



INFORMATION FOR PROSPECTIVE STAFF

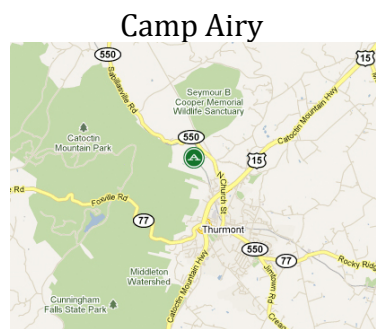
OVERVIEW

Over 80 years ago, Aaron and Lily Straus established Camps Airy and Louise for Jewish boys and girls. The Straus family's philanthropic efforts ensured that families could afford to send their children to camp regardless of economic status.

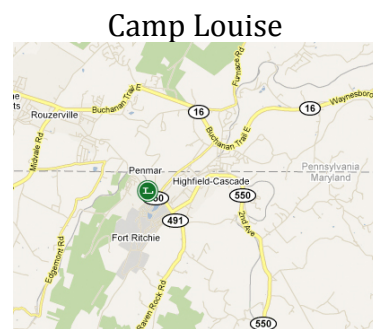
Today, the Camp Airy and Camp Louise Foundation remains committed to providing full or partial *camperships* to families in need of assistance. The Jewish Family Services, the Jewish Big Brother and Sister League, and other agencies also make referrals.

LOCATION

Camp Airy and Camp Louise are located in the Catoctin Mountains of Maryland, approximately 60 miles from Baltimore, MD and Washington, DC. The camps are approximately 9 miles apart.



14938 Old Camp Airy Road
Thurmont, Maryland 21788



24959 Pen Mar Road
Cascade, Maryland 21719

CAMPER GROUPINGS

To effectively accommodate the needs, interest, maturity level and age of the campers, both camps are organized by the grade campers will enter in the upcoming

school year. Each camp Division and Unit of campers enjoys its own set of activities and special trips throughout the summer.

TRAINEE PROGRAM: An 8-week intensive training experience for campers entering 12th grade, and a 4- or 3-week experience for campers entering 11th grade.

SENIOR CAMP: Three units of campers entering 7th, 8th and 9th grades. Senior campers choose between a 4- or 3-week Full Session and a 2-week Short Session.

JUNIOR CAMP: Three units of campers entering 2nd, 3rd, 4th, 5th and 6th grades. Junior campers also choose between a 4-week Full Session and a 2-week Short Session.

ROOKIE CAMP: One unit of campers entering 2nd and 3rd grade. Rookie campers come to camp for a 1-week session geared toward first-time Airy and Louise campers.

A TYPICAL DAY:

Staff facilitates the daily schedule, planned to provide campers with age-appropriate opportunities to hone existing skills while developing new interests in a wide variety of activities.

On a typical day, the following schedule applies.

Time	Activity
7:30 am	Wake Up
8:00 am	Flag Raising and Unit Lineup
8:10 am	Breakfast
9:00 am	Bunk Clean-up
9:30 am	First Activity Period
10:30 am	Second Activity Period
12:15 pm	Lunch
1:30 pm	Third Activity Period *
2:30 pm	Fourth Activity Period *
3:30 pm	Fifth Activity Period *
5:30 pm	Dinner
7:00 pm	Sixth Activity Period
8:00 pm	Camp-Wide or Unit Evening Activity
9:00 pm	Bunk Time
9:30 pm	"Lights Out" Begin

* Weather permitting; campers may have one period of Free Recreational Swim per day

COUNSELOR ASSIGNMENTS:

Three counselors are assigned to each bunk (with the exception of CIT bunks, which are each staffed by two counselors). Counselors share responsibility equally for supervising children in bunk areas, during unit activities, and during camp-wide programs. Counselors are hired as either Activity Counselors or General Counselors. During activity periods, Activity Counselors report to their activity departments to facilitate instruction, while General Counselors accompany their campers to bunk activities. When a General Counselor's campers are assigned to choice activities or workshops (meaning the campers in the bunk travel independently during that activity period), the General Counselor assists in an activity department or program. General Counselors' sleeping quarters are in the bunk with his/her campers. Depending on the layout of a particular bunk, activity counselors may also live in the room with their campers.

