

Camp Anne Staff Handbook 2021





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Camp Anne provides an opportunity for individuals with developmental disabilities to experience a summer filled with fun, learning, and making new friends in a countryside setting. The camp serves individuals who function in the moderate to profound range of Intellectual Disability and who range in age from 5 to 79 years old. 15% of our campers are also physically challenged. The individuals who attend Camp Anne live either in their own family's home, a developmental center, a group home or a foster care home. Over 550 campers attend Camp Anne each summer split by ages into five 11 & 12 day sessions.

The camp is divided into six camper cabins. There are around 20 campers living in each cabin with around 17 staff members. All of the camper cabins are fully wheelchair accessible. Campers are grouped according to their ability: from those who require one-on-one assistance in all areas of daily living (feeding, washing, dressing, etc.), to groups who are more independent.

Camp Anne's main goal is to provide a fun-filled summer camp experience for its campers, while providing a well-deserved respite for their families. Activities are planned and implemented by the activity counselors in each of the following areas: arts and crafts, music/dance, nature, swimming, boating, archery and sports. Campers are scheduled to attend these activities with their counselors on a rotating basis. Each evening, the entire camp participates in large group activities such as dance, talent shows, sing-a-longs, cookouts and other special events.

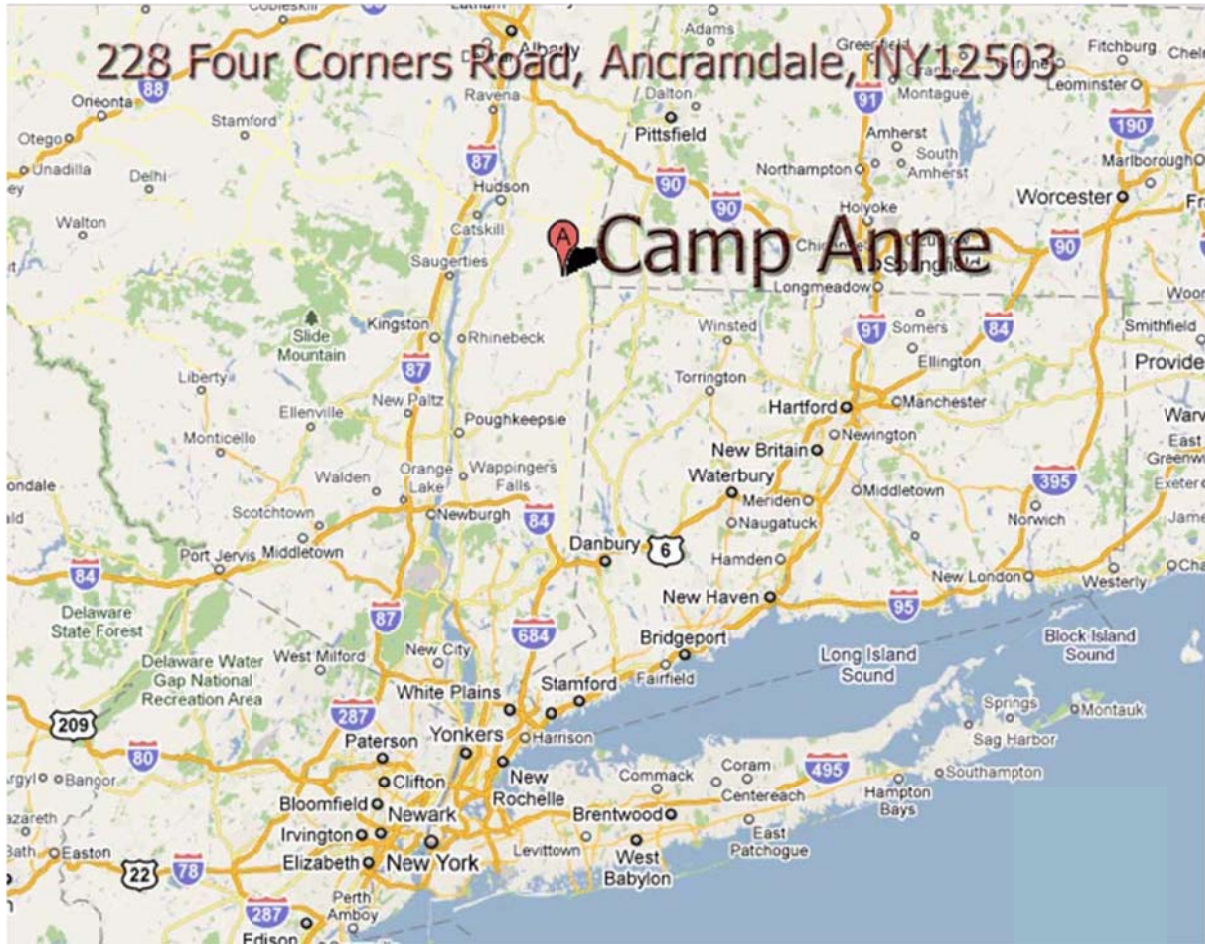
Camp Anne provides a varied program for all campers; programming is modified and adapted to the individual camper's needs. The wide range of camper activities are designed to produce a structured, yet relaxing atmosphere that encourages self-development.

CAMP ANNE GOALS

Through careful screening, Camp Anne has attracted qualified, dedicated and caring staff. We hope that this summer will provide a personal and educational growth experience for both you and your campers. The following are Camp Anne's goals:

- For our campers: to enjoy a therapeutic summer camp experience with social, recreational, leisure, and functional skill development.
- For the parents/guardians: to provide respite for caregivers and give with feedback pertaining to their child's/sibling's adjustment and progress while at Camp Anne.
- For our staff: develop and/or enhance existing knowledge skills in working with persons with Intellectual Disability/developmental disabilities, and to develop awareness towards alternative and creative approaches in their interaction with this population.

WHERE IS CAMP ANNE?



Camp Anne is located in Ancramdale about 2 hours north of New York City. It is set on a beautiful site in the eastern part of New York State near the Massachusetts border. Named after the late Anne Kraus (former AHRC staff, Board member, and President), Camp Anne opened in the summer of 2003. The beautiful new camp is in the foothills of the Berkshire Mountains, replacing Camp Catskill, a summer camp in upstate New York that AHRC previously ran for decades.

WHAT'S THE WEATHER LIKE?

The weather in New York during the months of June-August is mostly warm & humid. During the summer, the days range from pleasantly warm to extremely hot and humid. Nights range from warm to cool, especially in early and late summer. Throughout the summer, there are several thunderstorms and the pollen count can become high in this area which can be difficult for persons with asthma or allergies. If you think this might be a problem, contact your physician now. We do not recommend starting new medications for asthma or allergies while at camp. To help with the heat there is air conditioning in all cabins. The swimming pool is outdoors and heated when needed.

HOW CAN I REACH CAMP?

Mail:

Camp Anne
228 Four Corners Road
Ancramdale, NY 12503-5050

Phone Number:

1 (518) 329 5649

Email:

Director: Michael Rose - Michael.Rose@ahrcnyc.org

Assistant Director: Emily Hirst – Emily.Hirst@ahrcnyc.org

Website: <http://www.ahrcnyc.org/campahrc/index.html>



For SKYPE search for CampAnne1





Camp runs for approximately 10 weeks and is broken into sessions according to age. The first three sessions cater to our adult population (21-65 years old), and the last two sessions cater to our teenagers (13-21 years old) and children (5-12 years old) population. The following is the summer schedule:

Orientation: Sunday, June 16 – Sunday, June 23

Adult Sessions

Session 1: Monday, June 24 – Friday, July 5

Session 2: Sunday, July 7 – Thursday, July 18

Session 3: Saturday, July 20 – Wednesday, July 31

Break and In-service Training Day, Saturday, August 3

Children and Teen Sessions

Session 4: Sunday, August 4 – Wednesday, August 14

Session 5: Friday, August 16 – Monday, August 26

WHAT IS A TYPICAL DAY AT CAMP LIKE?

Sessions are 11 or 12 days long. Daily activities include arts and crafts, games and sports, archery, relaxation outside or in the sensory room, swimming in the pool, boating or fishing at the lake, music, dance and exercise. Each evening, everyone participates in a variety of camp programs, such as talent shows, fun game contests, theatrical activities and dances. On the last night of camp, everyone dresses up and attends a special banquet and show. A typical day at camp is as follows:

7:30 a.m. – Wake up

- Counselors get up and get ready for the day
- Counselors wake up their campers and help them with toileting, washing and dressing
- Many campers may need to go the Health Center at 8:00 a.m. for medications before breakfast

8:30 a.m. Breakfast

Cabin clean up either before or after breakfast

10:00 a.m. Activity time!

Here are some of the activities that you and your camper may participate in during activity times:

- Swimming at the pool
- Boating at the lake
- Archery
- Sports such as basketball, soccer, baseball

- Arts and crafts activities
- Drama and theater games
- Playground activities
- Nature activities

10 a.m. is also sick call, which is an opportunity for campers who might need to see the nurse for something other than medications.

11:45 a.m. – Activity counselors, lifeguards and cabin leaders set the tables for lunch

12:00 p.m. – meds

12:30 p.m. – lunch

1:30 p.m. – 2:30 p.m. – quiet time/rest hour. This is a chance for your camper to rest for a while and for staff to have a little downtime.

3:00 p.m. – activity 2, which will be different from your morning activity

4:00 p.m. – meds

4:00 p.m. – activity 3, which will be yet another activity

5:00 p.m. – free time/preparation for evening activity

5:15 p.m. – activity counselors, lifeguards and cabin leaders set up dinner

5:45 p.m. – dinner – then head back to the cabin to prepare for evening activity

7:00 p.m. – Evening activity. Every night after dinner, the whole camp gets together for a large group activity.

Some examples include:

- Theme party, such as welcome to camp, valentine's ball or toga night
- Scavenger hunt
- Olympics awards
- Drama production
- Dance

8:00 p.m. – medications/campers to be showered and ready for bed

8:30 p.m. – cabin time

9:30/10:00 p.m. – OD (on duty) called (3 counselors from each cabin still on call). When OD is called, staff who have the evening off can come down to the dining hall and have a snack. There are often after-hours activities for staff such as a bonfire. There is always a movie on in the staff lounge and it is an opportunity for staff to catch up with each other after a full day.

12:45 a.m. – curfew

1:00 a.m. – Sleep In (two counselors from each cabin on call for the night)

DAILY WORKING HOURS

Staff are expected to be ready to work by 7.30 am and will begin to wake the campers and assist them in preparing for the day. Many of our campers require medication. Morning medication time is 8am, followed by breakfast at 8:30 am - 9:15 am.

Lunch is served at noon and 12:45 pm. After lunch both staff and campers are given a one hour rest period, where campers are taken back to the cabin to rest, while staff (except for "OD" or "on duty" people, who stay with the campers) enjoy their free time. The OD staff in the cabin takes their rest period later in the day.

Evening meal is served at 5:30 pm and 6:15 pm. After the evening meal, all staff and campers are invited to attend evening activity at 7pm. Evening medication time is at 8 pm, and campers then return to their cabins to prepare for bed. The staff are off duty for the evening once all the campers are in bed. Once all cabins are called secure, three people remain with the cabin/campers while all other staff have free time to use the internet, make telephone calls or just socialize. Food will be laid out in the dining hall. As a staff member, you can expect to be OD approximately 2 -3 times per week.

All staff must be back at their respective cabins by 12:45 am at which time staff members are on "Sleep In" which means if any campers get up during the night, the Sleep In will be responsible for waking up and assisting the campers.

