

MOUNTAINCAMP 2024 - JOB DESCRIPTION

POSITION: *Health Center Coordinator*

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POSITION DESCRIPTION:

The Health Center Coordinator assesses the general health needs of campers and distributes medications. The Health Center Coordinator will also be responsible for the implementation of health and safety protocols, including COVID-19- specific guidelines. The Health Center Coordinator maintains a visible presence in camp, being available in the case of an emergency and determining the need for professional healthcare. We prefer applicants that are registered nurses or EMTs, but those with substantial coursework toward becoming a registered nurse or a certified EMT will be considered. Applicants must be 21 years of age or older; must have a current valid driver's license.

DATES OF EMPLOYMENT:

Optional free attendance at the Young Adult Conference
May 30 - June 2, 2024 for young adults (up to age 35).
Training begins Monday, June 3, 2024.
Campers arrive Sunday June 9.
Last day of work is Sunday July 28.

COMPENSATION:

Compensation includes room and board as well as a weekly stipend of \$600-\$700 depending on qualifications.

DESIRED QUALIFICATIONS:

- Ability to assess health needs and safety standards.
- Experience working with youth ages 6-18 and young adults.
- Desire and ability to work with children, youth, and counselors in a residential camp setting.
- Ability and willingness to place the needs of campers and camp above personal desires.
- Ability to accept guidance and supervision.
- Good judgment, integrity, maturity and flexibility.
- Enthusiasm, sense of humor, patience and self-control.
- Understanding, acceptance and implementation of The Mountain's mission and Core Values.
- Certification in CPR and First Aid required, further medical training or experience in health-centered occupation preferred
- Registered nurse or EMT, or has substantial coursework toward becoming a registered nurse or EMT.
- Current valid driver's license with a relatively clear driving record
- At least 21 years of age.

RESPONSIBLE TO

Camp Director

GENERAL RESPONSIBILITY

To oversee the health needs of campers

SPECIFIC RESPONSIBILITIES:

- Collect and record all medications received from camper parents/guardians at check-in. Confirm with parents/guardians that there are enough doses of each medication to last through the camp session.
- Review all medication information before any medication is given at camp.
- Inform appropriate staff of medication needs and health concerns of campers for whom they are responsible on the first day of each camp session.
- Administer medications to campers, or delegate this responsibility to a staff member when the camper cannot be reached at the designated time.
- Fully document medication administration and individual camper health issues using MountainCamp forms, and maintain these forms in camper medical files.
- Help campers make decisions regarding over-the-counter medications and/or prescription medications that are to be given on an “as needed” basis.
- Monitor and document the therapeutic effect of “as needed” and unscheduled OTC medications in camper medical files.
- Assess the severity of campers’ health concerns and whether the camper needs professional medical attention. Coordinate Emergency Room visits and doctor visits, as needed, with camp administration and parents.
- Keep medications properly stored and secured in the Health Center.
- Whenever on duty but not at the Health Center, post your location on the outside door of the Health Center.
- When schedules allow, the Health Coordinator should attend all-camp activities to be near the majority of the camp population in the case of a medical emergency.
- Respond to medical emergencies or health concerns, immediately. Provide treatment only in accordance with your highest level of training and certification.
- Maintain a high level of organization and cleanliness in the Health Center.
- If necessary, supervise sick campers in the Health Center, providing basic bedside care and consistently assessing the need for more advanced medical care.
- In cooperation with the Camp Administration, communicate camper illness or injury to parents.
- Avoid a 1:1 camper-to-staff ratio at all times.
- Document medication errors, and report them immediately to the Camp Directors. (Form: Camper Medication Form)
- Attend camp staff training and meetings.
- Assume other responsibilities as assigned by the Camp Director.

GENERAL RESPONSIBILITY

To carry out MountainCamp programming

SPECIFIC RESPONSIBILITIES:

- Guide cabin and individual campers in participating successfully in all aspects of camp activities.
- See that health, safety and other standards are maintained and followed by all campers.
- Instruct campers in emergency procedures such as fire drills, evacuating cabins, etc.

- At all times, model and practice the philosophies and values of The Mountain, including responsible citizenship and community standards.

ESSENTIAL FUNCTIONS:

- Ability to visually, audibly, and tactfully assess health and safety needs of campers
- Possess strength and endurance required to maintain supervision of campers.
- Possess mobility and agility over varying types of terrain throughout camp and off-site property.
- Physical ability to assist campers in emergency situations (fire, evacuation, illness or injury).
- Understanding of the needs, interests, and concerns of youth.
- Visual and auditory ability to identify and respond to environmental and other hazards related to camp activities.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to participants.
- Ability to lift 30 lbs.
- Comfortable and willing to be trained in and drive a 15-passenger van.
- Possess specific, current certifications communicated as required for your position.

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