-17) during Sports Camp activities;
4. Conducting safe and well-organized camp sessions and instruction that enable participants to develop and improve their skills;
5. Representing WPI Summer Sports Camps in a positive and professional manner at all times; Promoting and modeling fair play and good sportsmanship;
6. Notifying Sports Camp Trainers of any injuries immediately.

Working with Minors:

In recognition of the imperative of protecting Minors, all individuals working with Minors will have to complete an online training, that covers: Responsibility for modeling respectful behaviors; Consequences of conduct violations involving Minors; Behavioral signs that Minor victims may exhibit; Sexual abuse and sexual harassment; Inappropriate behavior with Minors; Other appropriate topics; and Reporting requirements and procedures. More information is available [here](#)

Background Check:

Your offer of employment is contingent upon the satisfactory completion of a criminal background check. A satisfactory Criminal History check (National Criminal/CORI/SORI) must be obtained at least **3 weeks PRIOR to the start date of your employment**. Failure to have a successful background check clearance on file at that time will result in the termination of your employment with the WPI Sports Camp Program. Upon acceptance of this offer, you will receive an email from the University's external vendor, HireRight on how to authorize this process.

Acceptance of Offer:

Your signature constitutes your formal acceptance of this temporary position and confirms that no promises, representations, or agreements that are inconsistent with any of the terms of this offer have been made to or with you by anyone at WPI. You also, hereby, represent and warrant that you are not subject to any agreement which is or would be inconsistent or in conflict with the obligations you will have as an employee of WPI. Employment is contingent on background check, and completion of the following action items on page 3.

Sincerely,
XXXX
Camp Director

Name (printed): _____

Signature: _____

Date: _____

Below highlighted in yellow are the next steps required to complete the hiring process.

Action Items

Below highlighted in yellow are the next steps required to complete the hiring process.

1. Please return a signed copy of this letter, which is required for the payroll process. Letter can be emailed to: sportscamp@wpi.edu
2. Must be fully COVID-19 vaccinated unless granted an exemption for disability/medical or religious reasons. Proof of vaccination including booster shot is required. Please email proof of vaccinations to: sportscamp@wpi.edu If seeking an exemption for disability/medical or religious reasons please email: talent@wpi.edu
3. All adults working with Minors are required to sign the **Behavioral Expectations Acknowledgement Form** that reviews the behavioral expectations of this Policy. Sign and return the Minors on Campus Behavioral Expectations Acknowledgement Form which can be found [here](#) Please sign and email to: sportscamp@wpi.edu
4. Authorize and complete the **criminal history background check** that will be emailed to you from HireRight. Employment is contingent upon completion of this background check.
5. If you have not been paid by WPI previously, you must provide proof of eligibility to work in the United States by completing an [I-9 Form](#). Bring your original ID documents for the I-9 employment verification to the HR Talent and Inclusion Office, Boynton Hall, 2nd floor within **3 business days of your start date**. The list of acceptable documents is on page 3 of the I-9 form [here](#). **This is a mandatory legal requirement that will allow us to get you set up for pay and avoid delay.**
6. **Health Documents for Sports Camp Staff:** Your immunization records must be sent to XXXX, Nurse WPI Health Services, 32 Hackfeld Rd. Worcester, MA at least 3 weeks prior to start of your camp.
7. All employees and volunteers will be required to complete **online training on the “Protection Children: Identifying and Reporting Sexual Misconduct”** every four years. This training should not require more than 30 minutes of your time. If you are a new employee or have not completed this training within the last four years, you will receive an email about completing this course.