

WELCOME TO HARRIMAN LODGE 2009



PACKING SUGGESTIONS FOR ALL STAFF

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 for you, and most toiletries can be purchased locally. Be sure to bring along a few sets of warm clothing!

- 1) 4 - 5 pairs of shorts.
- 2) 4 - 5 pairs of pants or slacks.
- 3) 4 - 5 long sleeve shirts.
- 4) 6 - 7 short sleeve shirts.
- 5) Pajamas and bathrobe.
- 6) 2 bathing suits.
- 7) 3 - 4 sweaters/sweatshirts and/or medium weight jacket (mornings and evenings can be very chilly). Sweatpants are also suggested.
- 8) Sneakers and sturdy shoes as well as dress shoes. At least two pairs of sneakers are suggested as well as sandals.
- 9) One or more "dressy outfits" (gentlemen: ties and suit or sport coat; ladies: skirt and blouse or dress).
- 10) Raincoat or poncho and umbrella.
- 11) 1 beach towel and 1-2 bath towels.
- 14) 1 sleeping bag (A sleeping bag is convenient if you wish to sleep out on your night off.
- 15) 1 flashlight and extra batteries (**MANDATORY**).
- 16) If you play a musical instrument, we would appreciate it if you could bring it along with you.
- 17) Any items you may need for your specialty area.
- 18) Other suggested items: camera, alarm clock, drinking cup, stationery, sunglasses, iron, notebook and pens/pencils.
- 19) A small padlock
- 20) 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

Orientation begins June 16th; all staff members are expected to arrive the day before unless otherwise specified on your "Agreement of Employment." There will be a general meeting for all staff members and we will begin our general orientation.

Staff members should arrive sometime the day before they are scheduled to start working. No staff member should plan to arrive before June 13th unless previously arranged with the Director.

TRAVEL INSTRUCTIONS

If staff are making their own travel arrangements to camp. The directions below will help.

BY BUS: Go to the Port Authority Bus Terminal located at 42nd Street and 8th Avenue in New York City (all New York Airports [JFK, LaGuardia, Newark] have shuttle buses to Port Authority). Take a PINEHILL TRAILWAYS BUS from the Port Authority to Tannersville, N.Y. Once you reach the Main Street in Tannersville, call the camp 589-6000 and tell the secretary that you are at the bus stop and need a ride to the camp. Someone will come and pick you up in 15-20 minutes.

Pinehill buses leave Port Authority at:

Leaves New York City	Arrives Hunter
8:30 a.m.	11:30 a.m.
5.30 p.m.	9:00 p.m.

BY CAR

Directions to Harriman Lodge

From New York City and downstate NY

- 1) Take NYS Thruway to Exit 20 (Saugerties).
- 2) After tollbooths, go to stop sign and make a left; go over overpass, take right onto route 32 North (towards Hunter and Tannersville).
- 3) Follow Route 32 to Route 32A (will fork off to the left).
- 4) Follow Route 32A to Palenville (there will be a light and fork in the road). Take a left onto Route 23A.
- 5) Follow Route 23A through Haines Falls and into Tannersville, at the end of the main street in the town there is a small Post Office, turn right onto County Road 23C.
- 6) Follow County Road 23C approximately 2 miles until you come to a large stone church at a fork in the road. Bear left at the fork and continue on 23C for approximately 1.5 miles further and take a right at the Post Office onto County Road 78, locally known as Colgate Road. (If you see the firehouse on your left turn around you've gone too far).

Follow County Road 23C for 2 miles into Harriman Lodge and call in at the main office which is the second building on your left.

HARRIMAN LODGE - GENERAL INFORMATION

Where is Harriman Lodge located?

Harriman Lodge is located in East Jewett, New York about 2-and-a-half hours away from New York City, near the Hunter Mountain Ski Resort. The lodge is situated on 200 acres of land nestled in the heart of the Catskill Mountains. There is a 60 acre lake where boating and fishing takes place.

CAMP ADDRESS:

AHRC Harriman Lodge
P.O. Box 37
653 Colgate Road
East Jewett
NY12424

PHONE NUMBER: The main camp phone number is (518) 589-6000. This number is to be used for the *sole purpose of leaving messages*. Phone booths are available for your personal use, which take incoming and outgoing calls. You should inform friends and family of the best hours to contact you (which is normally after 10:00 P.M.), as well as any time differences that may apply.

