

# Stephen J. Wampler Foundation

## Operations of

### Camp WAMP

#### at Deer LAKE

This manual is for anyone interested in becoming a staff member and is here to aid him or her with his or her job performance and has been prepared for everyone thinking about attending camp. It is also designed to answer the questions they may have regarding camp life. This manual will orient anyone with the type of camp situations that the staff could be faced with and the problems that might arise, what a particular job will encompass, and it will also acquaint perspective employees with camp regulations.

During orientation the staff will get acquainted and learn about Camp WAMP at Deer Lake and our campers. Orientation is regarded as the first step of continuous, on-the-job training, and what we hope to accomplish with you is the following.

- Acquaint personnel with Camp WAMP at Deer Lake. It's purpose, philosophy, regulations, policies and procedures.
- Help personnel learn techniques with leadership skills and program planning to help our campers derive the greatest possible benefits from their camping experience.
- Prepare personnel to properly understand and manage the physical environmental and psychological problems of our campers at Camp WAMP at Deer Lake.
- Acquaint personnel with the various disabilities and familiarize them with situations that might arise from the different disabilities represented.

Refer to the following pages as problems or questions arise. Some of the information in this manual is informative not directive. It is meant to serve as a guideline. The imagination and creativity required to conduct a successful camping experience must come from you.

### **Philosophy**

Hundreds of thousands of children and adults everywhere backpack each summer for an adventure in the great outdoors of the high Sierras. These lucky peoples lives are greatly enhanced by the outdoor environment and the activities they are challenged with during their camping experience. This can also be particularly true for individuals with disabilities. They also need a place where they can be active participants and not just be observers on the sidelines wishing they could have the same experience. The establishment of our wilderness camping programs is first predicated on the needs of all persons to grow towards independence. A camping experience provides the opportunity to acquire skills living in the natural environment. It further recognizes the difficult access with which persons with disabilities have because of their physical barriers to camping experiences. This camp is a unique response attempting to bridge this gap and each person with a disability has a right to experience the activities that all able-bodied people take for granted.

The rugged and beautiful backcountry of the High Sierras is generally inaccessible to persons with physical disabilities. Camp WAMP transforms its philosophies into reality by making Deer Lake accessible to the physically challenged from all over the United States.

The camping programs offer a genuine camping experience, attempting to parallel backcountry camping as close as possible. Camp WAMP's purpose is to provide a time and a place for each camper where he or she can make it, for themselves, without pressures of comparison or too much competition; to provide the opportunity for progressive development; to achieve goals of greater independence, improved interpersonal relationships and a greater degree of self care.

Campers do not come to Camp WAMP to be entertained by the staff. Rather, they come to experience and enjoy the outdoors in a rustic and challenging wilderness environment.

Offering a rich, varied and closely supervised activity program with a minimally structured schedule carries out Camp WAMP's philosophy. Campers learn to work in a group and interact with the environment directly without having it altered for them. Camp WAMP at Deer Lake is a unique combination of a resident's camp; outdoor survival camp and a family camping adventure.

## **LOCATION**

The Camp WAMP at Deer Lake program is conducted on a private campsite owned and operated by the Stephen J. Wampler Foundation, a non-profit corporation from Coronado, CA. Deer Lake is located in Placer County in the high country of the Sierra Nevada Mountains, just west of the Donner State park. The nearest towns are Truckee and Soda Springs CA. The camp facilities are situated one hundred yards away from Deer Lake and at the elevation of 6,680 feet above sea level.

## **CAMP POPULATION**

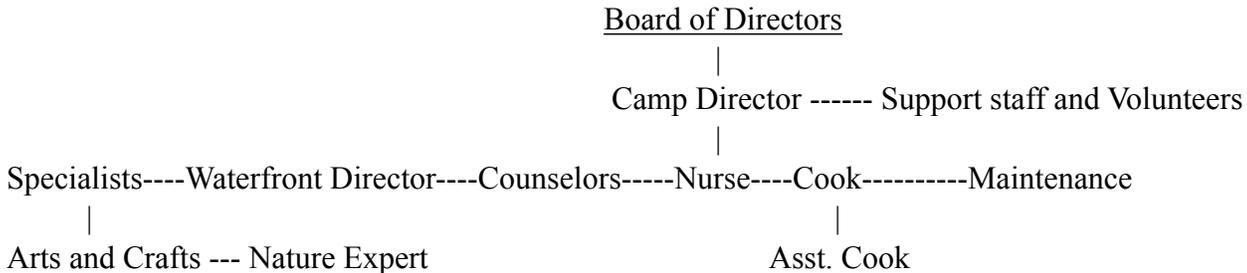
The camp population consists of children and young adults with physical disabilities between the ages of 10 and 18. Rules for acceptance and participation in the program at Camp WAMP are the same for everyone without regard to race, color, creed, sex, religion or national origin. Set up for residents from camp is now available on a space-available basis only. Camper-ships are available to all campers, and no camper is refused. Camp WAMP does ask for a small donation towards the program if it's financially possible.

Campers are recruited through school districts, other disabled camps and the general public. Campers are selected for the programs on the basis of their ability to participate in and benefit from the wilderness camp experience.