TIME OFF

Working at camp is a blast, but we all need downtime. To ensure that staff has the chance to spend some time away from the hectic pace of camp life, staff receives approximately one day and one night off per week.

Every counselor has six days off and six nights off during the summer. The administrative team determines the specific hours of time off and will communicate this information to staff before the start of the season. Camp security staff secures the camps' gates at 12:30am.

All staff members are expected to attend and actively participate in camp activities unless they are on Time Off. This includes camp-wide and inter-camp activities.

Camps Airy and Louise work to accommodate requests for extended time off for college orientation programs or military service. In these situations, consideration will be giving to:

- The needs of campers and of the total camp program
- Activity department organization and coverage
- Co-counselors' requests

All staff members receive Staff ID cards to be used for entering and exiting the camp's grounds. All staff members must sign out when leaving camp premises and must sign in when returning.

BACKGROUND CHECKS

Under Maryland Law (Family Law 5-568 of the Annotated Code of Maryland), all staff must submit an *Application for Criminal Check and Disclosure Statement*. Additionally, all new staff members must submit to a fingerprint check by local or campus police. We send these materials to applicants as necessary, and the camps pay any fees associated with these services. Camps Airy and Louise reserve the right to deny or end employment.

In addition, the Federal Government Department of Immigration and Naturalization requires two proofs of citizenship or eligibility to work in the United States. Foreign citizens are required to show a passport and a J1 Visa or similar authorization to do work. These documents are checked as a part of the Camps Airy and Louise staff check-in process.

CONTACT WITH CAMPERS

Staff members must maintain appropriate contact with campers at all times. At no time should a staff member be alone with a camper in a segregated location. Camp Airy and Camp Louise have a zero tolerance policy for sexual misconduct. All staff members are required to participate in an annual staff training and review of this policy and must sign a written acknowledgement of this policy.

Communication between campers and staff after the camp season is not permitted without the direct involvement and explicit permission of the child's parents. Camp Airy and Camp Louise do not share staff addresses, telephone numbers, or e-mail addresses with campers or their families. Staff may share this information with parents only following the camp season.

PERSONAL CONDUCT

Staff members accept responsibility to serve in a professional manner. As role models for children and as representatives of the Camp Airy and Louise community, every statement made and action taken must reflect the staff member's responsibility as caregiver of the campers.

SEXUAL HARRASSMENT

Sexual harassment is a form of sex discrimination and is prohibited by Title VII of the U.S. Civil Rights Code of 1964, as amended; Article 49B of the Annotated Code of Maryland. Sexual harassment, therefore, is illegal and in conflict with the personnel practices of Camp Airy and Camp Louise.

Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used at the basis for employment decisions affecting an individual, or (3) such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who believes that he or she has been the victim of sexual harassment should report the alleged incident immediately to the Director. The Director will conduct an investigation of the complaint. Retaliation against an employee for filing a complaint is prohibited.

The issue of whether sexual harassment has occurred requires a factual determination based on all evidence received. Any employee found to have sexually harassed a co-worker is subject to appropriate disciplinary action. It is imperative that all employees act in a responsible manner so that the work environment is conducive to satisfactory job performance that is free from any form of discrimination.

SMOKING

Camp Airy is a smoke-free environment. There is no smoking permitted anywhere on the Camp property. Designated smoking area will be identified at Camp Louise. At no time is smoking permitted in the living quarters or in any activity area or building.

PERSONAL CARS

Camp Airy and Camp Louise assume no responsibility for personal automobile use. Staff members are urged to review their insurance coverage before bringing an automobile to camp. Parking areas are designated outside of the areas used by campers. Staff members are not to use cars to go from place to place on the camps' grounds. Under no circumstances are staff members to transport campers in their personal cars.

CAMP CLOTHING

All staff members are expected to present a clean and neat appearance using simple and conservative clothing. Flip-flops or other backless shoes and sandals are not to be worn. Some staff clothing (shirts, etc) is provided and must be worn by staff for registration days and for designated activities and trips.