Contacts:

Director	John Farmer	John.Farmer@ahrcnyc.org	(518) 589-6000
Assistant Director	Gethin Amoss	Gethin.Amoss@ahrcnyc.org	(212) 780-2525
Office Manager	Beccy Brown	Rebecca.Brown@ahrcnyc.org	(212) 780-2523

Website:

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

Internet Use: Computers are available to staff for the sole use of sending and receiving e-mail.

Session Dates:

ORIENTATION	SATURDAY, JUNE 16 – SATURDAY, JUNE 23
SESSION 1	SUNDAY, JUNE 24 – FRIDAY, JULY 6
SESSION 2	SUNDAY, JULY 8 – FRIDAY, JULY 20
SESSION 3	SUNDAY, JULY 22 – FRIDAY, AUGUST 3
SESSION 4	MONDAY, AUGUST 6 – SATURDAY, AUGUST 18
SESSION 5	MONDAY, AUGUST 20 – FRIDAY, SEPTEMBER 1

HARRIMAN LODGE

Who are the staff that care for the guests?

Our staff is mature, enthusiastic, diverse, and most importantly, very caring! We always try to have at least 25-35% of our best staff returning from the previous year. All new staff are carefully screened before being hired. All staff must be at least 18 years old. Most counselors who are hired have at least one year of college training and experience with the developmentally disabled population. Many of the staff come from abroad –countries such as England, Australia, and Ireland– and must speak and understand the English language.

Our senior staff has many years of experience working at Harriman Lodge; they consist of the Camp Director, Asst. Camp Director, 4 Lodge Leaders, Head Lifeguard, Nursing Supervisor, Program Coordinator, Office Manager, and Head Chef. In addition, our camp has certified lifeguards, program specialists, nurses, cooks and dining hall staff, and other trained staff to make the stay of each guest comfortable, safe and fun. And all staff participate in a rigorous 5-day training prior to the arrival of the guests.

What level of supervision is there for the guests throughout the day?

Each lodge houses a minimum of four General Counselors and a Lodge Leader who supervises the lodge and ensures the safety of each Guest. At least one (usually more) staff member is always present to ensure the safety of your family member - both day and night.

What are the sleeping and bathroom facilities like?

There are 15-18 guests and 4-6 staff in each lodge– a maximum of 24 people per lodge. The lodges are divided into 2 sleeping areas with a shared bathroom (3 toilets and 3 showers). All of the lodges are designed for persons who have difficulty walking or use a wheelchair. These lodges are located near activity areas and are equipped with ramps and wheelchair accessible bathrooms.

What is a typical day at Harriman Lodge?

7:00-8:00am	Morning wake-up
8:00 am	Medications
9:00-10:00am	Breakfast
11:00-12:30pm	Activity #1
12:30-1:00	Clean up for lunch
1:00pm	Lunch
1:45pm-2:45	Leisure Time
3:00-4:00 pm	Activity #2
4:00-4:30pm	Happy Half Hour- Snacks
4:45-5:45 pm	Activity #3
6:00 pm	Dinner
7:30-9:00pm	Evening Activity
9:00-10:00pm	Prepare for bed, or get ready for night life (for those wishing to stay up)
10:00-11:00pm	Night Life
11:00pm	Return to Lodge and prepare for bed.

What will the guests do at Harriman Lodge?

The guiding principle behind the services provided at Harriman Lodge is to give our guests the chance to make decisions. Offering numerous and attractive program options is therefore a priority that we take very seriously. In the last year we have added to our facilities, developed new activity options, and improved on our popular existing programs that past guests have enjoyed. A motorized pontoon boat, a new gazebo on the waterfront, and three new computers with internet access were all added last summer in order to enhance the Lodge

environment for our guest's enjoyment.

Our current list of activities include arts and crafts, sports, swimming in the pool, boating or fishing at the lake, computer center, music and dance, sports, and a souvenir shop. Each evening, everyone participates in a variety of Lodge wide programs, such as talent shows, theatrical activities, and dances. On the last night of the session, everyone dresses up and attends a special banquet dinner and show.

What will the weather be like?

During the summer, days range from pleasantly warm to hot and humid. Nights range from cool to cold, especially in early and late summer. 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 Harriman Lodge.

There is a heater and fans in each lodge, but no air conditioning. The swimming pool is outdoors and heated.