INTERSESSIONS

Staff are required to work a 13-day session. So that everyone may enjoy their time off together between sessions, we have two days off in which all staff are off duty and may plan trips. As our campers are picked up & dropped off in New York City, staff are given the opportunity to spend intersession in the city with free transportation to and from New York. Intersession options are available by taking trains, or planes, buses or hiring cars. Some options for intersession are:

- Boston
- Connecticut Beach
- Niagara Falls
- Florida (by plane)
- Cape Cod
- Jersey Shore
- Washington DC
- Atlantic City
- Six Flags Amusement Park
- Camping in the local area
- Canada (you may have to make sure you have the right visa)

Intersession begins on the last day of the session when all campers have left campgrounds and camp has been cleaned thoroughly, usually by **11am**. Staff are then required to be on camp (or at the NYC pick up location) no later than **11am, 48 hours** later.

Stipends

Staff stipends are paid on the basis of their signed contract and for international staff are determined by your recruitment agency. Wages are paid bi-weekly, one week in arrears. Checks are sent from our main office in New York City, which are then cashed at camp. You may either cash your checks all at once at the end of camp or cash them each pay period and keep your money in the safe.



The Staff

While working at camp, you're given the chance to meet people from all over the world, with different skills and abilities. Our goal is to hire staff who are mature, enthusiastic, diverse, and very caring. We always try to have at least 35% of our best staff returning from previous years. All must be at least 18 years of age and most counselors hired have at least one year of college training and/or experience with the developmentally delayed population.

About 75% of those working at camp come from a wide variety of countries all around the world, such as England, Ireland, Wales, Portugal, Russia, Spain, Poland, France, Germany, Korea, Japan, Ukraine, Mexico, Brazil, USA, South Africa, New Zealand, Australia, Chile, etc. Approximately 70% of our staff speak English as their first language. It is a very good opportunity to meet new people from all over the world and learn new languages. We try to keep a balanced ratio of males and females at camp.

The Campers

All our campers, in order to attend camp, must have a primary diagnosis of Intellectual Disability or autism. Additionally, some of our participants may have cerebral palsy, downs syndrome, ADHD (attention deficit and hyperactivity disorder) and seizure disorder. To help familiarize you with these disabilities, we have re-printed information from our website below.

DEVELOPMENTAL DISABILITIES (www.ahrcnyc.org)

A developmental disability is a disability that originates before the age of 22 and is expected to continue indefinitely. It is attributable to a condition such as Intellectual Disability, or cerebral palsy, epilepsy, neurological impairment, autism or traumatic brain injury, when such conditions result in impairment of general intellectual functioning or adaptive behavior. Impairment of intellectual functioning means that a person has an intellectual quotient two or more standard deviations below the mean (an IQ of 70 or less using a scale with a mean of 100 and a standard deviation of 15). Impairment of adaptive behavior means that the person has overall adaptive behavior which is significantly limited in two or more skill areas (communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure and work). These limitations are a direct result of the person's cognitive deficits.

AHRC recognizes that all people, regardless of their limitations, have a capacity to learn new skills and live a worthwhile life. AHRC primarily serves adults with Intellectual Disability and developmental disabilities and serves children whose developmental delays are significant and attributable to many causal factors.

INTELLECTUAL DISABILITY (www.ahrcnyc.org)

An individual is considered to have Intellectual Disability based upon the following three criteria: his/her intellectual functioning level as measured by an IQ test is below 70; he/she has significant limitations in two or more adaptive skill areas (which might include communication, self-care, home living, social skills, community use, self-direction, health and safety, functional academics, leisure and work); and the condition is present from childhood (defined as age 18 or earlier). Intellectual Disability is not a disease, nor should it be confused with mental illness. About 85% of people with the condition fall within the mild range of disability, whereas the remaining 15% have more severe disabilities.

The prevalence rate of Intellectual Disability in the United States is between 2.5 and 3% of the general population, or an estimated 6.2 to 7.5 million people based on the 1990 census. Intellectual Disability is 12 times more common than cerebral palsy and affects 100 times as many people as total blindness. One out of every ten families is directly affected.

There are currently over 300 known organic and acquired causes of Intellectual Disability. For instance, the most common chromosomal cause is Down syndrome, whereas the most commonly known single gene cause is Fragile X syndrome. But these are only two of many different causes and make up a small percentage of those diagnosed with the condition. In addition to the long list of organic causes, adverse environmental and social factors (which include poverty, lack of prenatal care, and drug or alcohol abuse during pregnancy resulting in FAS - fetal alcohol syndrome) are placing greater and greater numbers of individuals at-risk for Intellectual Disability. In spite of all that is known, in 50% of all cases of Intellectual Disability there is no known specific cause.

AUTISM (www.ahrcnyc.org)

In the diagnostic manual used to classify disabilities, the DSM-IV (American Psychiatric Association, 1994), autistic disorder is listed as a category under the heading "Pervasive Developmental Disorders (PDD's)" which also includes Asperger syndrome, Rhett syndrome, Williams syndrome, and pervasive developmental disorder – not otherwise specified (PDD-NOS). These PDD's are developmental disabilities that share many of the same characteristics (twelve characteristics are listed with different disorders being defined by the presence of some or the twelve characteristics), are usually evident by the age of three, and affect, to a different degree, an individual child's ability to communicate, understand language, play and relate to others.

Autism specifically, is defined by federal education law as "a developmental disability significantly affecting verbal and nonverbal communication and social interaction... that adversely affects a child's educational performance. Other characteristics associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences." Individuals with autism vary widely in their intelligence and abilities, as well as in the behaviors they exhibit.

Estimates on the prevalence of autism vary, ranging from 5 to 15 out of 10,000 live births. Autism and PDD's are four times more common in boys than girls. The causes of autism and PDD are unknown. Currently, researchers are investigating areas such as neurological damage and biochemical imbalances of the brain, whereas in the not too distant past, psychological factors were blamed for the disorder.

CEREBRAL PALSY (www.ahrcnyc.org)

We do not know the cause of most cases of cerebral palsy. That is, we are unable to determine what caused cerebral palsy in most children who have congenital CP. We do know that the child who is at highest risk for developing CP is the premature, very small baby who does not cry in the first five minutes after delivery, who needs to be on a ventilator for over four weeks, and who has bleeding in his brain. Babies who have congenital malformations in systems such as the heart, kidneys, or spine are also more likely to develop CP, probably because they also have malformations in the brain. Seizures in a newborn also increase the risk of CP. There is no combination of factors which always results in an abnormally functioning individual. That is, even the small premature infant has a better than 90% chance of not having cerebral palsy. There are a surprising number of babies who have very stormy courses in the newborn period and go on to do very well. In contrast, some infants who have rather benign beginnings are eventually found to have severe Intellectual Disability or learning disabilities.

Many of the normal developmental milestones, such as reaching for toys (3-4 months), sitting (6-7 months), and walking (10-14 months), are based on motor function. A physician may suspect cerebral palsy in a child whose development of these skills is delayed. In making a diagnosis of cerebral palsy, the physician takes into account the delay in developmental milestones as well as physical findings that might include abnormal muscle tone, abnormal movements, abnormal reflexes and persistent infantile reflexes. Making a definite diagnosis of cerebral palsy is not always easy, especially before the child's first birthday. In fact, diagnosing cerebral palsy usually involves a period of waiting for the definite and permanent appearance of specific motor problems. Most children with cerebral palsy can be diagnosed by the age of 18 months, but eighteen months is a long time for parents to wait for a diagnosis, and this is understandably a difficult period for them. Making a diagnosis of cerebral palsy is also difficult when, for example, a two-year-old has suffered a head injury. The child may immediately appear to be severely injured, and three months after the injury he may have symptoms that are typical of a child with cerebral palsy. But one year after the injury such a child may be completely normal. This child does not have cerebral palsy. Although he has a scar on his brain, the scar is not permanently impairing his motor activities. After injury, waiting and observing are necessary before the diagnosis can be made.

Cerebral palsy may be classified by the type of movement problem (such as spastic or athetoid cerebral palsy) or by the body parts involved (hemiplegia, diplegia, and quadriplegia). Spasticity refers to the inability of a muscle to relax, while athetosis refers to an inability to control the movement of a muscle. Infants who at first are hypotonic wherein they are very floppy may later develop spasticity. Hemiplegia is cerebral palsy that involves one arm and one leg on the same side of the body, whereas with diplegia the primary involvement is both legs. Quadriplegia refers to a pattern involving all four extremities as well as trunk and neck muscles. Another frequently used classification is ataxia, which refers to balance and coordination problems. The

motor disability of a child with CP varies greatly from one child to another; thus generalizations about children with cerebral palsy can only have meaning within the context of the subgroups described above. For this reason, subgroups will be used in this book whenever treatment and outcome expectations are discussed. Most professionals who care for children with cerebral palsy understand these diagnoses and use them to communicate about a child's condition.

As noted above, a useful method for making subdivisions is determined by which parts of the body are involved. Although almost all children with cerebral palsy can be classified as having hemiplegia, diplegia, or quadriplegia, there are significant overlaps which have led to the use of additional terms, some of which are very confusing. To avoid confusion, most of the discussion in this book will be limited to the use of these three terms. Occasionally such terms as paraplegia, double hemiplegia, triplegia, and pentaplegia may occasionally be encountered by the reader; these classifications are also based on the parts of the body involved. The dominant type of movement or muscle coordination problem is the other method by which children are subdivided and classified to assist in communicating about the problems of cerebral palsy. The component which seems to be causing the most problem is often used as the categorizing term. For example, the child with spastic diplegia has mostly spastic muscle problems, and most of the involvement is in the legs, but the child may also have a smaller component of athetosis and balance problems. The child with athetoid quadriplegia, on the other hand, would have involvement of both arms and legs, primarily with athetoid muscle problems, but such a child often has some ataxia and spasticity as well. Generally a child with quadriplegia is a child who is not walking independently. The reader may be familiar with other terms used to define specific problems of movement or muscle function terms such as: dystonia, tremor, ballismus, and rigidity. The words severe, moderate, and mild are also often used in combination with both anatomic and motor function classification terms (severe spastic diplegia, for example), but these qualifying words do not have any specific meaning. They are subjective words and their meaning varies depending on the person who is using them.

DOWNS SYNDROME (www.ahrcnyc.org)

Down syndrome is usually caused by an error in cell division called non-disjunction. However, two other types of chromosomal abnormalities, mosaicism and translocation, are also implicated in Down syndrome - although to a much lesser extent. Regardless of the type of Down syndrome which a person may have, all people with Down syndrome have an extra, critical portion of the number 21 chromosome present in all, or some, of their cells. This additional genetic material alters the course of development and causes the characteristics associated with the syndrome.

The diagnosis of Down syndrome is usually suspected after birth as a result of the baby's appearance. It is a particularly difficult time, coupled with the natural stresses of childbirth. Although there is no easy way to be informed, most families agree that having the baby present, being together and being told as soon as possible is the best way to proceed.

There are many physical characteristics which form the basis for suspecting an infant has Down syndrome. Many of these characteristics are found, to some extent, in the general population of individuals who do not have Down syndrome. Hence, if Down syndrome is suspected, a karyotype will be performed to ascertain the

diagnosis. Some infants with Down syndrome have only a few of these traits, while others have many. Among the most common traits are:

- ❖ Muscle hypotonia, low muscle tone
- ❖ Flat facial profile, a somewhat depressed nasal bridge and a small nose
- ❖ Oblique palpebral fissures, an upward slant to the eyes
- ❖ Dysplastic ear, an abnormal shape of the ear
- ❖ A single deep crease across the center of the palm
- ❖ Hyperflexibility, an excessive ability to extend the joints
- ❖ Dysplastic middle phalanx of the 5th finger: 5th finger has one flexion furrow instead of two
- ❖ Epicanthal folds, small skin folds on the inner corner of the eyes
- ❖ Excessive space between large and second toe
- ❖ Enlargement of tongue in relationship to size of mouth

ADHD – ATTENTION DEFICIT HYPERACTIVITY DISORDER (www.ahrcnyc.org)

Attention Deficit Hyperactivity Disorder (ADHD) is a condition that becomes apparent in some children in the preschool and early school years. It is hard for these children to control their behavior and/or pay attention. It is estimated that between 3 and 5% of children have ADHD, or approximately 2 million children in the United States. This means that in a classroom of 25 to 30 children, it is likely that at least one will have ADHD.

