



# YMCA Camp Hi-Rock

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Dear Future Camp Hi-Rock Staff Members, Volunteers, and International Trainees,

Congratulations on being selected as a member of the Camp Hi-Rock staff in 2010! We are looking forward to seeing returning staff and volunteers, and getting to know those of you who will be joining us for the first time. I have no doubt that, like so many others, you will fall in love with Camp Hi-Rock this summer, make friendships that will last a lifetime, and have life-changing experiences at the same time that you provide a positive and nurturing environment for our campers. We look forward to sharing our magical mountain with you.

Finalizing the details of your employment/volunteer assignment before you come to camp is an important, multi-step process. Several steps must be completed **immediately**, while others need to be taken just prior to your arrival at camp – *before you will be allowed to begin your duties*. These steps are outlined in detail in two documents titled “Complete Now to Finalize Employment” (“**2010completenow.pdf**”) and “Complete and Read Carefully Before Arrival” (“**2010completebeforearrival.pdf**”) You will also find a comprehensive checklist titled “Staff Checklist” (“**2010staffchecklist.pdf**”) which includes all requirements, and will help you keep track of which tasks remain to be completed. Please review all of the information and enclosed forms. If you have any questions, contact the camp office immediately at (413) 528-1227. If you need to direct your questions to a specific person, the last page of this letter includes a list of the year-round staff, their responsibilities, and contact information.

## **Certifications/Training**

If you are not currently certified in First Aid, CPR, or other areas as detailed on your Terms of Employment or agreed upon when your summer job was discussed, you must become certified and provide documentation to the camp **prior to staff training**. If you are unable to find a course in the named certifications or a pre-approved equivalent, you need to contact the year-round director supervising your department to find out if there will be a certification class offered at or near camp in which you can participate **prior to staff training**. Depending on your terms of employment, any costs associated with such certifications may be your responsibility.

**Note: Camp Hi-Rock will try to provide on-site training for CPR and First Aid before the beginning of staff training. If you plan on attending these courses, you must plan your arrival accordingly and pay the course fee to the camp. Staff will not be paid to attend these events.**

## **When should you plan to arrive?**

Your start date will be listed on your Terms of Employment. For some international trainees, you will attend an agency orientation prior to arrival at camp, while others will go to camp directly from the airport. In general, for summer camp positions, staff training will begin at 12PM on Sunday, June 20. (Administrative staff training will begin at 12PM on Sunday, June 13.)

Staff contracted to begin earlier than or stay past the summer camp season will be working as pre- and post-season staff members in our group camping department, attending pre-staff-training certification trainings, or filling a pre-season role in our office, maintenance, kitchen or summer camp departments. If you would like to arrive at camp prior to the start date listed on your Terms of Employment or to stay past the end date and have not yet been contracted to do so, you must contact



Susan Buckwalter, Group Camping Director, at [retreats@camphirock.org](mailto:retreats@camphirock.org), or at (413) 528-1227 x13 to discuss the possibility of working or volunteering during the pre- or post-camp seasons.

### **How will you get to camp?**

For *first time international trainees* who have been placed at camp by a staff placement agency:

- Your international agency will contact Camp Hi-Rock to inform us of your arrival details. We will communicate to that agency the plan for transporting you to camp. Typically, you will be asked to take the train from Grand Central Station to the Wassaic station in New York State, where you will be met by camp staff who will drive you to camp. In some cases, you will be picked up directly from the airport or at some other location designated by your agency. Please email the year-round director supervising your department to confirm transportation details before you depart for the United States.
- You should keep receipts for bus, train, or subway expenses to be reimbursed for the cost of getting from the airport to Wassaic station. Camp Hi-Rock is not responsible for any other personal expenses, such as taxis or hotel stays.

For *returning international staff, direct placement international staff, and all American staff*:

- It is your responsibility to make arrangements for transportation to camp and to pay for the cost of any transportation you require.
- If you will arrive by public transportation and will require a ride from an airport, train or bus station, please contact camp to inquire about the possibility of a ride from camp staff. We may be able to coordinate car pools or to arrange for staff to pick you up in camp vehicles. Depending on what resources are available, we may require you to make your way to Great Barrington or Wassaic; in other cases, we may be able to pick you up in your arrival city.
- You may be required to contribute toward any transportation costs.

### **What should you bring to camp?**

For all staff it is your responsibility to provide the following:

- Appropriate clothing – including both warm and cool weather attire (the temperature can range from 30°F thru 100°F from early June thru late August). Some items you should consider are: pants, shorts, T-shirts, sweaters, sweatshirts, and jackets. Laundry is not provided on camp; you will need to do your laundry in town on your time off. Camp will make an effort to provide transportation to laundry facilities, but you will be required to cover the cost. Staff may also be able to take part in the same laundry services as long-term campers (the cost will be approximately \$1.00 per pound of laundry).
- You will also need rain gear, sturdy footwear, a bathing suit, and beach towel.
- Bedding – sleeping bags, sheets, pillows, and/or blankets.
- Amenities – shower and bathroom needs, including towels, wash cloths, shampoo, soap, conditioner, toothbrush, and toothpaste
- Any personal items that will make your stay more comfortable, including cameras, musical instruments, reading materials, address book/stationery, and sports equipment.
- Other items, including a flashlight with batteries, sandals, a water bottle, a watch, an alarm clock, sunscreen, and sun glasses. **Open-toed shoes/sandals are only allowed on the waterfront, in the bathroom/shower, and in your cabin.**
- Please be advised camp does not provide drawers or shelves in the cabins; you will be living out of whatever you bring to camp.