The camp operates two one-week sessions, with 16 campers attending each session. The ratio of campers to counselors is 1 to 1 to insure adequate safety and assistance in this wilderness adventure environment. Sessions are held during the month of August when roads clear of snow and accessible by four-wheel drive vehicles into the wilderness area. Four-wheel vehicles are the only means of transportation to and from camp.

## ADMINISTRATIVE RESPONSIBILITY

### ORGANIZATIONAL CHART



### PERSONNEL POLICIES AND PROCEDURES

#### GENERAL QUALIFICATIONS AND RESPONSIBILITIES

In addition to meeting minimum requirements for their specific job, all staff members must exhibit emotional maturity, an appreciation of camping, a liking of children and an ability to work as a member of a team.

General responsibilities include: learning and interpreting the camp policies; participating actively in meetings and activities; keeping required records and inventories; maintaining equipment in safe operating condition; promoting and safeguarding the safety of all campers and staff; keeping areas clean; and studying the specific job description pertaining to the specific job description pertaining to the member's position.

#### HIRING

The Stephen J. Wampler Foundation Board of Directors hires the Camp Director of Camp WAMP. The Camp Director hires all other staff members with consultation from the Board of Directors. Each staff member is required to complete the staff application form; pass a background check, be fingerprinted, be interviewed; sign the Employment Contract; review the Staff Manual and Personnel Policies Contract; submit copies of any required certification(s) i.e.: R.N, CPR, WSI, First Aid, etc.

There is no discrimination in employment related to race, creed, color, sex, religion or national origin.

#### TRAINING

You will be expected to attend scheduled training and staff meetings as scheduled by the Camp Director. All new staff members must attend the orientation/training session prior to the first session of camp. There will be one orientation at least two weeks before camp and one, one day training before campers arrive at camp.

## **HEALTH AND PHYSICAL EXAMINATIONS**

All staff members must be in good health and free from communicable, contagious diseases. Each staff member must have had a physical exam by a physician within 12 months prior to the start of camp. Proof of this physical must be in the staff member's personnel file.

## **SALARIES AND PAY DAYS**

Salaries are specified in each employment contract.

## **GRATUITIES**

Staff members are prohibited from accepting monetary or other gifts from campers or parents.

## **INSURANCE**

Camp WAMP has a general liability insurance policy in place during the time of camp. The policy will cover all child accidents during camp.

While working at camp, staff members are covered by Workman's Compensations Insurance carried by the Stephen J. Wampler Foundation for injuries sustained while carrying out staff responsibilities. Medical bills incurred by staff members while in the act of duty will be handled by the individuals insurance. At Camp WAMP at Deer Lake any unauthorized activities which cause injury to staff members or others, or a reactivation of chronic illness, disease or condition, will be at the expense of the employee involved. Transportation of campers is forbidden except by staff or volunteer designated to do so in an emergency. Such staff or volunteer shall have appropriate insurance.

## **VISITORS OF STAFF AND CAMPERS**

There are accommodations for overnight visitors of the staff. Visitors may be invited during the staff members' off duty time only. The Director must approve visitation plans before acknowledging plans with friends. The wilderness location, road constraints take precedence in the decision requested.

## **SUPERVISION AND EVALUATIONS**

The Camp Director is responsible for the overall administration of the camp. Every other staff person is responsible to his/her immediate supervisor, as depicted on the organizational chart.

Job descriptions explain general responsibilities and duties. These descriptions should be used in monitoring and evaluating performance.

At the conclusion of the camp, the Camp Director will discuss the evaluation with the staff person being evaluated. Written evaluations will be prepared by the Camp Director and included in the staff member's personnel file.

## **TERMINATION**

All staff members will be expected to conduct themselves in a manner that is safe and a credit to the camp. In extreme cases, the Camp Director or Board member may terminate any staff member if there is just cause. Because of the long duration of the camp (6 weeks), it may not be possible to give advanced notice.

Staff members who resign should do so with maximum advance notice, so that responsibilities can be reassigned.

In any case of termination, salary will be pro-rated so that the staff member leaving will be paid for days actually worked.

## **SCHEDULING AND TIME OFF**

The Camp Director shall be responsible for scheduling activities and staff time off to ensure maximum camper benefit and safety. Each staff member will have at least 2 consecutive hours off for each day or 24 hours each week worked. The staff lounge may be used at any of these times and it is off limits to campers.

The Director will develop weekly schedules for program staff.

## **PROGRAM CURFEWS**

Staff members are subject to an 11:00 pm curfew and if earlier imposed by the Camp Director.

## **FIRE ARMS**

No firearms of any kind are permitted on property.

## **PETS**

No personal pets are allowed unless approved by the Camp Director.

## **MAIL/TELEPHONE**

All participants should be aware that this is a wilderness program without the everyday conveniences. There are no provisions for regular receipt of mail or phone calls and there is NO cell phones allowed at camp. The camp Director and nurse will be allowed to use a phone for emergencies only. In the event of an emergency, family or friends may contact staff by calling 619 957-4285.