We Hope Your Trip to Harriman Lodge Is a Safe and Pleasurable One. Enjoy the Countryside.

We Look Forward to Welcoming You.

JOB DESCRIPTION

TITLE: General Counselor.

QUALIFICATIONS: Experience working with MR population in camping or residential setting preferred. Must be 18 years or older and have a High School Diploma or equivalent.

REPORT TO: Lodge Leader.

JOB GOAL: To provide the guests of Harriman Lodge with a fun-filled and safe summer camp experience.

PERFORMANCE RESPONSIBILITIES:

1. Work the equivalent of a six-day week at Harriman Lodge from the third week in June through to the fourth week in August as per Work Agreement. Days off to be coordinated through the Lodge Leader.
2. Assume the responsibility for the general health and safety of the guests in your cabin.
3. Provide supervision, guidance and motivation to all guests' at all camp activities. This includes assisting the Activity Counselors and recommending and planning any other activities.
Active involvement is expected at all times.
4. Insure the timely and accurate implementation of the daily schedule.
5. Assist the Program Coordinator in the development and implementation of all evening activities and special events.
6. Act as an appropriate role model for all the guests at Harriman Lodge at all times.
7. Assist guests in all aspects of their daily routine including:
 - Personal hygiene
 - Daily activities
 - Lodge cleanliness and maintenance
 - Meal supervision/feeding
 - Medical considerations
 - Socialization and interaction
8. Assist the Lodge Leader in the completion of the following paperwork as warranted:
 - Guest Body Checks
 - Guest Daily Health Checks
 - Guest Clothing List
 - Guest Goals
 - Guest Evaluation Forms
 - Incident Reports
9. Provide feedback to the Camp Administration with regard to effectiveness of program and recommendations for improvements with regard to this area.
10. Share O.D. responsibilities with other staff as scheduled by the Lodge Leader.
11. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations.
12. Attend all meetings as required by Camp Administration.
13. Perform all other functions as requested by the Camp Administration.

Print Name: _____

Date: _____

Signed: _____

JOB DESCRIPTION

TITLE: Activity Counselor

QUALIFICATIONS: Experience working with MR population in camping or residential setting preferred. Demonstrated proficiency in specialty area. Must be 18 years or older; High School Diploma or Equivalent.

REPORT TO: Program Coordinator/Lodge Leader

JOB GOAL: To provide the Guests of Harriman Lodge with a therapeutic summer camp experience with an emphasis on quality programming in your area of expertise/specialty.

PERFORMANCE RESPONSIBILITIES:

1. Work the equivalent of six days per week at Harriman Lodge from third week in June through fourth week in August as per Work Agreement. Days off to be coordinated through Program Coordinator and Lodge Leader.
2. 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.*
3. Provide instruction, supervision, guidance and motivation to all Guests at activities.
4. Insure the timely and accurate implementation of the daily schedule.
5. Assist the Program Coordinator in the development and implementation of all evening activities and special events.
6. 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.
7. Live in a lodge with the guests and assist the other lodge staff in assuming the responsibility for the general health and safety of the guests of your lodge.
8. Act as an appropriate role model for all the Guests at Harriman Lodge at all times.
9. Assist Guests in all aspects of their daily routine including:
 1. Guest hygiene
 2. daily activities
 3. lodge cleanliness and maintenance
 4. meal supervision/feeding
 5. medical considerations
 6. socialization and interaction
10. Assist the Lodge Leaders in the completion of the following paperwork as warranted:
 - Guest Body Checks
 - Guest Daily Health Check
 - Guest Clothing List
 - Guest Goals
 - Guest Evaluation Form
 - Incident Reports
11. Provide feedback to the Camp Administration with regard to effectiveness of program, with an emphasis on your own activity area, and make recommendations for improvements.
12. Share O.D. responsibilities with other lodge staff as scheduled by the Lodge Leader.
13. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations.
14. Attend all meetings as required by Camp Administration.

Perform all other functions as requested by the Camp Administration.

Print Name: _____

Signed: _____

Date: _____

JOB DESCRIPTION

TITLE: Program Coordinator

QUALIFICATIONS: Bachelor's Degree preferred; 3 years or more camp experience; supervisory experience in programming for MR population.

REPORT TO: Assistant Director/Director

JOB GOAL: Develop, implement and supervise Harriman Lodge program activities for campers and staff.