Some of these items are optional and it is up to you whether you need them or not. There are stores in nearby towns where you can acquire many of these items; however, transportation to these towns

will only be provided by the camp when vehicles and approved drivers can be made available. Many of the smaller items listed above will also be available from our camp store.

**How will you get home from camp?**

*For all staff returning or first time):*

- It is your responsibility to make arrangements for transportation from camp and to pay for the cost of any transportation you require.
- If you will depart by public transportation and will require a ride to an airport, train station or bus station, we may be able to coordinate car pooling or to arrange for camp staff to drop you off using camp vehicles. Depending on what resources are available, we may require you to make your way from Great Barrington or Wassauc, in other cases, we may be able to drop you off in your departure city.
- You may be required to contribute towards any camp transportation costs.

**Area information (all staff):**

- We are located in the Southern Berkshire Mountains of Massachusetts.
- 5 minutes from the Appalachian Trail, in the middle of 1000 acres of pristine forest.
- 30 minutes from the nearest sizeable town (Great Barrington, MA)
- 2 hours from New York City, 3 hours from Boston, 4 hours from Canada
- 1 hour from a Shopping Mall
- Nearby tourist attractions include:
  - Tanglewood music center
  - Prime Outlets in Lee, Massachusetts
  - Jacob's Pillow
  - Howe Caverns
  - "The Gunks" - Shawgunk Mohunk Preserve – a famous rock climbing spot
  - Bartholomew's Cobble
  - Bash Bish Falls
  - Norman Rockwell Museum

**Telephone calls (all staff):**

While at camp, you will not be able to receive phone calls in our office, as the phone lines must be reserved for camp business. If people are trying to reach you, they may leave a message for you with office staff who will post the message on a bulletin board outside the office. For outgoing calls, you may use one of the phones designated for camp staff use during your time off only. Camp phones do not take coins. All calls must be paid for by calling card, credit card or pre-paid phone card. Some pre-paid phone cards offer better rates for some countries than others so it would be wise to research phone cards, and perhaps purchase a phone card, before arrival at camp.

**Internet access:**

Camp Hi-Rock will make every effort to make Internet access available to staff members during their time off. In some cases, due to technological difficulties with Internet access in our remote setting, this may not be possible. Staff using personal laptops may not access the internet, since our bandwidth is extremely limited. We anticipate having two Internet terminals available for staff to be used during designated times only. These terminals are to be used for email and basic web browsing only. Several places in Great Barrington, including the library, Fuel, Uncommon Grounds, and Gypsy Joynt, offer computers and/or high-speed wireless access.

**Online Resources:**

**The website of YMCA Camp Hi-Rock: [www.camphirock.org](http://www.camphirock.org)**

**Facebook group for 2010 staff:**

**[www.facebook.com/group.php?gid=455553450330](http://www.facebook.com/group.php?gid=455553450330)**

**Facebook page for fans of YMCA Camp Hi-Rock:**

**[www.facebook.com/pages/YMCA-Camp-Hi-Rock/59798960223](http://www.facebook.com/pages/YMCA-Camp-Hi-Rock/59798960223)**

**YEAR ROUND DIRECTORS:**

**Camp Director – TBA (Contact Timothy Cha for all 2010 staff questions)**

- Supervises all summer camp program staff and volunteers including day and resident camp counselors, junior counselors, unit directors, specialists/area heads (for example, Waterfront Director, Arts & Crafts Director), nurses, and transportation director.
- Email: [summer@camphirock.org](mailto:summer@camphirock.org)
- Phone: 413-528-1227 extension 14

**Group Camping Director – Susan Buckwalter**

- Supervises all group camping staff and volunteers (also known as pre- and post-season staff), kitchen staff, and summer Challenge/Ropes Course Director.
- Any questions about working/volunteering before or after camp should be directed to Susan.
- Email: [retreats@camphirock.org](mailto:retreats@camphirock.org)
- Phone: 413-528-1227 extension 13

**Facility Director – Paul Duffy**

- Supervises all maintenance staff and volunteers.
- Email: [maintenance@camphirock.org](mailto:maintenance@camphirock.org)
- Phone: 413-528-1227 extension 15

**Director of Administration – Timothy Cha**

- Supervises all office staff and volunteers.
- **Please contact Tim regarding any questions about employment for all 2010 summer camp staff positions.**
- Once you are sent a final offer of employment, all paperwork should be sent to his attention.
- Email: [admin@camphirock.org](mailto:admin@camphirock.org)
- Phone: 413-528-1227 extension 12

**Executive Director – Jessica Speer-Holmes**

- Supervises all other year-round directors.
- Email: [executive@camphirock.org](mailto:executive@camphirock.org)
- Phone: 413-528-1227 extension 11

Please explore our website, [www.camphirock.org](http://www.camphirock.org), to learn more about the camp where you will be spending your summer. If you have any questions don't hesitate to contact the director supervising your department. We all look forward to your arrival. Until then, take care and safe travels.

Sincerely,

Jess, Paul, Susan, and Tim  
Camp Hi-Rock Year-Round Directors