## **CONDUCT:**

## **TERMINATION OR DISMISSAL OF DUTIES**

Camp WAMP has a zero tolerance policy for behavior and substance abuse, there are no exceptions. For any reason that an employee, visitor, camper or board member is found to break the policy, that person will be ask to

leave the premises and will be driven out of camp to the general store station in Soda Springs, CA and will wait for a parent, guardian or friend to pick them up to take them home.

## **SOCIAL BEHAVIOR**

All actions, behavior and conversations will be conducted in the best interest of the safety, health and well being of the campers at Camp WAMP. Any inappropriate sexual behavior; such as skinny-dipping or conversations in the presence of others is cause for immediate dismissal without exception.

## **ALCOHOL AND NARCOTICS**

Absolutely no alcoholic beverages or narcotics are permitted on the camping grounds while the camp is in session including the times in which the staff is off duty. Any violation will be cause for immediate dismissal to that staff member without exception.

## **REPRIMANDING**

Under no circumstance will there be any corporal punishment of any kind. All issues pertaining to behavior will be handled in an adult manner and discussed with the camp director.

## **REPORTING**

Any violations of misconduct must be reported to the Camp Director immediately.

## **SMOKING**

There is a **NO** smoking policy.

## **GROOMING**

Personal appearance and clothing should be in good taste and appropriate for the various activities.

## **CARE AND USE OF EQUIPMENT**

Staff is responsible for the care and maintenance of expensive camp equipment. Make adequate use of the facilities and avoid misuse and waste of this equipment.

- Know where things are located in the camp and help keep them in their place.
- WAMP is responsible for the personal belongings of the campers. Encourage your camper to take care his or her belongings such as braces, wheelchairs, etc.
- If anything is borrowed from other areas of camp such as the kitchen, the waterfront, the nurse's tent, etc., get permission from the person in charge of that area is mandatory. Please comply with all rules and standards in this area.
- All supplies including games, books, etc., must be returned in good condition.

## **SAFETY PROCEDURES AND RISK MANAGEMENT**

### **SAFETY**

#### **EMERGENCY COMMUNICATION PROCEDURES**

Clear lines of communication are vital in the event of an emergency. This is often the time when, due to the emotional factors secondary to a crisis situation, judgment is often impaired. The following procedures must be ingrained in all staff during the orientation process and tested intermittently throughout the camping season.

The directors will be in communication with the doctor, nurse, lifeguard, nature director, art director, cook and maintenance at all times by walkie-talkie three way radio.

In the event of a non-medical emergency, i.e., lost camper, contact the Camp Director through walkie-talkie immediately.

The Camp Director has full authority to handle any and all of the emergency processes including contact of parents or guardians and transactions with the media. If time allows, and it usually does, the Camp Director will notify the Board of Director to validate proposed strategies. Under no circumstance will staff other than the Camp Director or otherwise address parents or media without the express approval and direction of the above.

The motto at Camp WAMP concerning all procedures and programs is SAFETY FIRST.

Final safety rules, standards and suggestion for each area in camp will be included and/or added in the manual under each particular section (such as waterfront, kitchen, Nurse's tent, etc.). Please comply with the rules established for each area.

Safety is the highest priority.

1. Be familiar with medical procedures and follow them. Never question the Nurse's medical authority. She/he works under a doctor's standing orders.
2. All cars should be neatly parked away from the camping area. Only authorized vehicles will be allowed in the camp area.
3. No one swims unless a WSI is present. This includes staff swimming during time-off periods.
4. No one participates in waterfront activities unless a WSI is on duty.
5. All campers will wear at life jackets all times in boats.
6. Campers will NOT push wheelchairs.
7. Campers in wheelchairs will use a safety belt at all times, except when in boats.
8. No on is to go barefoot in camp, including to and from waterfront areas.

#### **RELEASE OF CAMPERS**

No minor campers are to be released to parents or other responsible persons at camp without the prior approval of the Camp Director. If the person to pick up the child is different from the parent or guardian who authorized camp attendance, the Camp Director will obtain written instructions from the authorizing parent or guardian.

Bus Pickup: The Camp Director or designee is responsible for check-in of all campers at the bus pickup located at a pre determined pick up point to be announced in the spring of 2018.

Bus return: The Camp Director is responsible for the check-out of all campers at camp. Verification of campers boarding the bus will be done on a check-list and given to the designated person in charge of the bus trip to give to the designee upon arrival at the pick up point to be announced in the spring of 2018

### **VERIFICATION OF ATTENDANCE OR ABSENCE OF CAMPERS**

Absence/No Show: Notations and reasons will be made on the checklists in case of absence/no show.

### **CAMP WAMP SIX WEEK TRAVEL SCHEDULE**

Camp WAMP at Deer Lake consists of six, one-week sessions operated and directed by a professional Camp Director.

Session 1 (July 8 - 12) ages 10 - 14  
Session 2 (July 14 - 19) ages 15 - 18  
Session 3 (July 21 - 26) Reunion week  
Session 4 (July 28 - August 2) ages 10 - 14  
Session 5 (August 4 - 10) ages 15 - 18  
Session 1 (August 12 - 17) Family week

Safety Procedures during drop off times: Sign your child in at the registration desk and drop off you child's belongings in the designated luggage staging area. Stay with your child until your child has been seated on the bus. Before departure the driver will review the safety procedures with your child in case there's an emergency during the time there on the bus.