PERFORMANCE RESPONSIBILITIES:

1. Work six days per work week at Harriman Lodge 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 Director/Director.
2. Assist the Director and Assistant Director in the hiring of staff as requested by Director.
3. Assist in the development and implementation of camp orientation for all camp staff.
4. Plan, coordinate and supervise all daily and evening activities, special events and field trips for all campers. Coordination to include communicating with all parties that any activity may effect (i.e. medical staff, kitchen staff etc). All special events and field trips are to be approved by Director prior to implementation.
5. Meet weekly with, direct, coordinate and supervise all Activity Counselors in the development and implementation of their daily activities. In coordination with the Unit Coordinators 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.
6. Inventory and monitor the distribution of all camp program equipment. Order supplies/equipment as needed after consulting with the Director. Provide an opening and closing inventory of all supplies/equipment.
7. Communicate with and act as a liason between all departments as needed to insure the safety, well being and enjoyment of all campers at Camp Catskill. Act as a resource person for all staff and assist with camper behavior management as needed.
8. Assist in the development of appropriate activities for staff during their free time.
9. Assist the Director and Assistant Director in monitoring and insuring compliance with all Department of Health and other governing regulations.
10. Attend all meetings as required by the Camp Administration.
11. Share "Administrative On Duty" responsibilities with other Administrative staff as scheduled by the Director/Assistant Director.
12. Submit an "End of Season Evaluation" to the Director by mid-September.

13. As part of the Administration of Camp Catskill, it is expected that you will conduct yourself in a professional fashion at all times. This includes the upholding, enforcing and adhering to the Harriman Lodge "Staff Rules and Regulations". Exceptions to the general staff Rules and Regulations are considered for Administrative staff, but must first be discussed with the Director.

Perform all other functions as requested by Director/Assistant Director

Print Name: _____

Signed: _____

Date: _____

JOB DESCRIPTION

TITLE: Head of Waterfront

QUALIFICATIONS: American Red Cross Water Safety Instructor Certification, Lifeguard Training, Annual CPR Certification, Standard First Aid (Basic Life Support for the Professional Rescuer or American Heart Association Course "C"). Three Seasons experience with as a Life Guard and/or Camp Aquatics Director preferably with MR/DD populations.

REPORT TO: Program Coordinator/ Director/Assistant Director

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

PERFORMANCE RESPONSIBILITIES:

1. Work the equivalent of a six-day work week at Harriman Lodge from June through August. Shifts and days off to be coordinated with Program Director.
2. Enforce the "Harriman Lodge Pool Safety Plan" and all related policies. Be responsible for the care, maintenance and distribution of all waterfront equipment/supplies. Make recommendations to the Program Coordinator for the ordering of new equipment/supplies. Provide an opening and closing inventory of all equipment/supplies assigned to your activity area.
3. Complete and document all applicable chemical/water tests in accordance with all regulatory bodies.
4. Assist in the development of aquatics training during staff orientation week. Test, assess and document the swimming abilities of all staff.
5. Coordinate the training of other waterfront staff in the correct use of the pontoon boat.
6. Provide instruction, supervision, guidance and motivation to all guests at the waterfront activities; ***safety is to be the primary concern at all waterfront activities.***
7. Provide feedback to Program Coordinator and Director/Assistant Director with regard to effectiveness of program, with an emphasis on your own activity area, and make recommendations for any improvements.
8. Insure the timely and accurate implementation of the daily schedule.
9. Share "Administrative On Duty" responsibilities with other Administrative staff as scheduled by the Director/Assistant.
10. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations.
11. Assist the Program Coordinator in the development and implementation of evening activities and special events.
12. Attend all meetings as required by Camp Administration.
13. Act as an appropriate role model for all the guests and staff at Harriman Lodge.
14. Perform all other functions as requested by the Camp Administration.

Print Name: _____

Signed: _____

Date: _____

JOB DESCRIPTION

TITLE: Chef/Kitchen Supervisor

QUALIFICATION: Significant and documented experience as a cook/chef at an institutional or catering setting with supervisory experience.

REPORT TO: Director of Camping & Recreation/ Director Harriman Lodge

JOB GOAL: To provide high quality meals for the guests and staff at Harriman Lodge while maintaining excellent sanitary conditions in the kitchen/dining room.

