

Position Description

Position Title: Health Coordinator

Reports To: Camp Director

Status: Seasonal, Exempt

Salary: \$350-500 per week

Position Summary

The Health Coordinator is responsible for the general health and safety of campers and staff, maintaining the camp healthcare facility, administering medications and first aid care, reviewing health histories, health screening checks, keeping accurate and detailed records and ensuring that all health and wellness standards are met.

Major Responsibilities

- Participates in pre-camp training and opening of camp; sets up camp healthcare facility.
- Maintains the health station; inventories and orders all necessary medical supplies and equipment.
- Cares for physical well-being of campers and staff, treats all injuries and illnesses under the direction of a licensed physician.
- Reports illnesses and injuries to Camp Director promptly.
- Maintains individual health records for all campers and staff.
- Collects and secures all medications used by campers and staff and dispenses medications according to directions.
- Completes and maintains necessary reports/logs such as daily treatment log, medication log, health log, accident/illness reports, and insurance claim forms.
- Prepares and distributes first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, and out-of-camp trips; ensures kits are well-stocked every Friday.
- Maintains inventory of health service supplies and equipment.
- Identifies any observable evidence of illness, abnormalities
- Supervises sanitary conditions throughout camp.

Additional Accountabilities

- Actively supports and promotes the camp's commitment to diversity and inclusion.
- Actively supports all efforts to increase cooperation, communication, and collaboration between and among staff members, volunteers, and girls.
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.

- Ensures that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Maintains strict confidentiality when handling sensitive information.
- Attends all administrative meetings as needed.
- Continually seeks and accepts opportunities for personal and professional growth.
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences.
- Ability to communicate with staff, campers, and parents with diplomacy and tact.
- Responds to all emergency and crisis situations quickly and calmly.
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position.
- Strong commitment to diversity, equity and inclusion
- Ability to communicate with staff, campers, and parents with diplomacy and tact.

Requirements

- Minimum CNA or LPN certification.
- RN, Paramedic or emergency medical technician desired.
- Minimum age of 21
- Ability to quickly make and clearly communicate decisions regarding camper health and safety
- Possesses current First Aid and CPR certification.

Physical Requirements

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the Council.

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing, and stretching; Moderate lifting (up to 50 pounds);
- Walking on uneven terrain, up and down hills for distances up to ½ mile multiple times each day.
- Endurance to meet emergency needs;
- Ability to live in a camp setting and work irregular hours;
- Ability to tolerate outdoor summer conditions such as daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

Disclaimer Statement

The above are intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties, and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.

Employee's Signature _____ **Date** _____