



Job Title: Health Center Manager
Classification: Nonexempt (*Seasonal*)
Reports to: The health center manager will report directly to the camp director.
Salary Range: \$225-\$260 per week

Position Purpose:

The health center manager will manage the infirmary and help the nurse. When no nurse is available, the health center manager will serve as nurse.

Essential Job Functions:

1. Manage camper health records
 - ◆ Upload physicals into CampBrain.
 - ◆ Ensure all campers have a medical form completed two weeks prior to session and call parents if necessary.
 - ◆ Log health center visits.
 - ◆ Pull health records for nurse as necessary.
2. Manage infirmary supplies
 - ◆ Ensure infirmary has all necessary supplies and inform office manager if more are needed
 - ◆ Get ice and Gatorade for infirmary each day
3. Deliver necessary treatments and assist nurse
 - ◆ Deliver any daily treatments.
 - ◆ Help nurse as necessary.
 - ◆ Treat campers if nurse is unavailable.
4. Ensure campers receive special diets
 - ◆ Work with kitchen and campers to meet camper requirements
5. Take campers to hospital if necessary

Qualifications:

- ◆ First Aid, CPR, and AED certifications are required.

Other Job Duties:

- ◆ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◆ Additional duties as assigned.

Physical Aspects of the Position:

- ◆ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◆ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

The health center manager will serve as a member of program staff.

Typical Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively participate in staff meeting and inform staff of any medical/health issues.
- ◇ 9:00 am - Activity 1: Help nurse as necessary.
- ◇ 10:00 am - Activity 2: Help nurse as necessary.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Break or assist as necessary.
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion: Break
- ◇ 1:30 pm - Rest Period: Break or help around camp
- ◇ 2:30 pm - Afternoon All-Camp: Help as needed
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
 - The health center manager will assist around camp as necessary.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
 - The health center manager will assist around camp as necessary.
- ◇ 5:30 pm - Cabin Time: Break or assist as necessary.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Assist as needed
- ◇ 8:00 pm - Staff Meeting: Actively participate in staff meeting and inform staff of any medical/health issues.
- ◇ 8:30 pm - Head to Bed: Assist as needed