

MountainCamp 2025 – Job Description

Employee:

Position: *Health Center Coordinator*



Desired Qualifications:

- Ability to assess health needs and safety standards.
- Experience working with youth ages 6-17 and young adults.
- Desire and ability to work with children, youth, and counselors in a residential camp setting.
- Experience working with youth in inpatient or outpatient mental health settings preferred.
- 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.

Required Qualifications:

- Certification in CPR and First Aid required, further medical training or experience in health-centered occupation preferred.
- Nurse Practitioner (NP), Registered Nurse (RN), Licensed Practical Nurse (LPN), or EMT certification. Substantial coursework or field experience toward becoming a Nurse Practitioner, Registered Nurse, Licensed Practical Nurse, or EMT will be considered.
- Current valid driver's license with a relatively clear driving record, and at least 21 years of age.

RESPONSIBLE TO

Youth Programs Manager

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 Camp Leadership and Mountain Staff.

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.

STIPEND PER WEEK: \$700
DATES OF EMPLOYMENT: May 24 - July 20, 2025

All employees of The Mountain are employed “at-will”, meaning that they or the employer may terminate employment at any time, with or without cause. Upon voluntary or involuntary termination of the employment relationship, regardless of the reason, the employee will be paid any wages earned but not yet paid.

This position is seasonal, and as such does not qualify for healthcare or other employee benefits. In addition to housing, The Mountain agrees to provide three meals per day to employees, plus complete access to all recreational facilities on site. Days off and regular breaks will be scheduled into each camp session for each employee in accordance with camp guidance.