PERFORMANCE RESPONSIBILITIES:

1. Work a six-day week at Harriman Lodge from the first week in June through the final week in August as per the dates outlined in Work Agreement. Days off are to be scheduled through the Director. All work days are per diem.
2. Supervise the overall functioning of the kitchen/dining room including:
 - Menu planning in accordance with all appropriate regulatory requirements
 - Ordering of all food and supplies (in consultation with the Director)
 - Receiving and checking all orders; keep running inventory of same
 - Preparation of all meals, snacks and items for evening activities/special events
 - Food service
 - Sanitation of kitchen and dining room in accordance with all Department of Health standards including proper storage of food and supplies
 - Staff scheduling
4. Supervise, direct and coordinate the following staff members:
 - Assistant Kitchen Supervisor
 - Prep Cooks
 - Dishwashers
 - Kitchen Floaters
 - Dining Room Attendants
5. Inform Director/Assistant Director of any staff problems or concerns.
6. Cooperate with Program Coordinator in regard to the preparation of foods for special events, etc.
7. Cooperate with Nursing Staff in regard to the preparation of foods for sick campers/staff, or special diets.
8. Follow menu for all meals as agreed upon with the Director during pre-season. Stay within budget as outlined by Director also.
9. Adhere to good personal hygiene and grooming practices while performing your duties in the kitchen/dining room area. This includes the wearing of clean uniform (uniforms will be provided). Insure that your staff adheres to the same practices.
10. Coordinate and supervise a weekly general clean up of the kitchen and dining room area including the thorough cleaning and sanitation of all kitchen equipment and walk-in refrigerator/freezer.
11. Inform Director/Medical Staff of any kitchen staff illness, or suspected illness, immediately.
12. Attend all meetings as required by Camp Administration.
13. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations.

Perform all other functions as requested by Camp Director.

Print Name: _____

Signed: _____

Date: _____

JOB DESCRIPTION

TITLE: Dishwasher

QUALIFICATIONS: Experience as a bus person/dishwasher at a restaurant-type setting preferred.

REPORT TO: Chef/Kitchen Supervisor

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

PERFORMANCE RESPONSIBILITIES:

1. Work a six-day week at Harriman Lodge from the second week in June through the final week in August as per the dates outline in Work Agreement. Days off and shifts to be coordinated through the Chef/ Kitchen Supervisor.
2. Be responsible for the proper cleaning of all dishes, silverware, etc., during and after each meal as directed by the Chef/Kitchen Supervisor. This also includes the clean up of snacks, special events, etc. Assure that all utensils are dried and properly stored.
3. Assist in the service of food for meals, snacks, etc. as directed by the Chef/Kitchen Supervisor.
4. Adhere to all Department of Health Standards in the clean up and sanitation of the Kitchen/dining room.
5. Adhere to good personal hygiene and grooming practices while performing your duties, including the wearing of a clean uniform (uniforms are provided).
6. Assist in the weekly general clean up of the Kitchen and dining room area as directed by the Chef/Kitchen Supervisor.
7. Attend all meetings as required by Camp Administration.
8. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations.
9. Assist in the Dining Hall when required.
10. Perform all other functions as requested by the Camp Administration.

Print Name: _____

Signed: _____

Date: _____

JOB DESCRIPTION

TITLE: Housekeeper

QUALIFICATIONS: Documented experience as housekeeper preferred.

REPORT TO: Maintenance Supervisor

JOB GOAL: To maintain neat, clean and sanitary conditions of Harriman Lodge.

PERFORMANCE RESPONSIBILITIES:

1. Work a six-day work week at Harriman Lodge from the second week in June through the final week in August as per Work Agreement. Days off and shifts to be coordinated through the Maintenance Supervisor.
2. Be responsible for the daily cleaning of the following areas:

Main Office: sweep and mop floors, clean bathrooms, dust, empty wastebaskets, etc.
All "Public" Bathrooms and Program areas: sweep and mop floors, clean sinks, bowls, mirrors, replenish supplies, etc.
Outdoor Waste Receptacles: empty all outdoor waste receptacles and replace plastic bags.
Activity Areas: assist in the clean up of activity areas as assigned. Empty waste receptacles of these areas daily.
Other Areas as Assigned:
3. Be responsible for the inventory and distribution of all general household and cleaning supplies. Inform Maintenance Supervisor when re-ordering is necessary.
4. Be responsible for any special housekeeping chores as the need arises.
5. Assist the laundry person daily after the housekeeping chores are complete (i.e. folding laundry, pick-up or returning laundry to lodges, etc).
6. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations.
7. Perform all other functions as requested by the Maintenance Supervisor/Camp Administration.