The principal characteristics of ADHD are inattention, hyperactivity, and impulsivity. These symptoms appear early in a child's life. Because many normal children may have these symptoms, but at a low level, or the symptoms may be caused by another disorder, it is important that the child receive a thorough examination and appropriate diagnosis by a well-qualified professional.

Symptoms of ADHD will appear over the course of many months, often with the symptoms of impulsiveness and hyperactivity preceding those of inattention, which may not emerge for a year or more. Different symptoms may appear in different settings, depending on the demands the situation may pose for the child's self-control. A child who "can't sit still" or is otherwise disruptive will be noticeable in school, but the inattentive daydreamer may be overlooked. The impulsive child who acts before thinking may be considered just a "discipline problem," while the child who is passive or sluggish may be viewed as merely unmotivated. Yet both may have different types of ADHD. All children are sometimes restless, sometimes act without thinking, and sometimes daydream the time away. When the child's hyperactivity, distractibility, poor concentration, or impulsivity begin to affect performance in school, social relationships with other children, or behavior at home, ADHD may be suspected. But because the symptoms vary so much across settings, ADHD is not easy to diagnose. This is especially true when inattentiveness is the primary symptom.

SEIZURE DISORDER (www.ahrcnyc.org)

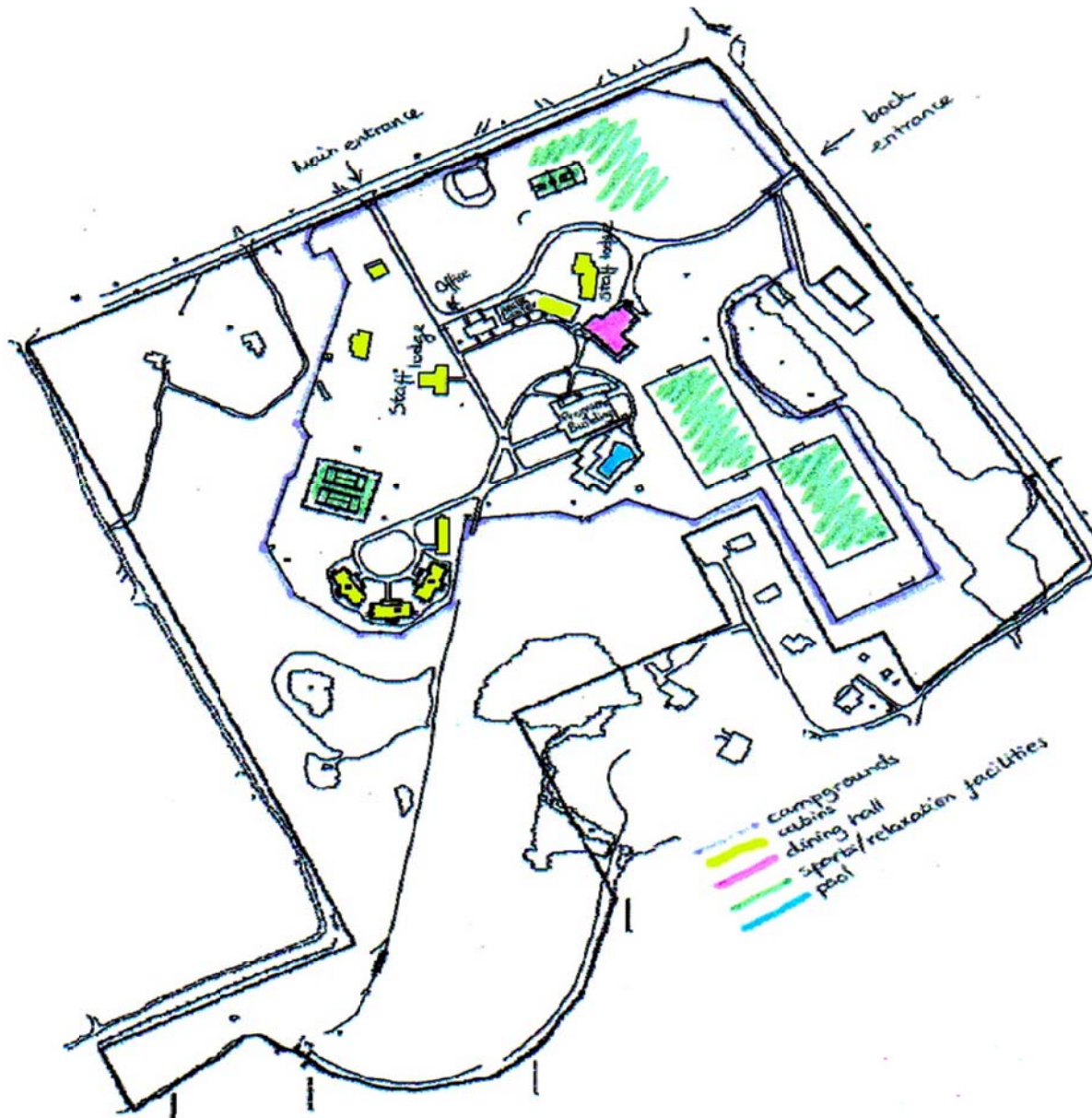
Epilepsy is a chronic condition; affected individuals suffer from periodic seizures over an extended period. A seizure occurs when a cell or group of cells in the brain is over stimulated. It's possible to have a seizure and not have epilepsy, and there is no certain number of seizures that must occur before epilepsy is diagnosed. Epilepsy is not associated with any particular type of seizure.

To determine the type of seizure experienced by an individual, a doctor must first classify the seizure. Seizures are usually divided into two classes - generalized and partial. They are placed into these classes based on how much of the brain is involved at the onset of the seizure. With generalized seizures, the entire brain is involved. In partial seizures, only part of the brain is involved. However, the portion of the brain that is initially responsible for partial seizure activity may become larger and eventually progress into a generalized seizure.

The most common types of generalized seizures include absence seizures, myoclonic seizures, tonic-clonic seizures and atonic seizures. All types of generalized seizures share several characteristics. All result in a loss of consciousness, which usually manifests as a loss of awareness during the seizure. This means that affected individuals can't respond to their environment. There is also always a recovery period after a generalized seizure; during this time individuals may be abnormally drowsy or confused. Generalized seizures usually last only a few minutes.

Partial seizures are divided further into two groups: simple and complex. During simple partial seizures individuals do not lose consciousness and are usually able to respond to their environment. Individuals suffering from a simple partial seizure may demonstrate a variety of symptoms during the seizure. These symptoms include but are not limited to hallucinations, déjà vu, and increased perception of fear or pleasure. This type of seizure usually lasts only about a minute. During complex partial seizures, individuals lose consciousness during complex partial seizures; however, they are still able to interact with their surroundings. They are unaware of what they are doing and upon returning to consciousness have no recollection of what they did. Those experiencing this type of seizure may wander around or cry. The loss of consciousness typically lasts only 2 minutes. Like individuals who suffer generalized seizures, those who experience complex partial seizures may have a recovery period during which they appear drowsy or confused.

FACILITIES



After running for 27 years in the Catskill Mountains under the name of Camp Catskill, Camp Anne had its debut year in 2003. The new camp was created to better meet camper's needs and is built on a flat area which helps our consumers with limited mobility levels or in wheelchairs. The property was previously part of Camp Natchez, and some of these original buildings were kept while new ones were built. The new facilities include the Dining Hall, three wheelchair accessible cabins and the pool. We also kept a tree that was planted

by the Natchez crew back in 1989, planted in memory of Dawn DeMarco who was tragically killed in a car accident.

The first priority of Camp Anne is to keep it safe for our campers and staff, so it is surrounded by a tall fence and its two gates are closed at all times, while campers are on the grounds. Other facilities at camp include a free launderette, with three washing machines and three dryers. We also supply the washing powder and each cabin has a designated day to do their laundry.

MAIN OFFICE



The Main Office is Camp Anne's nerve center.

Passports and other items can be stored in the office safe.

HANDROS HALL

Handros Hall, also known as the Program Building, was named after Cele and Richard Handros, great supporters of our camp program. It is one of the oldest buildings in camp and has three different levels.

The main level is where most activities are held, especially evening activities. It has a stage where campers and counselors perform for the whole camp, a costume room, a relaxing room and an arts and crafts room. We also have a computer room connected to the internet for camper use during the day and counselor use during rest hour and/or OD.

Upstairs is not accessible to campers and counselors as it is where documents are stored, as well as counselor's empty luggage and toileting supplies for campers. Downstairs is a games room for campers and counselors. We have a pool table, two table-tennis tables, etc. We also have a mini-gym where counselors can do weight-lifting during their rest time, and a TV room with a 48" TV screen where a DVD movie is shown every night.



DINING HALL

The dining hall is one of the newest buildings in camp. Normally breakfast, lunch and dinner are prepared in two

different shifts and some of the activities are held in there, as well as most of the staff orientations.

It is one of the elected socializing points of camp and you can go in and help yourself to any drink or food available in the fridges, coolers or juice machines. The end of session banquets and the end of season staff party are also held here.

THE POOL

Our pool was specially designed for our campers and is surrounded by a six-foot fence. The zero degree entrance to the pool is designed for people with limited mobility or individuals in wheelchairs. Despite being only 4 feet deep, many activities can be held in the pool such as camper amusement activities and counselor activities such as water-basketball games. It is a unique place in camp, a very relaxing area with a beautiful site with its well-loved water mushroom. Lifeguards supervise at all times during working hours.



THE CABINS



Camp Anne has 6 cabins for the campers and their counselors. All the cabins are air-conditioned and can up to 20 staff and 20 campers. Each cabin has 3 showers, 3 toilets and lockers for staff to keep personal belongings safe and secure. Please bear in mind that you share the cabin with not only people from all around the world, but also with the campers. Each camper is given a cabin according to their ability and/or medical condition. All cabins are wheelchair accessible.

There are three staff lodges for those who don't work directly with campers, including kitchen and maintenance staff.

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Staff Handbook

SPORTS & RELAXATION

Camp has some sports and relaxation places that both campers and counselors can enjoy. We have a large soccer field where we hold inter-camp championships (with camper and counselor games) and which is used at night for staff bonfires. If you're interested in astronomy, the soccer field is also a nice place to spot all the constellations.

We also have a basketball court, archery range, a playground with soft floor and a relaxation area with mattresses and a ball pit. Throughout the sessions, we have days when The Lodge – our sister camp comes to play us in basketball, baseball and soccer.

To help campers have a sensory or relaxing experience, or just to have a better night sleep, we have a sensory room, which provides a therapeutic and stimulating environment for campers.

HEALTH CENTER



Our Health Center is staffed with professional licensed nurses 24 hours a day. The Health Center is equipped to handle routine and emergency care. Our qualified nursing staff is prepared to provide care for short-term illnesses and first aid care for minor injuries. We are also contracted with a local physician who is familiar with our campers with special needs. ALL medications are to be stored securely in the Health Center. No one, including staff, may keep medications in the camper cabins.



The following pages contain our “**STAFF RULES AND REGULATIONS**”. These are the standards by which all staff (by signing their work agreement) agrees to conduct themselves while working and living at Camp Anne. Please read these rules and regulations carefully and become familiar with them.