The driver will load the bus after all the children are safely in their seats. The bus will depart by 9:45 am with a 12:00 pm arrival at Deer Lake. Lunch will then be served.

**If there is a change in the drop off or pick up times you will notified be by the camp director at least one hour prior to the scheduled time. In the case there is an emergency that would effect the times of arrival or departure the parent or guardian will be notified by authorized personnel by the camp director.**

### **CAMPER CARE**

Conscientious camper care is the highest priority at Camp WAMP. Many of our campers are totally dependent on staff for all areas of personal care and hygiene. Staff members are to be sensitive to camper routines and preferences. Careful attention is also to be given to campers who are independent and capable of self-care.

1. **Daily Check:** Counselors must check campers' bodies and appliances daily. Skin abrasions, irritations, blisters, pressure sores, skin breakdown, cuts, chapped skin and insect bites should be reported to the Nurse upon discovery.
2. **Showers:** Campers should shower fully at least every other day. Showers must always be supervised by a counselor. A seat or shower chair is provided for campers unable to stand. Campers and counselors are highly encouraged to conserve water while showering.
3. **Wheelchair Use and Safety**
  - a. When pushing a wheelchair over dirt paths, it should be tilted back on the rear wheels. The small wheels should not be allowed to hit rocks or sticks.
  - b. Only staff, not campers, should push other's wheelchairs.
  - c. All campers in wheelchairs should wear a seat belt. When in a boat, the seat belt should NOT be fastened.
  - d. Brakes should be set while the wheelchair is at rest or while transferring a person in it and out of it.
  - e. Wheelchairs should be taken down a slope or ramp backwards.
  - f. It is advisable to have two persons assist a wheelchair up or down stairs. Wheelchairs should be taken up stairs backwards, and down stairs forward.
  - g. The person in the wheelchair should always be consulted about when, where and how they liked to be pushed.

### **INFIRMARY POLICIES**

1. The nurse or doctor keeps all medical records confidential, except to those persons designated by the Camp Director. The medical records will be kept in the Infirmary building and locked.
2. The Nurse and or doctor will be responsible for maintaining the Infirmary. All first aid and medical supplies, medical records and medications will be kept in the Infirmary building under the supervision of the Camp Nurse or doctor.
3. The Nurse and doctor will be responsible for maintaining a daily medical log. Staff members are responsible for reporting any injuries or other health-related concerns.
4. The Nurse or doctor will be responsible for dispensing all medications and health supplies.
5. The Nurse, will be working under standing orders of a physician, will be the camp's medical authority.
6. The Nurse will always be reachable by walkie-talkie three-way radio.
7. The Nurse will be required to sleep in the infirmary building.

## **TRANSPORTATION SAFETY**

### **FIRE DRILL AND EVACUATIONS PROCEDURES**

#### **ORGANIZED FIRE DRILL REQUIREMENTS**

(Extracted from Title 19, California Administrative Code, March 1990)

#### **SECTION 3.13 FIRE DRILLS**

- (a) Every organized camp shall institute fire-training programs for all employees in the use of all fire extinguishing equipment and methods of evacuation, and shall establish procedures, which shall, as far as possible, be followed in the event of fire or any other emergency.
- (b) Within 24 hours after arrival, every group of persons attending an organized camp shall be made familiar with the method by which the fire alarm may be activated and with the procedures to be followed upon notification of fire.
- (c) At least 1 fire drill shall be held within 24 hours of the commencement of each camping session. Additional drills shall be conducted at least once shall be held during nighttime sleeping hours.

#### **FIRE**

- a. In case of fire, staff will take immediate steps to insure that all campers are removed from danger.
- b. If possible, staff will attempt to control the fire with the camp fire hose and extinguishers.
- c. If evacuation is necessary, the Director sounds the alarm (air horn) and the procedures for evacuation are followed.
- d. The Director notifies the ranger station via satellite telephone of the severity of the fire and the need for assistance.
- e. Fire extinguishers are located in the kitchen area also in the bathroom area. A fire hose is also available by turn the lake pump on. There will also be emergency sound equipment in these areas.

#### **EARTHQUAKE**

- a. If a tremor is felt, staff should take steps to insure that campers and all staff are removed from the threat of falling objects. Persons outdoors should seek open areas, clear from possible falling trees or structures.

- b. Each counselor is responsible for his/her assigned camper. The Director will take roll of campers and staff.
- c. After the first tremor is felt, persons should remain in their safe areas because of the possibility of an aftershock.
- d. If the Director decides that evacuation is necessary, the general alarm is sounded and the procedures of evacuation are followed.

## **EVACUATION**

- a. The Camp Director makes the decision when evacuation is necessary.
- b. The alarm is sounded (air horn).
- c. All campers and staff will immediately assemble in the area of the predetermined location without delay.
- d. Counselors are responsible for the evacuation of their campers. The Director will call the roll of the campers and staff. Specialists and Support Staff report directly to the Director for task assignments.
- e. The Director will inform the ranger station via satellite telephone of plans and needs for assistance.
- f. If evacuation from the entire campsite is necessary, the Director coordinates the use of trucks, jeeps or helicopter for this purpose.
- g. In case of disaster (i.e. earthquake, forest fire, flood, snow storm), the staff will be kept informed by way of transistor radio.