Print Name: _____

Signed: _____

Date: _____

JOB DESCRIPTION

TITLE: Caretaker

QUALIFICATIONS: Significant experience in building and grounds maintenance, including carpentry, plumbing, electrical and landscaping skills. Previous supervisory experience desirable.

REPORT TO: Director of Camping & Recreation

JOB GOAL: To maintain the buildings, grounds and equipment of Harriman Lodge in good working order.

PERFORMANCE RESPONSIBILITIES:

1. Be responsible for the improvements and general repairs of all Harriman Lodge facilities/grounds/equipment throughout the year, insuring their proper functioning and protection.
2. Constantly check all Harriman Lodge facilities to insure there are no safety or health hazards, and insure that all facilities are in compliance with all applicable local, state and federal guidelines/regulations.
3. Be responsible for the equipment and supplies of the maintenance department. Provide an ongoing inventory to the Director. **INSURE THAT NAILS, TOOLS, PAINT OR ANY HAZARDOUS MATERIALS ARE NOT LEFT IN THE REACH OF OUR CAMPERS. SAFETY MUST BE YOUR FIRST CONCERN.**
4. Order supplies/equipment for the maintenance in consultation with the director.
5. Supervise the following staff:
 - maintenance workers
 - Housekeepers
 - Laundry Workers
 - Drivers
6. Coordinate days off and on duty schedules for above noted staff.
7. Be responsible for the care and maintenance of all Camp vehicles.
8. Inform director of any and all staff related problems or concerns.
9. Attend all meetings as required by the director.
10. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations.
11. Perform all other functions as requested by the director.
12. This is a salaried position and due to the seasonal nature of the Camp and its programs, work hours will be arranged through the director as needed.

Print Name: _____

Signed: _____

Date: _____

JOB DESCRIPTION

<u>TITLE:</u>	Driver
<u>Qualifications:</u>	Must have a current driver's license with three years driving experience. Must have current American Red Cross First Aid and CPR. Be at least 21 years of age. Have a "clean" driving record that can pass scrutiny of our insurance. Must have attended a Defensive Driving course.
<u>REPORT TO:</u>	Director/Assistant Director of Harriman Lodge
<u>JOB GOAL:</u>	To drive when the need arises in a safe efficient manner

PERFORMANCE RESPONSIBILITIES:

1. Work the equivalent of six days per week at Harriman Lodge from early June through late August according to the dates outlined in Work Agreement. Days and shifts to be arranged through the Director.
2. Submit daily log sheets to Camp Director. Driver must also sign in and out whenever taking van off grounds. (Date, hour, and mileage).
3. Drivers are responsible for transporting guests and staff to and from the doctor's office and hospital.
4. Make pickups of supplies and mail (ensuring all receipts are correct before signing and that they are submitted to the office manager upon return).
5. Provide for the proper maintenance of vehicle:
 - a) check oil every fill
 - b) at no time should the gas be lower than 1/2 of a tank
 - c) check inflation of tires
 - d) check all lights in and out of van(signals and flashers also)
 - e) check for seat belt wear
 - f) check that the seats are secure
 - g) maintain a clean van inside and out
 - h) check brakes
 - i) lubricate and change oil every 3000 miles. Inform Director when this is done
 - j) check that all vans contain:
 - 1) fire extinguisher
 - 2) OSHA and first aid kits
 - 3) flares
 - 4) Emergency Phone #'s
6. Seat belts to be used by occupants of all vehicles. No smoking, eating, and/or drinking in the camp vehicles. No more passengers than stated capacity of van.
7. Take part in an 'on-call' schedule with other drivers/administrative staff as necessary.
8. Uphold and insure the implementation of all Harriman Lodge policies, procedures, rules and regulations and report any infractions should they occur to Administration. (Familiarize yourself with the Fire Drill and Lost Camper procedures).
9. Uphold and insure the implementation of AHRC drivers policy.
10. Adhere to speed limits on camp and in all other areas (speeding tickets must be immediately reported).
11. Make occasional trips to New York City and surrounding Boroughs for change over and camper discharge.
12. Operate a vehicle equipped to transport people who are non-ambulatory.
13. Be pleasant, friendly, and professional at all times.
14. Perform all other functions as requested by the Camp Administration including occasional hayrides for campers and operating the lawn mower.