**YOU WILL BE HELD ACCOUNTABLE FOR CONDUCTING
YOURSELF ACCORDING TO THESE RULES.**

- ❖ **CAMPERS MUST BE SUPERVISED AT ALL TIMES.** There’s a reason why this is our number one rule!!! It only takes a minute of staff distraction for problems to erupt or accidents to happen, this is all staff’s responsibility – not just direct care staff. Supervision of campers will be in such a manner as to promote their independence, dignity and self-respect.
- ❖ All Direct care staff are expected to sit, remain with and carefully supervise their group at all meals. Excessive staff socialization during meals would not be appreciated.
- ❖ Staff members are expected to act as appropriate role models for campers at all times. Inappropriate “horse play” will not be tolerated as campers will mimic you! Remember you are their role model.
- ❖ Abuse of campers is strictly forbidden. Disregard of this policy will constitute grounds for immediate dismissal. Any staff member observing the behavior of another which is considered abusive to others, must report this to the camp administration. (See also Policy on Abuse). There will be a full workshop on this later in orientation.
- ❖ **KEEP YOUR PRIVATE LIFE PRIVATE!!!** While our campers exhibit various learning difficulties, their imaginative stories of staff relationships will no doubt amaze and embarrass you. Additionally, it is counterproductive to the therapeutic relationship desired for our campers to share with them private aspects of your personal life.
- ❖ Campers with signs of a cold or any other symptoms of illness should be taken to the Health Center during the assigned time unless such symptoms constitute a need for immediate medical emergency

intervention. All discussions regarding campers' illnesses/medical conditions should take place and be kept confidential.

- ❖ Any potentially dangerous articles (e.g., cigarettes, lighters, razors for shaving toiletries, etc.) **must** be kept out of reach and out of sight. All cleaning supplies or other potentially dangerous materials must be under lock and key. The safety of our campers is at stake – please make every provision for their well-being. All staff is responsible to ensure that the main gate entering camp is closed and secure at all times. Any time any staff sees that the gate is not secure; it is that staff person's responsibility to close and secure the gate **immediately**.
- ❖ Campers shall not be asked to carry out the duties of camp employees unless engaging in such tasks can help develop a skill necessary for daily living and where proper supervision and feedback are given to campers as they perform such tasks. Campers are not your personal valets.
- ❖ There shall be no personal financial transactions between any employee and a camper. Campers are told **not** to bring money.
- ❖ Employees shall treat all camper information as confidential and utilize such information in a professional manner at all times.
- ❖ All staff members are expected to "put their best foot forward" in their meetings with community residents and shopkeepers. The image that all of us present will greatly influence the community's attitude toward Camp Anne and individuals with disabilities in general.
- ❖ Alcoholic beverages, marijuana and other form of non-prescription drugs are prohibited on grounds and staff will not be permitted on grounds if they appear intoxicated or under the influence of any drugs. When on grounds (at all times) **all staff** is expected to be in sound condition to discharge their responsibilities. Disregard of this policy will constitute ground for immediate dismissal. Please remember the LEGAL DRINKING AGE in the United States is 21 years old.
- ❖ Smoking is prohibited in the cabins, dining room, activity areas, and bedrooms. Smoking is strictly prohibited while interacting with campers. **NEVER EVER** smoke around campers. Cigarette butts should be deposited in appropriate receptacles. Please keep our grounds clean.
- ❖ Incident forms must be filled in by staff members for every incident, no matter how minor it may appear to be. Incidents and the completion of incident report forms will be reviewed in detail during orientation.
- ❖ An average of one-hour break is to be taken by all direct care staff each day. No direct care staff may take a break during swim periods or meal times. It is understood that all breaks will be coordinated with your respective supervisor. (Breaks for all other staff will be scheduled within each individual department.)

- Staff will be given an average of one day and three nights off each week.
- Nights off begin when campers are settled in bed and On Duty (OD) is called. All staff must return to their room/cabins no later than 12.45 A.M., which is curfew. There are not to be gatherings in room, hallway, porches, etc., after curfew. **ALL** staff must assume responsibility for OD (porch, general grounds, building assignments, etc.) every second or third night, depending upon camp needs.
- OD begins when campers are settled in bed and ends when OD staff is relieved at curfew. No one may leave their post **at any time** prior to this without permission from the Supervising OD on duty that night, or in the case of an emergency.
- Staff leaving camp grounds **AT ANY TIME** must sign in and out at the main office.
- Staff members unable to return back to camp at curfew must notify the Camp in advance. **However, strict enforcement of curfew will be in practice.**
- Staff vehicles must be registered at the Main Office. Parking of all vehicles, other than camp vehicles, are to be parked in the parking lot. Staff vehicles must not be brought on grounds at anytime. We recommend that you **don't** lend your car to anyone. Camp Anne will not be responsible.
- Staff may not receive phone calls during working hours except for emergencies. Messages will be taken by the camp secretaries. Foreign counselors are urged to inform friends and relatives calling from abroad of the time differences. There is a pay phone for staff use. This number should be given to those who will be calling and your hours off should be noted.
- You are welcome to receive visitors at Camp Anne only during days off. **However, this must first be cleared with the Director.** Visitors may not eat or sleep on grounds without permission. Visitors may not visit areas where campers are present unless special permission is received from the Director. Visitors receiving permission to visit must sign in at the Main Office. Failure to do this will result in loss of such privileges for the staff member being visited. This includes any former staff.
- Any strangers seen on grounds without being escorted by an appropriate staff member must immediately be reported to the office.
- Camp Anne is not responsible for damaged/lost/stolen personal possessions and valuables. It is strongly recommended that all valuables (money, jewelry, passports etc.), whenever possible, be left at home or deposited in our office safe.

- Staff members may choose to bring some personal sports equipment with them to use in their free time. Please speak with the Camp Director regarding proper storage. Personal sports equipment should not be used by campers.

- No staff member may use Camp Anne's waterfront facilities or equipment if they are alone. Furthermore, any usage of the pool or waterfront must be cleared by the Head of Waterfront and requires a lifeguard on duty. We will schedule staff swim periods. Never use boats without permission or in the presence of a lifeguard.

- Any attention from the media is referred to the Director of Camping & Recreation within AHRC. No staff member is permitted to consult with the media or answer any questions.

- Staff members may not bring weapons of any type to camp.

- Staff members may not bring any pets or animals with them to camp.



Intruders

Unfamiliar persons on the camp property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgement must be made on the part of staff. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the camp office, or ask them to leave. This is private property and not open to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another staff member. Someone should stay with the campers away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the campers from the area, notify the camp office, and observe the whereabouts of the person.

If you see or suspect an intruder in camp at night, immediately and quietly notify the other staff members and the camp office. Check all camper sleeping areas with a head count. In order to prevent false alarms and unnecessary fright, all camp personnel will carry flashlights and identify themselves when walking in the camp at night.

Remember our campers may not be able to report if they see an unfamiliar person on the property.

Notify the Camp Director immediately of any intruders. You may be asked to complete an incident report and any other reports requested.



"Camp Anne has been one of the best things that ever happened to my son Alex, who is 13 now and has autism. He started going to Anne when he was nine, and though it was tough for him at first, he loves it now! Those days in August have taught him independence, self-confidence, and the real joy of summer!"

~ Jeff Stimpson, parent

"Assuredly, this camp has changed me completely. [...] I've become more mature, now I've got more experience. [...] The best thing about this place is that you realize who you really are, what you're capable of. If you're afraid of hard work, you'd better stay at home and spend the next summer idling away your time on a beach. If you're not, if you're ready to help people which do need your help, you're welcome".

~ Dmitry Slavin, Russia

"Camp Anne holds the best memories of all my summers. [...] I will always treasure a big bunch of memories and friendships that will surely last a lifetime. It is hard work, we don't get paid much, but we get MUCH more in return".

~ Sónia Gomes, Portugal

"I was scared. Scared of what was to come, scared of being in a room full of people I didn't know and didn't speak the same language as I, but most of all, I was scared of the bugs! [...] What was I letting myself in for?! Gradually as camp progressed, I realized that compared to most people around me, my concerns were trivial. What was to come was probably the most amazing and eye-opening experience of my life. The large number of people around me became my friends; I developed true friendships that only come through sharing experiences. And as for the bugs... I discovered bug spray!!"

~ Sam Simson, UK

"[Camp Anne] gives you lots of opportunities to learn different skills such as leadership, caring for others, working in a team, self-development and confidence. It pushes your ability to the limit".

~ Vicky Northcott, UK

"This camp is an episode [of my life] [...] the day after tomorrow I'll be in WV, then home, then university, but I would never be the same as I was before coming to this camp. Savita was completely right about one thing... 'There's a lot of passion' – I found this passion here ☺".

~ Anna Smirnova, Ukraine

"Lessons were learned, and friendships were formed. Through team work and determination, the campers benefited tremendously. It hasn't been easy, but I believe the hard times have past, and it's time to have some fun!"

~ Rhys Jones, Wales

"Camp Anne is not for the weak hearted. You need to be a strong character and be able to live away from home, so if you want to be part of the fun and have a summer of a lifetime and make friends with people from all over the world Camp Anne's the place for you"

~ Mario Miceli, UK

"Get ready for rewarding hard work. It will change your view of life and your attitude towards life. I am now much more patient..."

~ Jiří Prokes, Czech Republic

"I have realised the importance in seeing the person and forgetting the disability. All of the campers are unique individuals. By spending time with them, you learn to nurture and care for others; you have to put yourself second. It has been fulfilling and memorable".

~ Sarah Arnold, USA

"I would like to achieve in these final weeks a sense of knowing that I did make a difference, that I helped make somebody's summer a good one. [...] I am now a much more stronger, patient and independent person. Thanks ☺".

~ Christina Fuentes, USA

"I feel proud, overwhelmed but tired"

~ Nicola Dennis, UK

"1st session was the most exhausting 2 weeks of my life. I found it hard to describe to the people back home how much the small victories count, even if it's just a camper saying your name..."

~ Simon Hall, UK

"It is amazing the amount of self gratification you get out of helping with this population".

~ Nina Penny, UK

"[Campers] make me appreciate life more. I have changed a lot over the past 3 months. I care more for people and I came to realize that life is not only about yourself".

~ Brendon Booysen, South Africa)

"I've become more patient. At first I wanted my camper to adjust to my way of thinking, to my system, and it frustrated me when they wanted to do what they wanted. But later I realised that their way of thinking and

their system is as unique and valuable as everybody else's, and they live in a highly structured world where everything they do has a reason. I'm starting to re-evaluate my previous values in life".

~ Sergiy Zadvornyy, Ukraine

"The hardest thing about camp is saying good-bye at the end of the session to the campers".

~ Heather Osborne, New Zealand

"The many campers and counsellors that I have met and worked with have left footprints on my heart making it full of memories – that is always a good change"!

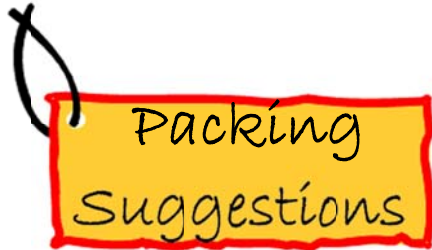
~ Cat Earnshaw, USA

Camp Anne is a unique experience and one that we are very proud of. If you are ready for the summer of a lifetime and to commit to a job that will likely push you to your limits, whilst at the same time change you as a person, enhance beautiful qualities within yourself and create an amazing, positive learning experience, then we are ready to welcome you to the Camp Anne team! If you have any questions, concerns or worries about Camp then please do not hesitate to contact us, no question is stupid! And we are happy to answer what we can to make this experience; the experience of your life time!

Director - Michael Rose - Michael.Rose@ahrcnyc.org

Assistant Director – Emily Hirst – Emily.Hirst@ahrcnyc.org

The following pages include some general information and a list of things you need to bring with you to camp. You will also find your job description and some sheets you should fill in before your arrival to camp. Please read carefully and don't forget to bring these with you when you come.