## **LOST CAMPER**

- a. The Camp Director will request all staff and counselors to assemble in the dining area.
- b. Some counselors will remain with campers. The Camp Director will assign the others to a search party.
- c. Generally, two counselors will search the area where the camper was last seen; two counselors will search the perimeter of the lake; two counselors will search the area of the administration building; two counselors will search the area beyond the restrooms up the main road.
- d. If necessary, the Camp Director will request assistance from the local authorities.

## **ACCIDENT**

- a. If a vehicle is involved, remove all uninjured persons from the immediate area as carefully and swiftly as possible.
- b. Move the injured persons as little as possible.
- c. Provide emergency first aid, following standard American Red Cross procedures.
- d. If necessary, call or send for trained medical help (i.e. camp Nurse, ambulance, helicopter etc.)

- e. Remain with injured person until help arrives.

## **EPIDEMIC**

- a. The Nurse will be responsible for determining the medical needs of affected persons, e.g., isolation, hospitalization or returning home.
- b. If necessary, the camp will be closed. The Director will decide this with consultation from the Nurse and the Executive Director.

*IN THE EVENT OF THE ABSENCE OF THE DIRECTOR, HIS/HER DESIGNEE ASSUMES THE RESPONSIBILITIES OF THE CAMP DIRECTOR IN ALL EMERGENCY PROCEDURES AS OUTLINED ABOVE.*

## **RISK IDENTIFICATION**

### **CAMPER AND STAFF EDUCATION**

The first day of camp at the staff meeting, the Director will go over which of the identified risks of the camp, possible emergency situations, emergency procedures and the importance of following camp safety regulations. Special consideration is given to safety of campers in staff orientation, the staff manual and at staff meetings. The staff will then get a tour of the camp and note all possible risks to both campers and staff. The one-on-one ratio eliminates many of the risks found in and around camp.

Throughout each session, if any other risks arise, the campers and staff will be made aware of the dangers and then explain those additional regulations and procedures.

### **WILDERNESS LOCATION CONSIDERATIONS**

The isolated location of the Camp WAMP Deer Lake facility has made the facility vulnerable to vandalism in the off-season. In order to reduce the risk of vandalism, the caretaker who is at the camp from the first of June, remains until the first snow in the fall. During the camp session someone is at the camp location at all times.

Regarding exposure to natural hazards, in an effort to reduce any potential hazards from dead or dying trees, the California Forest Protective Association examines the site for trees, which may need to be removed. Based upon their recommendations, arrangements are made to eliminate the hazards presented by the trees.

Efforts have been made on a continuing basis to remove dead limbs from the ground cover, which may present a fire danger or an obstacle to campers who may stray from the normal walking paths.

The only permanent structures on the property, which may present potential hazards is the front porch of the Administration building and the dining platform. These hazards are currently managed by either keeping this area of camp off-limits to the campers, except in the event of rain, or supervision of campers is mandatory.

On an annual basis, prior to opening of camp sessions, a work party comprised of the board of directors and/or the current owner will go into camp and complete all necessary repairs and clean up the property and prepare the site for the camp sessions.

Written procedures for accident prevention and reduction, and emergency management are reviewed at least annually in consultation with legal counsel, insurance underwriter, physician and the Program Services Committee and the Board of Directors.

## TERMINOLOGY

### RISKS TO HUMANS FROM NATURAL AND MAN-MADE SITE HAZARDS

<u>Identification of Risks</u>	<u>Regulations</u>
1. Creek near administration building	The creek between Kidd Lake and Deer Lake onward is all off limits. Counselors are always with campers.
2. Small and medium rocks on path from camp to eating area.	The walkers go slowly with Counselors. Counselors pushing wheelchairs will lean chair back and push on two wheels.
3. Paths unlighted at night.	All campers and staff have flashlights and always walk with counselors.
4. Tree roots in path.	Go over them carefully.
5. Drain pipe in path.	If exposed, cover with dirt.
6. Rocks in path near drain pipe.	Go over slowly.
7. Small PUC water line on way to campfire.	Lift front wheels up when pushing wheelchair.
8. Small hill to campfire.	Go down on path side.
9. Trail to waterfront area.	Go slowly, lean wheelchairs back on two wheels.
10. Rocks down at waterfront area.	Go slowly over them.
12. Lake front.	Off-limits to campers and staff unless WSI is present.

## MEDICAL TERMS AND TYPES OF DISABILITIES

**Cerebral palsy (CP):** One of the most common causes of chronic childhood disability, with a frequency of 1.4 - 2.7% of live births. The prevalence of cerebral palsy has remained very stable for many years at this percentage. While the improved survival of extremely preterm infants may result in an increasing number of children with cerebral palsy, preemies constitute a small minority of the overall number of disabled children. About 10% of preemies born at less than 1000 grams will eventually be diagnosed with cerebral palsy. Estimates range from 17 - 60% of CP cases that have no known perinatal or neonatal etiology.