MEDICAL SERVICES

Upon arrival at camp, every staff member must file a medical history form and documentation of a recent medical examination. This form needs to include information regarding insurance coverage and medications that are currently being prescribed.

Both camps are staffed by at least one registered nurse and one physician at all times. Their treatment is primarily of a first-aid nature, but they will make diagnoses and recommendations in more serious situations. Nearby hospitals provide emergency treatment.

ALCOHOLIC BEVERAGES AND DRUGS

The possession or use of alcoholic beverages and/or controlled substances, or the effects of such, during contracted time is forbidden within the camp area. The use of alcoholic beverages and/or controlled substances will result in immediate dismissal for the person involved. Controlled substances include any form of cocaine, marijuana, heroin, hallucinogens, ecstasy, methamphetamine, or the unauthorized possession of a prescription drug. Any incidents occurring out of camp which might jeopardize the camp and its reputation could also lead to dismissal.

PERSONAL MEDICATIONS

Staff members living in a bunk with campers must be certain that all medications are stored in and distributed by the camps' Health Center. This includes over the counter medications such as aspirin or Tylenol. With the approval of the Health Center staff, medications that are required for immediate relief such as inhalers and epi-pens may be kept in the bunks.

SAFETY REGULATIONS

All staff members will be made aware of specific safety rules and regulations for specialized activities and they must adhere to these policies. Airy and Louise have designated safety systems and standard safety practices that will be reviewed during staff orientation. All staff members are required to actively participate in safety-related events such as fire drills.

Staff members should report any potentially hazardous conditions to the Camp Director or to the staff member in charge of Risk Management immediately. Staff members are accountable for assuring that all campers are present at their designated activity.

PETS

Dogs, cats, or other pets are not to be brought to camp without the written permission of the Camp Director. In cases where permission is given, the staff member must submit forms that ensure the health and safety of the animal. At no time can the pet be present in a location used by campers.

SPECIAL DIETS

Meals are provided three times each day and are geared to the needs of the campers. Staff members are served the same menu. Camp Airy and Camp Louise cannot undertake all special dietary needs or personal preferences for foods. Vegetarian meals and kosher meals can be accommodated. Any other requirement should be brought to the attention of the Camp Director to determine if the need can be met.

VISITORS

Staff members can have visitors during their Time Off provided there is no interference with assigned responsibilities and programs. Arrangements for visitors must be made at least 24 hours in advance and with the approval of the Camp Director. Visitors must be signed in and out upon arrival and should be introduced to the Camp Director at the time of arrival. The Camp Director must approve use of any camp facilities by visitors.

There are no overnight accommodations for visitors at camp. Staff members are responsible for their guests' adherence to policies such as alcohol use, smoking, drugs, and the use of cars.

Each staff member is limited to having a guest for two meals during the season. The Camp Director must be made aware of these plans in advance so that proper seating arrangements can be made.

Former staff members who wish to visit must write or call the Camp Director in advance in order to receive permission to visit. No arrangements for visiting camp are made for the parents of current campers.

PERSONAL POSSESSIONS AND CAMP LIABILITY

A list of suggested items to bring to camp will be provided as a guide. Staff members should be aware that personal possessions and money are the responsibility of the staff member. Camps Airy and Louise cannot be held liable for loss or damage of any personal belonging. Camps Airy and Louise recommend that staff members make certain that personal belongings are covered by your insurance policies.

Hunting equipment and weapons are not allowed in camp at any time. This includes, but is not limited to handguns, rifles, shotguns, hunting bows, and knives.

Staff members should bring their own sheets, pillowcases, blankets, towels, washcloths, and toiletries. Sheets, pillowcases and blankets will be provided for international staff. Staff members may send their laundry to the camp laundry or use one of the limited laundromat facilities at each camp.

INSURANCE

Through Workers Compensation coverage, Camps Airy and Louise assume some responsibility for injury while staff members are engaged in activities within their lines of duty. No responsibility is assumed for illness or injury occurring during time off either in camp or outside of camp. For these circumstances, staff members should be certain that they have some kind of personal health insurance and accident insurance. International staff members often carry their own insurance policies through their sponsoring organization.