With respect to the **PACKING SUGGESTIONS FOR ALL STAFF**, you can adjust according to your travel allowances, *but be sure to bring those items marked as MANDATORY*. The camp will provide bedding and blankets to you, and most toiletries can be purchased locally. Be sure to bring along a few sets of warm clothing!

- An average size Padlock (**MANDATORY**) (or there is a \$5 deposit for a camp padlock)
- Sneakers and sturdy shoes as well as dress shoes. At least two pairs of sneaker are suggested as well as sandals (sandals must have backs and closed toes) (**MANDATORY**)
- 4 - 5 pairs of shorts
- 4 - 5 pairs of trousers/pants/jeans
- 4 - 5 long sleeve shirts
- 6 - 7 short sleeve shirts
- Pajamas
- 2 bathing suits – 1-piece suit for women
- 3 - 4 sweaters/sweatshirts and/or medium weight jacket (morning and evenings can be very chilly). Sweatpants are also suggested.
- One or more "dressy outfits"
- Raincoat or poncho and umbrella
- 1 beach towel and 1 - 2 bath towels
- 1 sleeping bag (a sleeping bag is convenient if you wish to sleep out on your night off)
- If you play a musical instrument, we would appreciate it if you could bring it along with you.
- Other suggested items: camera, alarm clock, stationary, sunglasses, notebook and pens/pencils.
- Personal toiletries: Soap, shampoo, toothpaste, toothbrush, shaving supplies, sanitary napkins, tissues, comb, brush, blow dryer, etc. Be sure to bring enough supplies for two months.

ARRIVAL DATES

Staff members should arrive sometime the day before they are scheduled to start working as specified on your "Agreement of Employment. No staff member should plan to arrive before their contracted start date unless previously arranged with the Director.

TRAVEL INSTRUCTIONS

International staff should contact their recruiting agencies to confirm their travel arrangements. American staff should contact the Directors directly to confirm travel arrangements.

Other travel arrangements

From JFK/EWR/LGA: take bus to NYC (Grand Central Station). At Grand Central take train to **Wassaic** (Harlem line) and call camp from on 1 (518) 329-5649 to let us know what time you arrive. As there is no regular transportation from Wassaic to camp, a staff member from camp will pick you up. **Remember** to keep your train ticket receipt as this cost will be reimbursed.

MEDICAL HISTORY FORM

(To be completed by all staff)

(INTERNATIONAL STAFF – We will obtain your medical from your J1 sponsor)

Name	DOB (mm/dd/yyyy)	<input type="checkbox"/>	<input type="checkbox"/>	Male	Female
Home Address			City		
State/Province		Zip code/Postal code			
Country	Phone number (country + area + phone)	Emergency contact person			
Relationship to you	Home phone number	Work/cell phone number			
Insurance carrier		Policy number			

In addition to the requested doctor's note/physical exam, all staff members are required to complete and bring a copy of this page and the Medical History Form (next page). **No staff position is considered final until these forms are received.** Please complete the information below and on the next page and send both pages to camp **prior to your arrival**. If you are an international staff member, please include your Camp America/CCUSA/ICCP medical forms.

MEDICAL POLICY FOR STAFF:

In case of accident or illness, the camp nurse(s) within his/her legal parameters may provide minor medical services. The nurse will refer staff to other medical services when, in his/her professional judgment, such referral is necessary. Staff members assume full responsibility for subsequent medical complications if such medical referral is refused.

In the event of an emergency arising from a serious illness or injury, if the staff member is unable to give consent, the physicians appointed by the camp and their consultants are authorized by the staff member to carry out any medical or surgical procedures, which the physicians deem necessary for the well-being of the staff member.

In the event of a job related injury, however slight, staff member agrees to notify the Camp Health Director or the Camp Director immediately. Where warranted, such injuries shall be reported by the camp to the Workers' Compensation Board.

I have read, understand, and agree to abide by the above.

Staff Member (PRINT)	Signature of Staff Member	Date(mm/dd/yyyy)
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INSURANCE INFORMATION:

Staff member is covered by the health/medical insurance stated in the first grid.

If you DO NOT have any medical/health insurance, please sign below indicating that you hereby assume financial responsibility for any and all medical expenses incurred while at Camp Anne which are not job related, and understand that AHRC – Camp Anne is not responsible for any such expenses. SIGN BELOW ONLY IF YOU DON'T HAVE AN INSURANCE COVERAGE.

Staff Member (PRINT)	Signature of Staff Member	Date(mm/dd/yyyy)
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HEALTH HISTORY FORM

CONDITIONS

- Hypertension
- Cardiac
- Seizures
- Diabetes
- Asthma
- Other:

ALLERGIES

- Hay fever
- Poison ivy
- Insect stings
- Penicillin
- Other drugs

DISEASES

- Chicken pox
- Measles
- German measles
- Mumps
- Other

IMMUNIZATION HISTORY Dates of immunizations and most recent boosters (mm/dd/yyyy):

DPT Series	Booster	Last Chest X-Ray
Polio OPV (Sabin)	Booster	Results
Measles Vaccine (live)	Tuberculin test MANTOUX PPD	Results
Mumps Vaccine	Typhoid	Tetanus and/or last tetanus booster

OPERATIONS OR SERIOUS INJURIES (dates):

CHRONIC OR RECURRING ILLNESS:

PLEASE LIST ANY RESTRICTIONS/LIMITATIONS AND/OR CURRENT MEDICATIONS:

<hr/> Staff Member (PRINT)	<hr/> Signature of Staff Member	<hr/> Date(mm/dd/yyyy)
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FREQUENTLY ASKED HEALTH CARE QUESTIONS

WILL I NEED A MEDICAL EXAMINATION FOR EMPLOYMENT?

Yes. Your medical examination must be signed by your doctor and dated within a year of your contract start date. Your medical examination should include:

- Allergies (to food, drugs, insect venom, topical substances, environmental agents);
- Restrictions/Limitations (activities that must be restricted due to a medical conditions or diagnosis);
- Tuberculosis testing results (Mantoux test only);
- Date of chest X-Ray and results (if tuberculosis testing was positive);
- Medications prescribed by doctor; and
- Date of Hepatitis B Vaccinations (if administered).

WHAT IF I HAVE ALLERGIES?

You and your doctor must decide if your allergies will be a problem for you during your stay with us. You will have access to your medications, however, for the safety of our campers, no medications are allowed in your cabin or on your persons while camp is in session. If you need to carry medications with you at all times, our camp setting may not be the best choice for your summer employment.

WHY IS TUBERCULOSIS TESTING REQUIRED?

Tuberculosis is an air borne contagious disease. The US federal government mandates employers providing health care related services to test all employees every year.

WHAT IS A MANTOUX TEST?

A tuberculin skin test is used to determine whether a person has latent tuberculosis infection. The Mantoux tuberculin skin test is the preferred type of skin test because it is the most accurate and according to US governmental standards, is the only type of test that should be used.

WHAT IF I HAVE BEEN VACCINATED WITH BCG?

BCG is a vaccine for tuberculosis (TB). This vaccine is not widely used in the United States, but is often given to infants and small children in other countries where TB is common. BCG vaccine does not always protect you from TB. If you were vaccinated with BCG, you may have a positive reaction to a TB skin test. This reaction may be due to the BCG vaccine itself or to a real TB infection. But your positive reaction probably means that you have the TB infection if:

- Your skin test reaction is large;
- You were vaccinated many years ago (BCG reaction gets smaller over time);
- You have ever spent time with a person with infectious TB or someone in your family has TB;
- You are from a country where TB disease is very common (most countries in Latin America and the Caribbean, Africa, and Asia, except Japan).

WHAT IF MY CHEST X-RAY RESULTS ARE POSITIVE FOR TUBERCULOSIS?

A chest X-Ray assists your doctor to diagnosis active pulmonary tuberculosis. If you have a positive chest X-Ray your doctor will determine your treatment needs. Our health care structure is not equipped to provide follow up care necessary to monitor your care if you are receiving treatment for tuberculosis infection.

WHY IS HEPATITIS B VACCINATION RECOMMENDED?

Hepatitis B is a blood borne Virus that can damage liver and other organs. In general, health care workers are at a high risk for contracting Hepatitis B. Studies have shown nearly universal protection of health care workers against contracting Hepatitis B after full vaccination.

WHAT TYPE OF MEDICAL CARE IS AVAILABLE ON GROUNDS?

Our health care center employs full time nurses available 24 hours a day. Staff are well prepared to provide first aid care for minor injuries or will make an appointment with the doctor, if necessary. In an emergency, local emergency medical services will transport a patient to the hospital.

WILL INSURANCE PAY FOR MY MEDICAL CARE?

The United States has some of the most advance health care technology available in the world. However, the health care in America is not free. In fact, health care can be very costly. We advise all staff to carry a health insurance policy. In the event of a serious illness or injury, a majority of the cost will probably be covered. Every policy is different, but most require the insured to pay a "co payment" or deductible. You must read

details about your health care insurance policy carefully as you will be responsible for paying any fee not covered. All employers in the United States pay for health care related to "on the job" injuries.

I TAKE MEDICATIONS ON A REGULAR BASIS. IS THIS A PROBLEM?

No. Your medicines will be available to you when you need them. You should bring enough medication for the time you are with us and for additional travel time at the end of the summer. *Note: In the United States, no one may purchase contraceptives, antibiotics, or medication for asthma without a doctor's written prescription.*

CAN NURSES ADMINISTER MY MEDICATIONS?

Yes. But your doctor must provide a specific order describing the medication, doses and frequency.

SHOULD I BRING VITAMINS?

Many persons staying with us for the summer have a difficult time adjusting to the changes in diet, climate, time zones, and daily routine. It is important that you fortify your body with proper nutrition and rest throughout the summer. You might consider bringing a supply of multivitamins or other nutritional products with you. If you have questions about what nutritional supports are right for you, ask your doctor before you depart.

WILL I HAVE AN OPPORTUNITY TO SHOP FOR PERSONAL CARE ITEMS?

Yes. Many persons enjoy shopping at local department stores and outlets during their "**time off**". However, if a particular brand is important to you, bring your own supply. You may not be able to find the exact item. Examples might be your personal choice of feminine product, moisturizer, shampoo and conditioner or perfume.

RESOURCES:

U.S. Center for Disease Control and Prevention: <http://www.cdc.gov/>

New York State Department of Health: <http://www.health.state.ny.us/homens.html>

Tuberculosis: http://www.umdnj.edu/ntbcweb/tb_frame.html

Hepatitis B: <http://www.immunize.org>



Please find and become familiar with the job description for the position you will fill at Camp Anne

General counselor	Unit Coordinator	Cabin Leader
Activity Counselor	Activity Counselor	Lifeguard
Maintenance	Driver	Housekeeper
Launderer	Prep Cook	Dining Room Attendant
Dishwasher	Ward Clerk	Program Coordinator
	Head of Waterfront	Secretary



JOB DESCRIPTION
ACTIVITY COUNSELOR

QUALIFICATIONS	Experience in working with DD/ID population in camping or residential setting preferred. Demonstrated proficiency in your specialty area. Must be 18 years or older. High school diploma or equivalent.
REPORT TO	Program Coordinator/Cabin leader
JOB GOAL	To provide the campers of Camp Anne with a fun and safe summer camp experience with an emphasis on quality programming in your area of expertise/specialty.