The diagnosis of cerebral palsy means that there has been some injury to the brain during development, which has resulted in difficulty transmitting impulses from the brain to the muscles, disrupting coordinated movement. Cerebral palsy comes in a variety of forms and with a continuum of severity. It can be so mild that it is only noticeable when the individual is stressed or involved in certain activities. It can be so severe as to limit most voluntary movement. It can take several years for the full impact of a child's cerebral palsy to become apparent. However, children do not switch from one form of cerebral palsy to another, nor from one impairment level to another, after the condition is fully expressed.

**Encephalitis:** Inflammation of the brain.

**Encephalomyelitis:** Inflammation of the brain and spinal chord.

**Freidreich's Ataxia:** Characterized by an inability to coordinate voluntary muscular movement.

**Grand Mal Seizure:** An epileptic seizure in which there are severe convulsions and loss of consciousness or coma.

**Harelip or Cleft Lip:** A congenital deformity of the upper lip, often associated with the cleft palate.

**Hemiplegia:** Paralysis of one side of the body with involvement of both sides of the body.

**Incontinence:** The ability to restrain natural evacuation.

**Legg Perthes Disease:** A diminished blood supply to the hip causing the bone to become shorter and the head of the thigh bone to become flat. Given time to heal by keeping weight off the hip usually corrects the problem, but this can take from 12-36 months.

**Meningitis:** A bacterial disease; inflammation of the thin membranes of the brain.

**Multiple Sclerosis:** There is an insulating layer of fatty substance over the brain and spinal cord, serving much like insulation over an electrical wire and insuring free passage of impulses in the human

transmission of nervous impulses to the muscles. In MS this insulating layer for some reason breaks down, sclerotic patches occur in the brain and spinal cord and this interferes with the proper transmission of nervous impulses. The resultant course of this disease is one of ups and downs, but usually progressing slowly downhill. This is a rather bizarre disease, occurring much more in the northern area of the United States, Canada and Scandinavian countries. It is the crippler of young adults, usually striking the ages 20-40.

**Multiply Handicapped:** Refers to an individual who has more than one handicap, the combination of which makes him/her unable to benefit from a normal education.

**Muscular Dystrophy:** (MD) There are several types for muscular dystrophy, which is a genetic hereditary disease which results in a progressive wasting away of muscle. The following are just two of the dystrophies:

**1. Pseudohypertrophic (Duchenes)** The wasted away muscle is replaced by fibrous tissue and fat. This type is transmitted from mother to son. The person may appear to have big, muscular calves, buttocks and shoulders. The disease affects primarily the trunk, shoulders, hips, calves, neck and face muscles. The muscles controlling coughing are affected and thus mucus secretions stay in the lungs where it is warm and moist, creating a condition very conducive to infection and pneumonia. It is most important to guard against colds.

**2. Amytonia Congenita (Oppenheim's Disease)** This is a non-progressive disorder in which there is a deficiency of the motor cells in the spinal cord, which sends messages to the muscles. Because of this deficiency, the muscles are not fully innervated with the resultant weakness and lack of muscle tone. As the person becomes older and bigger, he or she becomes even weaker, but the basic deficit does not get worse; however, it may appear to, due to body growth. As the person reaches full growth, the condition tends to stabilize. The same respiratory precautions as in pseudohypertrophic should be followed when caring for these people.

**Neurological:** Defects are caused by diseases of the nervous system.

**Osteogenesis imperfecta:** A bone structure birth defect.

**Paraplegia:** Total or partial paralysis of the lower extremities and/or paralysis of part or part of the trunk. This means the person will have full function of his arms, neck, shoulders and hands.

**Petit Mal Seizures:** A mild form of epilepsy in which dizziness or other sensations take place in convulsions.

**Poliomyelitis:** Is paralysis and atrophy of skeletal muscles caused by an infectious disease.

**Physical Disability:** Is an observable condition of physical impairment that can be described by a physician using one of the following medical classifications: Neuro-muscular, respiratory, cardiovascular/hematological, metabolic, orthopedic problems, bowel/bladder problems, limited or no use of upper limbs, breathing difficulties, communication problems and limited endurance or stamina.

**Quadriplegia:** Refers to paralysis in all four extremities and the trunk. However, the upper extremities and neck are never totally paralyzed. The spinal column has nerves existing from in innervating the muscle. In general, the lower the injury to the spinal cord, the more function left. A person injured in the neck may only be able to bend his neck, shrug his shoulders, raise his arm, and bend his elbow, whereas a person injured in the low back may suffer paralysis in the lower parts of the legs. The nerves to the bowel and bladder, unfortunately, exist very low and are almost always affected.

The persons with high involvement may have respiratory problems and the degree of help they will need may vary. Persons who have full use of their upper extremities can do most everything themselves. There is a loss of sensation at the level of the injury also, so pressure sores are a potential problem. A regular diet of fluids are very important to these people.

**Spastic Paralysis:** Characterized by involuntary and abnormal muscular contraction, tonic spasm of the affected muscles and increased tendon reflexes.