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 camp grounds that you represent Harriman Lodge and therefore, are to act accordingly and drive safely.

Print Name: _____

Signature: _____

Date: _____

MEDICAL HISTORY FORM (To Be Completed By all Staff)

Name: _____ Birth Date: Mon. _____ Day _____ Yr. _____ Sex: M F
HOME ADDRESS: _____ CITY: _____
STATE/PROVINCE: _____ POST/ZIP CODE: _____
COUNTRY: _____ PHONE #: _____
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY: _____
RELATIONSHIP TO YOU: _____
THEIR HOME #: _____ THEIR WORK #: _____
Insurance Carrier: _____ Policy # _____

In addition to the requested doctor's note/physical exam, all staff members are required to complete and bring with them the Medical Policy Form (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 return both pages with all other forms.

MEDICAL POLICY FOR STAFF:

In case of accident or illness, minor medical services may be provided by the camp nurse(s) within his/her legal parameters. The nurse will refer staff to other medical services when, in his/her professional judgment, such referral is necessary. Staff members, or parents of minor 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, or the responsible party for a minor staff member cannot be contacted, the physicians appointed by the camp and their consultants are authorized by the staff member or responsible party 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

INSURANCE INFORMATION:

Staff member is covered by the following health/medical insurance (please specify type of insurance, company name and policy number):

Staff Member (Print) Signature of Staff Member Date

If you DO NOT have any medical/health insurance, please sign below indicating that you (or responsible party for minor staff) hereby assume financial responsibility for any and all medical expenses incurred while at Harriman Lodge which are not job related, and understand that AHRC-Harriman Lodge is not responsible for any such expenses. SIGN BELOW ONLY IF YOU HAVE NO INSURANCE COVERAGE.

Staff Member (Print) Signature of Staff Member Date

HEALTH HISTORY:

(Please circle)

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: *Record of dates of immunizations and most recent boosters:*

DPT Series _____ Booster _____ Last Chest X-Ray _____

Polio OPV (Sabin) _____ Booster _____ Results _____

Measles Vaccine (Live) _____ Tuberculin Test* _____

German Measles (Rubella) _____ Results _____

Mumps Vaccine _____

Typhoid _____

Tetanus and/or last Tetanus Booster _____

* **MUST** be the "Mantoux PPD" test.

OPERATIONS OR SERIOUS INJURIES (dates):

CHRONIC OR RECURRING ILLNESS:

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

Signature of Staff Member (or Parent/Guardian)

Date

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 after September 1, 2001. Your medical examination is to include:

Allergies; to food, drugs, insect venom, topical substances, environmental agents
Restrictions /limitations; Activities that must be restricted due to a medical condition or diagnosis
Tuberculosis Testing Results; Mantoux test only
Date of chest x-ray and results (if tuberculosis testing was positive)
Medications prescribed by doctor
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 person 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 United States 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 U.S. 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 people 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 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 had TB
- You are from a country where TB disease is very common (most countries in Latin America and the Caribbean, Africa, and Asia, except for 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 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 is well prepared to provide first aid care for minor injuries, immediate transfer to our local hospital for emergency care, or if indicated, an appointment with our contracted doctor.

Will insurance pay for my medical care?

The United States has some of the most advanced health care technology available in the world. However, health care in America is not free. In fact, health care can be very costly. We advise all staff persons to carry a health care 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 medications 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, dose and frequency.

Should I bring vitamins?

Many persons staying with us for the summer have a difficult time adjusting to 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 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 hygiene product, moisturizer, shampoo, conditioner, perfume or lotion.

Resources:

The Internet offers helpful information about many health care related concerns. If you are interested in learning more, check out the following.

U.S. Center for Disease Control and Prevention:
New York State Department of Health:
Tuberculosis:
Hepatitis B:

<http://www.cdc.gov/>
<http://www.health.state.ny.us/homens.html>
http://www.umdj.edu/ntbcweb/tb_frame.html
<http://www.immunize.org>

If you have any further health questions you can contact the Nursing Supervisor Mary Haner (518) 329-5649 or Mary.Haner@ahrcnyc.org.