PERFORMANCE RESPONSIBILITIES

- Work for 11 days a session at Camp Anne from the third week in June through to the fourth week in August as per Work Agreement. Days off are taken at the end of every session.
- Develop and lead all activities in your area of specialty, cooperate with Program Coordinator in the development and implementation of said activities and direct other camp staff to assist you in these activities. **Active involvement is expected at all times.**
- Provide instruction, supervision, guidance and motivation to all campers at your activities.
- Insure the timely and accurate implementation of the daily schedule.
- Assist the Program Coordinator in the development and implementation of all evening activities and special events.
- Be responsible for the care, maintenance and distribution of all supplies and equipment in your specialty area. Make recommendations to the Program Coordinator for the ordering of new equipment/supplies. Provide an opening and closing inventory of all the equipment/supplies assigned to your activity area.
- Live in cabin's with the campers and assist the other cabin staff in assuming the responsibility for the general health and safety of the campers in your cabin.
- Act as an appropriate role model for all the campers at Camp Anne at all times.
- Assist campers in all aspects of their daily routine including:
 - ❖ Camper hygiene
 - ❖ Daily activities
 - ❖ Cabin cleanliness and maintenance
 - ❖ Meal supervision/feeding
 - ❖ Medical considerations
 - ❖ Socialization and interaction
- Assist Camp Anne Leaders in the completion of the following paperwork as warranted:
 - ❖ Camper Daily Health Checks
 - ❖ Camper Clothing List
 - ❖ Camper Goals
 - ❖ Camper Evaluation Form
- Provide feedback to the Camp Administration with regards to effectiveness of program, with an emphasis on your own activity area, and make recommendations for all improvements.
- Share O.D. and S.I. responsibility with other cabin staff as scheduled by Camp Anne Leader.
- Uphold and insure the implementation of all Camp Anne policies, procedures, rules and regulations.
- Attend all meetings as required by Camp Administration.
- Perform all other functions as requested by Camp Administration.

ESSENTIAL FUNCTIONS

- Be able to provide sound, caring and positive leadership for all campers and staff.
- Be able to recognize and implement safety standards in all program activities.
- Be able to participate effectively with staff in planning and implementing creative, fun camp activities
- Organize use of equipment and supplies in order to maximize fun and reduce waste.

Print Name: _

Signed:

Date: _



JOB DESCRIPTION

CABIN LEADER

QUALIFICATIONS Supervisory experience in camping or residential setting that serves individuals who are developmentally disabled. High school diploma or equivalent. Must be 18 years old or older.

REPORT TO Unit Coordinator

JOB GOAL Lead, direct and supervise the staff of your assigned lodge in providing a fun and safe summer camp experience for the campers of Camp Anne.

PERFORMANCE RESPONSIBILITIES

- Work for 11 day sessions at Camp Anne from the third week in June through to the fourth week in August as per Work Agreement. Days off are taken at the end of every session.
- Supervise and direct your lodge staff in assuming responsibility for the general safety, well-being and enjoyment of the campers in your lodge.
- Insure the effective functioning of your lodge, including the following:
 - ❖ Cabin cleanliness and maintenance
 - ❖ Camper hygiene
 - ❖ Camper medical considerations (see below also)
 - ❖ On duty (OD) and Sleep In (SI) scheduling
 - ❖ Staff/Camper interaction and participation in daily activities
 - ❖ Appropriate staff decorum and interaction
- Lead, direct and supervise lodge staff in providing supervision, guidance and motivation to all campers at all activities. This includes assisting the Activity Counselors at the daily and evening activities. **Active involvement is expected at all times.** Act as a leader to other staff in carrying out this responsibility.
- Insure the timely and accurate implementation of the daily schedule.
- Assist the Program Coordinator in the development and implementation of all evening activities and special events.
- In consultation with the Unit Coordinator and the Program Coordinator, plan and organize lodge activities within your lodge, over and above the daily activity schedule (free periods, special events, etc.)
- Familiarize yourself with, coordinate and monitor all medical information and considerations of the campers in your cabin and insure that the accurate and timely follow through on all recommendations by the nursing staff. Insure that the staff of your lodge is familiar with this information as well, including medication times, daily medical procedures, etc.
- Be present at and supervise all meals. Monitor camper nutrition and insure the proper implementation of any special diets.
- Direct and assist staff in the timely submission of all required camper documentation including:
 - ❖ Camper body checks and daily health checks (where applicable)
 - ❖ Camper clothing list
 - ❖ Camper goals
 - ❖ Camper evaluation form
 - ❖ Incident reports
- Act as a resource person and role model for the staff within your lodge. Assist in camper behavior management as needed.
- Schedule OD and SI for your cabin and coordinate the same with Unit Coordinator.
- Familiarize yourself with the General Counselors' Job Description and be responsible for those duties as needed.
- Act as a liaison between lodge staff and administrative staff. Disseminate information to Camp Anne staff as directed by administration and bring to the attention of administration any staff problems or concerns.
- Provide feedback to the administration of the daily functioning of your lodge, the daily schedule and overall program of Camp Anne. Make recommendations for improvements.
- Uphold, enforce & insure the implementation of Camp Anne policies, procedures, rules and regulations.
- Attend all meetings as required by Camp Administration.
- Perform all other functions as requested by Camp Administration.

Essential Functions

- Must be able to supervise campers; observe camper behavior; identify and respond to hazards; work with different age and skill levels
- Communicate clearly with campers and other staff; possess strength and endurance required to maintain constant supervision of campers; and be able to assist campers in emergencies (fire, evacuation, illness, or injury).

Print Name: _

Signed:

Date: _



JOB DESCRIPTION

DINING ROOM ATTENDANT

- QUALIFICATIONS** Experience in food service preferred. Must be over 18 years of age.
- REPORT TO** Head of Dining Room and Head Chef.
- JOB GOAL** To provide efficient and sanitary food service to all campers and staff at Camp Anne.

PERFORMANCE RESPONSIBILITIES

- Work 11 day session at Camp Anne from early June through to the third week in August as per the dates outline in the Work Agreement. Days off and shifts to be coordinated through the Head Chef.
- Arrive in the dining room at least 45 minutes prior to each meal to set all dining room tables. Know the daily menu and set tables accordingly with appropriate utensils and condiments.
- Bring the meals to the tables assigned to you and provide seconds when requested. Remain in dining room during the entire meal to serve your assigned tables.
- Clean all tables at the end of each meal. Return used utensils, trays, etc to the dishwasher at the end of each meal.
- Clean all tables, chairs and benches after each meal. Sweep and mop floors after each meal. Be sure all brooms, mops and buckets are cleaned and stored properly.
- Maintain sanitary conditions throughout the kitchen/dining room at all times including the removal of all garbage and refuse, refrigerator cleanliness, coffee machine/area, etc.
- Maintain all storage areas in an orderly fashion.
- Assist in the service of food for all snacks, evening activities, special events, etc. As directed by Head Chef.
- Adhere to good personal hygiene and grooming practices while performing your duties, including wearing of a clean uniform (aprons and hats which will be provided).
- Assist in the daily general clean up of the kitchen and dining room area as directed by the Head Chef.
- Attend all meetings as required by Camp Administration.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS

- Must be able to lift/unload/move food and supplies; lift dishes to their storage location
- Use kitchen equipment safely
- Maintain appropriate inventory of food and supplies
- Determine cleanliness of dishes, food contact surfaces and kitchen area

Print Name: _

Signed:

Date: _

AHRC

new york city

JOB DESCRIPTION

DISHWASHER

QUALIFICATIONS Experience as a bus person/dishwasher at a restaurant type setting preferred.
Must be over 18 years of age.

REPORT TO Head Chef.

JOB GOAL To maintain all kitchen/dining room utensils and equipment in excellent sanitary conditions.

PERFORMANCE RESPONSIBILITIES

- Work 11 day sessions at Camp Anne from early June through to the third week in August as per the dates outline in the Work Agreement. Days off and shifts to be coordinated through the Head Chef.
- Be responsible for the proper cleaning of all dishes, silverware, etc, during and after each meal as directed by the Head Chef. This also included the clean up of snacks, special events, etc. Assure that all utensils are dried and properly stored.
- Assist in the service of food for meals, snacks, etc. As directed by Head Chef.
- Adhere to all Department of Health Standards in the clean up and sanitation of the kitchen/dining room.
- Adhere to good personal hygiene and grooming practices while performing your duties, including wearing of a clean uniform (uniforms are provided).
- Assist in the daily general clean up of the kitchen and dining room area as directed by the Head Chef.
- Attend all meetings as required by Camp Administration.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS

- Must be able to lift/unload/move food and supplies; lift dishes to their storage location
- Use kitchen equipment safely
- Maintain appropriate inventory of food and supplies
- Determine cleanliness of dishes, food contact surfaces and kitchen area
- Operate dishwasher while maintaining appropriate temperature

Print Name: _

Signed:

Date: _



JOB DESCRIPTION

DRIVER

QUALIFICATIONS Must have a current USA driver's license with three years driving experience; must have a current American Red Cross First Aid and CPR; be at least 21 years of age; have a "clean" driving record that is cleared by AHRC and the agency's insurance.

REPORT TO Camp Director/Assistant Camp Director

JOB GOAL To drive when the need arises in a safe efficient manner.

PERFORMANCE RESPONSIBILITIES

- Work six days per week at Camp Anne from early June through late August according to the dates outlined in Work Agreement. Days and shifts to be arranged through Camp Director.
- Submit daily log sheets to Camp Director. Driver must also sign in and out whenever taking the van off campgrounds. (Date, hour, and mileage). Write on whiteboard, inside the office, what vehicle you are taking, destination, and approximate time of return.
- Drivers are responsible for transporting campers and staff to and from the doctor's office and hospital.
- Familiarize yourself with the AHRC Vehicle policy including trip records and mileage reports.
- Drivers may drive staff into town if they are available and approved to do so by Camp Director. No staff member is allowed in a camp vehicle constituting a threat to him/herself or others.
- Any staff member returning from town who appears intoxicated is to be reported immediately to the Administrator on duty and the Camp Director. Failure to do this may result in harm to staff & campers alike.
- Make pick-ups of supplies and mail (be sure all receipts are correct before signing and that they are submitted to the office upon your return).
- Seat belts to be used by occupants of all vehicles. No smoking, eating, and/or drinking in the camp vehicles. No campers to sit directly behind the driver or in the front seat. No more than 11 passengers in a 15-passenger van, leaving the back seat empty for the safety of the occupants.
- Be on call 24-hours a day when off duty.
- Uphold and insure the implementation of all Camp Anne policies, procedures, rules and regulations and report any infractions should they occur to administration (familiarize yourself with the Fire Drill and Lost Camper procedures).
- Make occasional trips to NY City and surrounding Boroughs for change over and camper discharge.
- Perform all other functions as requested by the Camp Administration.
- Be pleasant, friendly, and professional at all times.

Important: please be aware of the importance attached to this position. Any accidents, no matter how minor, should be relayed immediately to the Camp Director and proper insurance forms completed and given to the Director. Also remember while out of the campgrounds that you represent Camp Anne and therefore, are to act accordingly and drive safely.

ESSENTIAL FUNCTIONS

- Be able to provide for the proper maintenance of vehicle:
 - ❖ Check oil every fill and lubricate and change oil every 3000 miles
 - ❖ At no time should the gas be lower than 1/2 of a tank
 - ❖ Check inflation of tires
 - ❖ Check all lights in and out of van (signals and flashers also)
 - ❖ Check for seat belt wear and that all seats are secure
 - ❖ Maintain a clean van inside and out
 - ❖ Check brakes
 - ❖ Check that all camp vehicles contain: fire extinguisher, first aid kits, flares and tools, emergency phone numbers.
- Be able to operate a Non-ambulatory vehicle.

Print Name: _

Signed:

Date: _



JOB DESCRIPTION
GENERAL COUNSELOR

QUALIFICATIONS Experience working with DD/ID population in camping or residential setting is *not required but it is preferred*. Must be 18 years or older; High School Diploma or Equivalent.

REPORT TO Cabin Leader

JOB GOAL To provide the campers of Camp Anne with a safe and fun summer experience.