**Spina Bifida:** “Bifid” means short, thus a short spine. This is a congenital malformation of the spinal cord and the supporting vertebral column causing the spinal cord to herniate, thus causing paralysis below this point. Most of the time this occurs in the lower back, and the person will have surgical scars and or the remnants of the “bif”. Most people usually have some use of their upper legs and are able to walk with crutches or braces. The nerves to the bowel and bladder are always impaired and the person may have a type of urinary receptacle, use suppositories or be on a regular time schedule for bowel movements. Many have slightly enlarged heads due to the trauma to the spinal cord, upsetting the balance of spinal fluid and causing an increase of pressure in the head. This is known as Hydrocephalitis and also occurs apart from Spina Bifida. The spinal cord and brain are bathed in spinal fluid, which circulates up and down bathing the brain and the spinal cord. Due to congenital or developmental defects in this system, blockage of channels, etc., an increase of pressure and a resultant increase in skull size occur. This can cause neurological and mental damage. The degree of damage will again, vary a great deal.

## **JOB DESCRIPTIONS**

### **CAMP DIRECTOR**

#### **A. QUALIFICATIONS**

1. Minimum age, 30 years
2. Three year of experience or a Bachelor's degree in field related to youth work and social concerns.
3. At least 16 weeks of administrative and/or supervisory experience in an organized camp.
4. Education-training-experience in camp field within the past three years.
5. Direct responsibilities as an adult for continuous leadership of at least one organized group: teacher, scouting, Sunday school or recreation.

#### **B. RESPONSIBILITIES**

- Recruit and select camp staff
- Screen applications and select campers
- Assign camper/counselor pairs
- Direct the camp's staff in the development and carrying out of program
- Facilitate the smooth operation of all groups involved, such the transportation company, public and private agencies, volunteers and local hospital and set-up of camp prior to start of first session.
- Provide training and orientation for staff, campers and others, at the campsite three days before start for first session.
- Account for expenditures and submit bills to the Board of Directors
- Assume the administrative responsibility for the total camp operation.
- Participate personally in camp activities to the extent necessary for proper awareness and supervisory function.
- Prepare camp reports and evaluation based on observation, discussion with campers and staff, and conferences that may be requested by the Board of Directors.
- Maintain high standards of health, safety and morals—including discipline of staff and campers—as required by ACA standards.
- Do all in his/her power to carry out the policies and practices of the Board of Directors, under the supervision of the Executive Director.
- Directly responsible to the Executive Director.

## **CAMP NURSE**

### **A. QUALIFICATIONS**

1. Minimum age, 25
2. Work under standing orders of a physician
3. Certified as a registered nurse
1. Working knowledge of major disabilities

### **B. RESPONSIBILITIES**

- Compile all necessary first aid supplies and equipment
- Review all required medical forms
- Dispense prescribed medications
- Directly responsible to the Camp Director
- Will be on call 24 hours, 7 days a week
- Will carry a three way walkie-talkie at all times
- Judge when outside medical help or hospitalization is necessary
- Watch for signs of illness or complication
- Advise each counselor regarding their individual campers needs including medications, specialized diet, allergies, personal needs, etc.
- Conduct training on health education, sanitation regulations and first aid
- Maintain a complete daily medical log of all medical issues
- Administer first aid when necessary
- Maintain infirmary tent, clean and orderly is mandatory
- Make health inspections of all staff and campers upon arrival and departure of camp
- Sleeping in or around the outside of the infirmary tent is mandatory

## **WATERFRONT DIRECTOR**

### 1. QUALIFICATIONS

1. Minimum age – 21 years
2. Three years of college credit
3. American Red Cross Certified in Advanced Life Saving
4. Current CPR certificate
5. A water safety instructor certificate (WSI)
6. Previous experience working with the disabled is desirable

### 2. RESPONSIBILITIES

#### TO PROMOTE SAFETY FIRST, FUN SECOND AND LEARNING THIRD

- To help develop the spirit of the camper
- To help develop swimming, boating and fishing skills
- Maintain and supervise all waterfront equipment and activities
- Work closely with camp director and other staff in coordinating lake activities
- Outlining and enforcing water safety measures for every person in camp, including all staff members and campers
- Attend all staff meetings
- At close of camp, clean up equipment for storage and take inventory of all equipment

Activities could include the following:

- a. fishing and instructions on how to clean a fish
- b. boating for pleasure and how to properly maneuver a boat
- c. making fishing out of the natural environment
- d. searching for live bait
- e. trying to get the campers in the mood to swim, boat and fish
- f. showing camper how to have fun in and around the water
- g. teaching water safety and swimming skills
- h. water sports
- i. water carnival
- j. swim lessons
- k. implementing a program of water activities

Participation in a general camp program and complying with general camp rules and regulations is very important in the safety of others. Water activities can provide the disabled the opportunity to maneuver in many ways where they would otherwise be immobile on “dry land”. Even though a camper may not

be able to swim, being involved in water activities offers a variety of new experiences, capabilities and enjoyment.

