



Camp Albemarle Health Officer Job Description

Reports to: Director of Summer Camp Ministries

Purpose of Position:

The Camp Health Officer is responsible for maintaining the overall health and safety of the staff, campers, and leaders in camp. The Health Officer must possess a strong background in emergency medical care. The Health Officer should also be competent in or be willing to learn the basic procedures to be followed in the program and service areas of the camp in regard to the protection of the health and safety of those in camp.

Qualifications:

1. Must be 21 years of age or a rising college junior.
2. Possess valid credentials in emergency care from a nationally recognized certifying body. The minimum preferred is certification as an EMT, LPN, or RN.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

Responsibilities:

1. Providing emergency and non-emergency medical care to campers, leaders, and staff.
2. Maintaining the Camp health room, keeping it clean and orderly.
3. Maintaining a stock of first aid supplies in program and service areas.
4. Keeping detailed and accurate records of ALL medical care provided in Camp through the Camp Brain Health Center.
5. Maintaining adequate infirmary space in the health lodge for sick or injured persons.
6. Forwarding patients to the local clinic or emergency room as needed.
7. Assisting the Director of Summer Camp Ministries in regular health and safety assessments of the Camp.
8. Reviewing the records of all medical care provided through the Camp Brain Health Center with the Director of Summer Camp Ministries each week.
9. Reviewing and logging accident/incident reports from staff members every week.
10. Keeping physical forms for campers and staff members on file in the Camp health room in an orderly manner.



11. Performing a medical check of campers and staff members as they arrive at Camp and informing appropriate staff members of limitations of specific campers as necessary.
12. Keeping adequate inventory records of medical supplies and equipment.
13. Reporting the need for additional medical supplies and equipment to the Director of Summer Camp Ministries as the need arises.
14. Submitting a report on the operation of the Camp health room to the Director of summer camp ministries at the end of the season.
15. Ensure that all counselors have access to a bag with basic first aid supplies and emergency medical supplies (epi-pens, inhalers, etc.) for their campers.
16. Create a system for providing medications and keeping appropriate records on off-site trips.
17. Practice and enforce all camp safety regulations and emergency procedures.
18. Abide by all camp policies and covenant agreement.
19. Responsible for the health and wellbeing of self and campers.
20. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff.

Relationships:

The Health Officer has regular interactions with kitchen staff, program staff, the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

Equipment Used:

The Health Officer may be asked to use fire-protection equipment, washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles or watercraft.

Knowledge, Skills, and Abilities:

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

Physical & Interpersonal Aspects of the Job:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.



3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, and such.