PERFORMANCE RESPONSIBILITIES:

- Work 11 days a session at Camp Anne from the third week in June through to the fourth week in August as per Work Agreement. Days off are taken at the end of every session.
- Assume the responsibility for the general health and safety of campers in your lodge.
- Provide supervision, guidance and motivation to all campers' at all camp activities. This includes assisting the Activity Counselors, and recommending and planning any other activities. ACTIVE INVOLVEMENT IS EXPECTED AT ALL TIMES.
- Insure the timely and accurate implementation of the daily schedule.
- Assist the Program Coordinator in the development and implementation of all evening activities and special events.
- Act as an appropriate role model for all the campers at Camp Anne at all times.
- Assist campers in all aspects of their daily routine including:
 - ❖ Camper hygiene
 - ❖ Daily activities
 - ❖ Cabin cleanliness and maintenance
 - ❖ Meal supervision/feeding
 - ❖ Medical considerations
 - ❖ Socialization and interaction
- Assist Camp Anne Leader in the completion of the following paperwork as warranted:
 - ❖ Camper Body Checks (where applicable)
 - ❖ Camper Daily Health Checks
 - ❖ Camper Clothing List
 - ❖ Camper Goals
 - ❖ Camper Evaluation Form
 - ❖ Incident Reports
- Provide feedback to Camp administration with regards to effectiveness of program and recommend improvements for the same.
- Share O.D. and S.I. responsibilities with other cabin staff as scheduled by Camp Anne Leader.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Attend all meetings required by Camp Administration.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activity.

Print Name: _

Signed:

Date: _



JOB DESCRIPTION

UNIT COORDINATOR

QUALIFICATIONS Bachelor's Degree preferred, supervisory experience working with ID/DD population for at least one summer of experience at an AHRC camp. Should be at least 20 years of age.

REPORT TO Assistant Camp Director

JOB GOAL Coordinate and supervise the direct care staff in providing the campers of Camp Anne a safe and fun summer experience

PERFORMANCE RESPONSIBILITIES

- Work for 11 day sessions at Camp Anne from the third week in June through to the fourth week in August as per Work Agreement. Days off are taken at the end of every session.
- Assist in the development and implementation of camp orientation for all camp staff.
- Meet weekly with, direct care staff, coordinate and supervise Camp Anne Leaders and insure the effective functioning of each of their cabins including:
 - ❖ Cabin cleanliness
 - ❖ Camper hygiene
 - ❖ Staff/camper interactions and participation in daily activities
 - ❖ O.D scheduling
 - ❖ Camper medical coordination
- Direct Camp Anne Leaders in the supervision of all direct care staff. Act as a resource person for the same and assist in camper behavior management as needed. Inform the Camp Administration of any and all staff related problems or issues.
- Assist the Assistant Director in the monitoring of all required camper documentation including:
 - ❖ Camper Body Checks and Daily Health Checks
 - ❖ Camper Clothing List
 - ❖ Camper Goals
 - ❖ Camper Evaluation Form
 - ❖ Incident Reports
- Coordinate and monitor all medical information/considerations between direct care and nursing staff.
- Be present at and supervise all meals. Monitor camper nutrition and special diets, and coordinate it with nursing and kitchen personnel.
- Assist the Program Coordinator in the implementation of the daily schedule including the planning and coordination of all evening activities and special events.
- Assist the Program Coordinator in the inventory and monitoring of all camp supplies/equipment.
- Communicate with and act as a liaison between all departments as needed to insure the safety, well being and enjoyment of all campers at Camp Anne.
- Assist in the development of appropriate activities for staff during their free time.
- Assist the Director and Assistant Director in monitoring and insuring compliance with all Department of Health and other governing regulations.
- Attend all meetings as required by the Camp Administration
- Share "Administrative On Duty" responsibilities with other Administrative staff as scheduled by the Director/Assistant Director.
- Submit an "End of Season Evaluation" to the Director by mid-August.
- As part of the Administration of Camp Anne, it is expected that you will conduct yourself in a professional fashion at all times. This includes the upholding, enforcing and adhering to Camp Anne "Staff Rules and Regulations".
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to communicate and work with groups participating (of various age and skill levels) and provide necessary instruction to campers.
- Ability to observe camper behavior, assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to evaluate and assist in training staff

Print Name: _

Signed:

Date: _



JOB DESCRIPTION
HEAD OF WATERFRONT

QUALIFICATIONS Must be at least 21 years old and have 3 previous seasons of lifeguard experience, preferably with ID/DD population; must possess a current CPR certification for the Professional Rescuer by American Red Cross; be currently certified in as a Progressive Swimming Instructor or a Qualified Lifeguard for the waterfront module.

REPORT TO Program Coordinator/Assistant Director.

JOB GOAL To supervise all aquatic activities occurring in, on or near our waterfront facilities (pool and lake), in a safe and professional manner.

PERFORMANCE RESPONSIBILITIES

- Work 11 day session at Camp Anne from June through August. Shifts and days off to be coordinated with Program Coordinator.
- Act as the “Aquatics Director” of Camp Anne, and enforce the “Lodge Pool & Lake Safety Plan” and all related policies. Be responsible for the care, maintenance and distribution of all waterfront equipment/supplies. Make recommendations to the Assistant Director for the ordering of new equipment supplies. Provide an opening and closing inventory of all equipment/supplies assigned to your activity area.
- Complete and document all applicable chemical/water tests in accordance with all regulatory bodies.
- Assist in the development of aquatics training during staff orientation week. Assist WSI (or Progressive Swim Instructor) with documenting the swimming abilities of all staff.
- Provide instruction, supervision, guidance and motivation to all campers at the waterfront activities; **safety is to be the primary concern at ALL waterfront activities.**
- Provide feedback to the Assistant Director with regard to effectiveness of program, with an emphasis on your own activity area, and make recommendations for any improvements.
- Insure the timely and accurate implementation of the daily schedule.
- Share “Administrative On Duty” responsibilities with other Administrative staff as scheduled by the Director/Assistant Director.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Perform all other functions as requested by the camp administration.
- Assist Program Coordinator in the development & implementation of evening activities & special events.
- Attend all meetings as required by camp administration.
- As part of the administration of Camp Anne, it is expected that you will conduct yourself in a professional fashion at all times. This includes the upholding, enforcing and adhering to Camp Anne “Staff Rules and Regulations”.

ESSENTIAL FUNCTIONS:

- Ability to observe, train, evaluate and instruct life guarding staff
- Ability to maintain the pool in accordance with all regulations
- Ability to assess the safety and operation of all waterfront areas
- Ability to provide leadership
- Ability to make schedules and work in partnership with other directors
- Ability to ensure safety of all campers and staff in aquatics areas

Print Name: _

Signed:

Date: _

AHRC

new york city

JOB DESCRIPTION

HOUSEKEEPER

QUALIFICATIONS Documented experience as housekeeper preferred. Must be over 18 years of age.

REPORT TO Facility Director

JOB GOAL To maintain neat, clean and sanitary conditions of Camp Anne.

PERFORMANCE RESPONSIBILITIES

- Work 11 days a session at Camp Anne from early June through to the final week August as per the Work Agreement. Days off and shifts to be coordinated through the Facility Director.
- Be responsible for the daily cleaning of the following areas:
 - ❖ Main Office: sweep & mop floors, clean bathrooms, dust, empty wastebaskets, etc.
 - ❖ All Camp Public Bathrooms: sweep and mop floors, clean sinks, bowls, and mirrors and replenish supplies, etc.
 - ❖ Health Center: sweep daily, mop weekly, empty wastebaskets, dust, cleans bathrooms, etc
 - ❖ Activity Areas: assist in the clean up of activity areas as assigned. Empty waste receptacles of these areas daily.
 - ❖ Other areas as assigned.
- Be responsible for the inventory and distribution of all general household and cleaning supplies. Inform Facility Director when re-ordering is necessary.
- Be responsible for any special housekeeping chores as the need arises.
- Assist the laundry person daily after the housekeeping chores are complete (i.e. folding laundry, pick-up or returning laundry to lodges, etc)
- Attend all meetings as required by Camp Administration.
- Perform all other functions as requested by the Facility Director/Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to safely use all chemicals as directed by Facility Director.
- Ability to lift and carry all household cleaning supplies
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.

Print Name: _

Signed:

Date: _



JOB DESCRIPTION

LAUNDERER

QUALIFICATIONS Documented experience as launderer preferred. Must be over 18 years of age.

REPORT TO Facility Director

JOB GOAL To implement effective laundry cleaning system for the guests and staff at Camp Anne

PERFORMANCE RESPONSIBILITIES

- Work 11 day session at Camp Anne from the 3rd week in June through to the final week August as per the Work Agreement. Days off and shifts to be coordinated through the Facility Director.
- Be responsible for and inventory all incoming and outgoing laundry deliveries.
- Be responsible for the distribution of and inventory of all Lodge owned laundry/linen.
- Maintain the laundry area in an orderly fashion.
- Attend all meetings as required by Camp Administration.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to wash, dry, sort, fold and distribute all camp laundry as per laundry schedule.
- Ability to safely use all chemicals as directed by Facility Director.
- Ability to lift and carry all household cleaning supplies
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.

Print Name: _

Signed:

Date: _



JOB DESCRIPTION
ACTIVITY COUNSELOR – LIFEGUARD

QUALIFICATIONS	Must be 18 years or older. High school diploma or equivalent, and certified in American Red Cross Lifeguard Training, current Basic Life Support for the Professional Rescuer CPR Certification and standard first aid. Experience with ID/DD population is preferred.
REPORT TO	Head of Waterfront and Cabin leader.
JOB GOAL	To guard pool or lake front areas as assigned by the Head of Waterfront. To enforce rules and regulations of all waterfront activities.

PERFORMANCE RESPONSIBILITIES

- Work for 11 days a session at Camp Anne from the third week in June through to the fourth week in August as per Work Agreement. Days off are taken at the end of every session.
- Assist in the development of aquatics training during staff orientation week. Assist the WSI (or Progressive Swim Instructor) with documenting the swim abilities of all staff and guests.
- Make recommendations for the ordering or new equipment/supplies.
- Provide instruction, supervision, guidance and motivation to all campers at the waterfront activities. *Safety is to be the primary concern at all waterfront activities.*
- Assist the Program Coordinator in the development and implementation of all evening activities and special events.
- Live in Camp Annes with the campers and assist the other lodge staff in assuming the responsibility for the general health and safety of the campers in your lodge.
- Act as an appropriate role model for all the campers at Camp Anne at all times.
- Assist campers in all aspects of their daily routine including:
 - ❖ Camper hygiene
 - ❖ Daily activities
 - ❖ Cabin cleanliness and maintenance
 - ❖ Meal supervision/feeding
 - ❖ Medical considerations
- Assist Camp Anne Leaders in the completion of the following paperwork as warranted:
 - ❖ Camper Body Checks (where applicable)
 - ❖ Camper Daily Health Checks
 - ❖ Camper Clothing List
 - ❖ Camper Goals
 - ❖ Camper Evaluation Form
 - ❖ Incident Reports
- Share O.D. and S.I. responsibility with other cabin staff as scheduled by Camp Anne Leader.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Attend all meetings as required by Camp Administration.
- Perform all other functions as requested by Camp Administration.

ESSENTIAL FUNCTIONS:

- Must have ability to deal effectively with staff and participants, including disciplinary issues
- Ability to enforce the "Lodge Pool and Lake Safety Plan" and all related policies. Assist the Head of Waterfront in the care, maintenance and distribution of all waterfront equipment/supplies.
- Ability to ensure safety of all campers and staff in aquatics areas

Print Name: _

Signed:

Date: _



JOB DESCRIPTION

MAINTENANCE WORKER

QUALIFICATIONS Building and grounds maintenance experience. Must be over 18 years of age.

REPORT TO Facility Director.