## **ARTS AND CRAFTS DIRECTOR**

### **A. QUALIFICATIONS**

1. Minimum age of 18 years
2. One year of college credit
3. Experienced in directing people
4. Must have arts and craft skills
5. Desirable if experienced with children and young adults

### **B. RESPONSIBILITIES**

- Administering the arts and craft activities
- Training staff to assist with the program
- Presenting requisitions for necessary equipment and supplies, prior to camp beginning, to the camp director
- Outline and enforce all safety measures for the staff and campers in the operation of the handicraft programs
- Plan and coordinate a program of activities in arts and crafts in accordance with the objectives and standards of camp
- Responsible for housekeeping and care of supplies and equipment
- Coordinating with other staff members in the total camp program and other special events
- Participating and assisting in other camper programs
- Attend all staff meetings
- Assisting counselors when ever needed
- Prepare and close inventory before and at the of each day
- Clean and pack supplies for storage at the end of camp
- Directly responsible to the camp director

## **NATURE DIRECTOR**

### **C. QUALIFICATIONS**

1. Minimum age of 18 years
2. One year of college credit
3. Experienced in directing people
4. Must have good knowledge base of plants, animals, constellation and the environment
5. Desirable if experienced with children and young adults

### **D. RESPONSIBILITIES**

- Responsible for nature lore, astronomy and activities focusing on the natural environment
- Plan and implement nature hike and trail markings
- Assist with planning group campouts, which would include fire building, outdoor cooking, campfire activities, etc.
- Coordinating with other staff members in the total camp program and other special events
- Participating and assisting in other camper programs
- Enforce safety rules: When taking nature hikes special precaution should be taken in regards to heat, cold, abilities of camper, time involved, etc.
- Attend all staff meetings
- Assisting counselors when ever needed
- Clean and pack supplies for storage at the end of camp
- Directly responsible to the camp director

## **COUNSELOR**

### **A. QUALIFICATIONS**

1. Minimum age of 18 years
2. One year of college credit
3. Previous camping experience desirable
4. Desirable if experienced with children and young adults

### **B. RESPONSIBILITIES**

- Attend to the personal needs of assigned camper. These tasks may include feeding, toileting, bathing, dressing, etc., depending on the severity of the disability of each camper
- Sleep next to camper
- Help camper develop camping skills and expand capabilities
- Help camper adjust to camp life, other campers and staff
- Help camper plan his/her activities and carry out plans
- Help to interpret and maintain health and safety rules
- Participate with camper in activities
- Report any accident, signs of illness or fatigue
- Keep track of camper's personal belongings
- Attend staff meetings
- Completes evaluation of campers form at close of each session and submits to Camp Director
- Directly responsible to the Camp Director

## **SUPPLEMENTARY STAFF**

### **A. QUALIFICATIONS**

1. Minimum age, 18
2. One year college credit
3. Previous camp experience

### **B. RESPONSIBILITIES**

Supplementary responsibilities and assignments will be made during staff orientation and may include but are not limited to:

- Serve as relief counselor for a camper when counselor has time off
- Assisting in overnight camping activities
- Assist at waterfront
- Assist with nature activities
- Assist with drama/music activities
- Assist counselors in serving the needs of their campers if counselor needs help at times
- Attend staff meetings
- Directly responsible to Camp Director

## **SUPPORT STAFF----COOK**

### **A. QUALIFICATIONS**

1. Minimum age, 18
2. Experience with cooking for large groups
3. Driver's license for shopping trips into town

### **B. RESPONSIBILITIES**

- Development of written menus
- Purchase of necessary supplies
- Keep records and any bills for all purchases of food and submit these to the Board of Directors
- Preparation of food for three meals per day. Organize food for overnight camp as well
- Maintenance of kitchen, store rooms, food service, and dishwashing areas
- Directly responsible to Camp Director

## **ASSISTANT COOK**

### **A. QUALIFICATIONS**

1. Minimum age, 18
2. Assumes responsibilities of Cook when he/she needs help or is absent for illness or time-off.
3. Directly responsible to Cook.

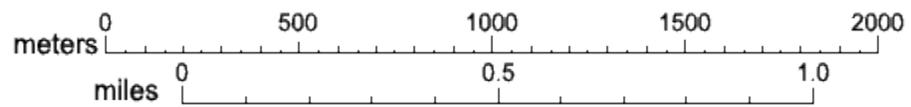
## **SUPPORT STAFF- MAINTENANCE PERSON**

The Camp Director designates a maintenance person.

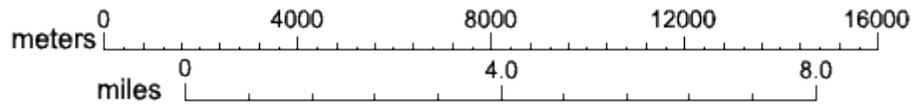
Basic responsibilities are:

- Maintain a vehicle and provide transportation between the campsite and Truckee, as required by the camp staff.
- To maintain the physical property in the manner required to conduct the camp program, as detailed in the site plan.
- As time permits, to assist the Camp Director with other necessary tasks.
- Maintain fuel supply and fuel storage areas.
- Maintain garbage, sewage, and rubbish disposal procedures
- Maintain water supply and water storage areas.

## DEER LAKE AND SURROUNDING 400 ACRES



## DEER LAKE AND SURROUNDING TOWNS



## DEER LAKE ON THE CALIFORNIA MAP

