



Camp Albemarle Health Officer Job Description

Direct Supervisor: Camp Nurse

Other Supervisor: Director of Summer Camp Ministries

Purpose of Position:

Are you ready to make a real difference while having the summer of a lifetime? Join our team as a Camp Health Officer, where you'll play a vital role in keeping our campers and staff safe, healthy, and thriving!

In this exciting position, you'll be at the heart of camp life, ensuring the well-being of our community while enjoying all the joys and energy that camp brings. We're looking for someone with a solid background in emergency medical care who's eager to take on new challenges. Don't worry if you're not an expert in all things camp—if you're willing to learn, we'll get you up to speed on the procedures that help keep everyone safe in our activities, from sailing and archery to alpine tower climbing and beyond.

Every day brings new opportunities to use your skills, connect with others, and make an impact that goes beyond the typical workday. You'll be a trusted resource and a calming presence in times of need, guiding campers and staff with care and compassion.

If you're ready to trade the ordinary for a summer full of adventure, community, and purpose, apply today and help us keep camp fun, safe, and unforgettable!

Prerequisites:

1. Poses spiritual maturity, taking initiative to personally grow, and encourage others to grow in their relationship with Jesus Christ.
2. Must fully embrace and align with Camp Albemarle's mission and values.
3. Conduct him/herself behaviorally in a manner that is above reproach, realizing that the greatest potential for ministry is achieved through the witness of Christ-like individuals.

Qualifications:

1. Must be 19 years of age or older.
2. Possess valid credentials in emergency care from a nationally recognized certifying body. The minimum preferred is certification as a CAN, EMT, LPN, or RN.
3. Must have the ability to interact with all age levels.
4. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
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.
8. Must be able to pass a background check.

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 Center 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.

Detailed Responsibilities:

1. **Providing emergency and non-emergency medical care to campers, leaders, and staff:**
 - Assess injuries and illnesses quickly to determine the appropriate level of care.
 - Administer first aid, medication, and emergency treatments as needed to ensure timely and effective response.
2. **Maintaining the Camp health room, keeping it clean and orderly:**



- Ensure all medical equipment is in good working condition and stored properly.
 - Regularly sanitize surfaces and organize supplies for quick access during emergencies.
3. **Maintaining a stock of first aid supplies in program and service areas:**
- Regularly check the supply levels in each area and restock as necessary.
 - Create an inventory system to track expiration dates and replace supplies promptly.
4. **Keeping detailed and accurate records of ALL medical care provided in Camp through the Camp Brain Health Center:**
- Log every visit, treatment, and medication given to maintain a thorough medical history for each camper and staff member.
 - Ensure documentation complies with confidentiality requirements and camp policies.
5. **Maintaining adequate infirmary space in the Health Center for sick or injured persons:**
- Prepare designated areas for rest and recovery, ensuring beds and equipment are readily available.
 - Monitor the condition of sick or injured individuals and update records as their status changes.
6. **Forwarding patients to the local clinic or emergency room as needed:**
- Determine when advanced medical care is necessary based on symptoms and conditions.
 - Coordinate transportation and communication with medical facilities to ensure continuity of care.
7. **Assisting the Director of Summer Camp Ministries in regular health and safety assessments of the Camp:**
- Participate in inspections of program areas, ensuring compliance with safety standards.
 - Provide feedback on potential health risks and suggest preventative measures.
8. **Reviewing the records of all medical care provided through the Camp Brain Health Center with the Director of Summer Camp Ministries each week:**
- Discuss trends in medical issues to identify areas for improvement.
 - Ensure that documentation meets camp standards and addresses any discrepancies.
9. **Reviewing and logging accident/incident reports from staff members every week:**
- Analyze reports for patterns and suggest changes to prevent future incidents.
 - Follow up on corrective actions taken in response to each report.
10. **Keeping physical forms for campers and staff members on file in the Camp health room in an orderly manner:**
- Sort records alphabetically or by cabin assignment for easy access.
 - Regularly update files to include new information, such as recent injuries or changes in health status.



- 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:**
 - Screen for common health issues and document any medical conditions or allergies.
 - Brief counselors on the health needs and any restrictions of campers in their care.
- 12. Keeping adequate inventory records of medical supplies and equipment:**
 - Track usage of supplies to anticipate restocking needs and avoid shortages.
 - Maintain an inventory list, including dates of purchase and expiration for medical items.
- 13. Reporting the need for additional medical supplies and equipment to the Director of Summer Camp Ministries as the need arises:**
 - Provide timely updates on low supplies and suggest specific items for replenishment.
 - Prepare a list of recommended equipment upgrades or replacements.
- 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:**
 - Include statistics on the types and frequency of medical incidents.
 - Suggest improvements for the next camp season based on the report's findings.
- 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:**
 - Assemble and distribute first aid kits before the start of each session.
 - Instruct counselors on the proper use of emergency supplies and how to handle medical situations.
- 16. Create a system for providing medications and keeping appropriate records on off-site trips:**
 - Develop a tracking method for administering medications while off-site.
 - Ensure all medication and health-related equipment is transported safely and securely.
- 17. Practice and enforce all camp safety regulations and emergency procedures:**
 - Lead or assist in training staff on emergency medical protocols.
 - Conduct drills and assess staff readiness for responding to health and safety scenarios.
- 18. Abide by all camp policies and covenant agreement:**
 - Uphold the mission and values of Camp Albemarle in all duties performed.
 - Follow guidelines regarding camper privacy and communication.
- 19. Responsible for the health and wellbeing of self and campers:**
 - Maintain personal health and preparedness to be an effective caregiver.
 - Promote wellness and preventive health practices among campers and staff.
- 20. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or admin staff:**
 - Assist with other camp activities as needed to support the camp community.
 - Be flexible and adaptable to the dynamic nature of camp life.



Benefits:

1. Personal and Spiritual Growth

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact

Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

5. Fun and Adventure

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

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.