JOB GOAL To maintain the buildings and grounds of Camp Anne in an effort to keep all facilities in good working order.

PERFORMANCE RESPONSIBILITIES

- Work 11 day session at Camp Anne as per the dates outlined in Work Agreement. Days and shifts to be arranged through the Facility Director.
- Be responsible for the general repairs and maintenance needs of all of Camp Anne facilities as directed by the Facility Director.
- Maintain outdoor waste receptacles: empty all outdoor waste receptacles and replace plastic bags.
- Be responsible for the equipment and supplies that are assigned to you. **INSURE THAT NAILS, TOOLS, PAINT OR ANY HAZARDOUS MATERIALS ARE NOT LEFT IN REACH OF CAMPERS. SAFETY MUST BE YOUR FIRST CONCERN.**
- Constantly check all of Camp Anne facilities to insure there are no safety or health hazards.
- Share on duty responsibilities with other maintenance staff as scheduled by the Facility Director.
- Attend all meetings as required by Camp administration.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to safely use all equipment and tools
- Have physical strength to complete tasks such as digging, sweeping, mowing etc
- Ability to uphold and insure the implementations of all policies, procedures, rules and regulations of Camp Anne.

Print Name: _

Signed:

Date: _

AHRC

new york city

JOB DESCRIPTION

NIGHTWATCH

QUALIFICATIONS Security experience preferred but not required. Experience with ID/DD population preferred but not required.

REPORT TO Facility Director

JOB GOAL To oversee the buildings and grounds of Camp Anne during night hours in an effort to keep all staff and campers in a safe environment.

PERFORMANCE RESPONSIBILITIES

- Work 11 day session at Camp Anne as per the dates outlined in Work Agreement. Days and shifts to be arranged through the Facility Director.
- Be responsible for the well being of the facility overnight. Reporting any incidents to the administrative staff on duty and to the Facility Director and/or Camp Director.
- SAFETY MUST BE YOUR FIRST CONCERN.
- Constantly check all of Camp Anne facilities to insure there are no safety or health hazards.
- Share on duty responsibilities with other maintenance staff as scheduled by the Facility Director.
- Attend all meetings as required by Camp administration.
- Uphold and insure the implementations of all policies, procedures, rules and regulations of Camp Anne.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to communicate and work with administrative staff to report any and all concerns
- Ability to navigate around camp grounds during evening hours to complete checks
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp safety

Print Name: _

Signed:

Date: _

AHRC

new york city

JOB DESCRIPTION

OFFICE MANAGER

QUALIFICATIONS Bachelor's Degree preferred, supervisory experience working with ID/DD population for at least one summer of experience at an AHRC camp.

REPORT TO Camp Director and Camp Anne Office Manager

JOB GOAL To operate the camp office in a professional manner and insure all paperwork of guests and staff is up to date and relevant to meet all regulatory standards.

PERFORMANCE RESPONSIBILITIES

Work 6 days per week at Camp Anne from May through September as per the dates outlined in the Work Agreement.

Days off and shifts to be coordinated through the Camp Director/Assistant Camp Director.

- Be responsible for the following office duties as instructed by the Camp Director or Camp Anne Office Manager:
 - ❖ Liaising with parents of campers regarding all aspects of camp enrollment
 - ❖ Responsible for processing payments of campers
 - ❖ Generating reports as requested as per camp administration
 - ❖ Monitoring and ensuring safety of all office files/documents/equipment
 - ❖ Ensuring safety of all guests and staff, adhering to visitor sign in procedures
 - ❖ Supervising all secretarial staff
 - ❖ Organizing and distributing all incoming mail including vendor invoices
 - ❖ Liaise with Main Office staff in New York City on placements, payments and billing issues as they arise.
 - ❖ Incoming and outgoing mail
 - ❖ Phone coverage
 - ❖ Photocopying/collating
 - ❖ Filing and record keeping
 - ❖ Routine clerical chores
 - ❖ The organization and cleanliness of the office area
 - ❖ Must have good interpersonal skills
 - ❖ Able to organize tasks
- Assist the nursing department and/or program coordinator with routine clerical tasks as instructed by Camp Administration.
- Maintain the confidentiality of all records, files, and/or information that warrants such status.
- Attend all meetings as required by camp administration.
- As part of the Administration of Camp Anne, it is expected that you will conduct yourself in a professional fashion at all times. This includes the upholding, enforcing and adhering to Camp Anne "Staff Rules and Regulations".
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to relate to all staff, clients, parents and public in a positive manner during all interactions
- Ability to proficiently use computer, telephone and any other office equipment. As well as handle and file records appropriately

Print Name: _

Signed:

Date: _

AHRC

new york city

JOB DESCRIPTION

PREP COOK

QUALIFICATIONS Documented experience as a prep cook/cook at an institutional or catering setting.
Must be over 18 years of age.

REPORT TO Head Chef.

JOB GOAL To assist in the provision of high quality meals for the campers and staff at while maintaining excellent sanitary condition in the kitchen/dining room.

PERFORMANCE RESPONSIBILITIES

- Work 11 day sessions at Camp Anne from early June through to the third week in August as per the dates outline in the Work Agreement. Days off and shifts to be coordinated through the Head Chef.
- Assist the Head Chef/Kitchen Supervisor in providing the following:
 - ❖ The preparation of all meals, snacks and items for evening activities/special events as per schedule and menu
 - ❖ Sanitation of kitchen/dining room in accordance with all Department of Health standards.
 - ❖ Assist in the service of food for meals, snacks, etc, as directed by the Head Chef.
 - ❖ Assist in the clean-up of all meals, snacks, special event, etc
 - ❖ Assist in the overall organization of the kitchen/dining room including receiving and checking all incoming orders, maintenance of all storage areas, etc.
 - ❖ Prepares the staff refrigerator to insure clean, sanitary and stocked.
- Adhere to good personal hygiene and grooming practices while performing your duties, including wearing of a clean uniform (uniform are provided).
- Assist in the daily general clean up of the kitchen and dining room area as directed by the Head Chef.
- Attend all meetings as required by Camp Administration.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Must be able to lift/unload/move food and supplies; lift dishes to their storage location
- Use kitchen equipment safely
- Maintain appropriate inventory of food and supplies
- Determine cleanliness of dishes, food contact surfaces and kitchen area
- Ability to assess condition of food

Print Name: _

Signed:

Date: _



JOB DESCRIPTION

PROGRAM COORDINATOR

QUALIFICATIONS Bachelor's degree; supervisory experience in programming for ID/DD population.

REPORT TO Assistant Camp Director.

JOB GOAL Develop, implement and supervise Camp Anne program activities for campers and staff.

PERFORMANCE RESPONSIBILITIES

- Work 11 day session at Camp Anne from second week in June through final week in August as per Work Agreement. Preparatory work in New York City during the spring may also be required. Shifts and days to be coordinated with Assistant Camp Director/ Camp Director.
- Assist the Director and Assistant Director in the hiring of staff as requested by Director.
- Assist in the development and implementation of camp orientation for all camp staff.
- Meet weekly with, direct, coordinate and supervise all Activity Counselors in the development and implementation of their daily activities. In coordination with the Unit Coordinator, Head of Waterfront and cabin leaders, supervise all general counselors in the accurate and timely implementation of the daily activity schedule. Bring to the attention of the Director/Assistant Director any and all staff related problems or issues.
- Inventory and monitor the distribution of all camp program equipment. Order supplies/equipment as needed after consulting with the Assistant Director. Provide an opening and closing inventory of all supplies/equipment.
- Assist in the development of appropriate activities for staff during their free time.
- Assist the Director and Assistant Director in monitoring and insuring compliance with all Department of Health and other governing regulations.
- Attend all meetings as required by the Camp Administration.
- Share administrative On Duty responsibilities with other administrative staff as scheduled by the Director/Assistant Director.
- Submit an "End of Season Evaluation" to the Director by mid-August.
- As part of the administration of Camp Anne, it is expected that you will conduct yourself in a professional fashion at all times. This includes the upholding, enforcing and adhering to Camp Anne "Staff Rules and Regulations".
- Perform all other functions as requested by the Director/Assistant Director.

ESSENTIAL FUNCTIONS:

- Plan, coordinate and supervise daily and evening activities, special events and field trips for all campers. Coordination to include communicating with all parties that any activity may affect (i.e. medical staff, kitchen staff, etc). All special events and field trips are to be approved by Camp Director/Assistant Camp Director prior to implementation.
- Communicate with and act as a liaison between all departments as needed to insure the safety, well-being and enjoyment of all campers at Camp Anne. Act as a resource person for all staff and assist with camper behavior management as needed.
- Be able to provide sound, caring and positive leadership for all campers and staff.
- Be able to recognize and implement safety standards in all program activities.

Print Name: _

Signed:

Date: _

AHRC

new york city

JOB DESCRIPTION

SECRETARY

QUALIFICATIONS Experience in a clerical capacity with typing background.

REPORT TO Office Manager.

JOB GOAL To assist the Office Manager in the daily functioning of the office operation.

PERFORMANCE RESPONSIBILITIES

- Work 11 day sessions at Camp Anne from early June through to the third week in August as per the dates outlined in the Work Agreement. Days off and shifts to be coordinated through the Office Manager.
- Be responsible for the following office duties as instructed by the Office Manager/Camp Administration:
 - ❖ Typing/Word processing (Excel, Word, Access)
 - ❖ Incoming and outgoing mail
 - ❖ Phone coverage
 - ❖ Photocopying/collating
 - ❖ Filing and record keeping
 - ❖ Routine clerical chores
 - ❖ The organization and cleanliness of the office area
 - ❖ Must have good interpersonal skills
 - ❖ Able to organize tasks
- Assist the nursing department and/or program coordinator with routine clerical tasks as instructed by Office Manager/Camp Administration.
- Maintain the confidentiality of all records, files, and/or information that warrants such status.
- Relate to all staff, clients, parents and public in a positive manner during all interactions.
- Attend all meetings as required by camp administration.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Perform all other functions as requested by the Camp Administration.

ESSENTIAL FUNCTIONS:

- Ability to relate to all staff, clients, parents and public in a positive manner during all interactions
- Ability to proficiently use computer, telephone and any other office equipment. As well as handle and file records appropriately

Print Name: _

Signed:

Date: _

AHRC

new york city

JOB DESCRIPTION

WARD CLERK

QUALIFICATIONS Organizational skills with background or education preferably related to health care. Must be over 18 years of age.

REPORT TO Nursing supervisor.

JOB GOAL To assist the nursing staff in the daily functioning of the Health Center.

PERFORMANCE RESPONSIBILITIES

- Work 11 days a session at Camp Anne from first week June through to the third week in August as per Work Agreement. Days off and shifts to be coordinated through the Nursing Supervisor.
- Be responsible for the following office duties as instructed by the Nursing Supervisor:
 - ❖ Incoming and outgoing mail.
 - ❖ Phone coverage.
 - ❖ Photocopying/collating.
 - ❖ Filing and record keeping.
 - ❖ Routine clerical chores.
 - ❖ The organization and cleanliness of the office area.
- Assist in the Nursing Department with routine clerical tasks as instructed by Nursing Supervisor, including maintenance of camper and staff Health Center files.
- Maintain the confidentiality of all campers and staff records, files and information.
- Relate to all staff, clients, parents and public in a positive manner during all interactions.
- Attend all meetings as required by Nursing Supervisor.
- Uphold and insure the implementation of all policies, procedures, rules and regulations of Camp Anne.
- Perform all other functions as requested by the Camp Administration/Nursing Supervisor.

ESSENTIAL FUNCTIONS:

- Ability to relate to all staff, clients, parents and public in a positive manner during all interactions
- Ability to proficiently use computer, telephone and any other office equipment. As well as handle and file records appropriately

Print Name: _

Signed:

Date: _