

Position Description

Position Title: Wellness Manager
Reports To: Camp Director
Status: Seasonal, Exempt
Salary: starts at \$400/week
Dates: May 26-July 5 & July 13-August 2, 2025

About Our Program

Come join Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) for a summer filled with adventure. We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life at our overnight resident camp, Keyauwee Program Center, in Sophia, NC.

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. We believe spending time outdoors at summer camp is a great way to do that! If you are ready to grow your leadership skills and make connections with others who are dedicated to this mission, we hope you will join us!

Position Summary

The Wellness Manager reports to the Camp Director and is part of the Administrative Team at camp. This position is responsible for the general health and safety of campers and staff, maintaining the camp infirmary, 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. They will work closely with the entire Administrative Team to ensure that we are conducting safe and high-quality programming at all times, and help with other duties, as assigned. The position involves considerable independent work as well as being an effective member of a team.

Major Responsibilities

- Care for the physical well-being of campers and staff, treating all injuries and illnesses under the direction of a licensed physician.
- Collect and secure all medications used by campers and staff and dispense medications according to directions.

- Report illnesses and injuries to Camp Director promptly.
- Maintain the cleanliness and organization of the camp infirmary.
- Inventory and order all necessary medical supplies and equipment for the infirmary and camp first aid kits.
- Maintain individual health records for all campers and staff.
- Complete and maintain necessary reports/logs such as daily treatment log, medication log, health log, accident/illness reports, and insurance claim forms.
- Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, and out-of-camp trips; ensure kits are well-stocked every week.
- Serve as a guide, mentor and role model to campers and staff.
- Other duties as assigned.

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

- At least 20 years old.
- WFR, Lifeguard, CNA, or LPN required; RN, Paramedic or Emergency Medical Technician preferred.
- Must successfully pass a criminal background check and a driver history check.

- Current First Aid/CPR certification, or ability to obtain certification.
- Current driver's license and at least three years of driving experience; ability and willingness to drive a camp vehicle.
- Must have the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities.
- Ability to quickly make and clearly communicate decisions regarding camper health and safety.
- Passion for working with youth.
- Love being outdoors and willing to work outdoors in the heat, humidity, and rain.
- 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.

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.