

Job Description

JOB TITLE: Wellness Coordinator	FLSA: Seasonal
DEPARTMENT: Girl Experience; Camp Hoover	
REPORTS TO: Camp Director	DATE: December 2018

JOB SUMMARY:

The role of the Wellness Coordinator is to provide for the health and safety of all campers and staff on camp property and during off-site trips. They are responsible to carry out a developmental program to assist campers with personal growth, maturity, hygiene, socialization, and to function as an authority as well as a friend to the camper during their camp experience. They work closely with the Health Supervisor and administrative staff to follow up on campers who have been ill, homesick, have food concerns, or have other concerns during their stay at camp.

MAJOR ACCOUNTABILITIES:

- Attend and successfully complete all required training, program workshops staff meetings, and supervisory sessions.
- Be present and on-duty for all days that camp is in session.
- Give direction, guidance, and instruction to staff concerning health and safety and general camp sanitation.
- Conduct daily walking/check-in tours to offer basic preventative health center support to the staff.
- Conduct check-ins with campers and staff as needed to maintain a healthy camp environment.
- Maintain first aid supplies and equipment for Health Center, units, program sites, and off-site trips.
- Complete and file medical reports including daily treatment log, insurance claim forms, and health department reports and record in CAMPWISE.
- Review and analyze all health history, medical, and parent-supplied information for campers and staff, noting any allergies, physical limitations, fears or serious illnesses, or operations to generate weekly health and medication alerts. Appraise Camp Director and camp staff as needed.
- Supervise and coordinate the check-in of all campers and their medications.
- Manage the requisition of supplies and that the Health Center is equipped in good condition at all times.
- Coordinate all camper food allergy plans.
- Monitor camp facilities for natural hazards, health, safety, and cleanliness.
- Administer medication to campers and staff as directed per parent or doctor standing orders.
- Provide basic first aid to campers and staff in case of illness or accident and notify parent/guardian accordingly.
- Maintain the Health Center in a neat and clean order at all times. Keep medicines & medical records under lock and key.
- Actively participate in the end of the week clean up on Saturdays.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

JOB QUALIFICATIONS:

- Wellness Coordinator must be at least 21 years of age.
- Certification as an Emergency Medical Technician (EMT), a Registered Nurse licensed in NJ, a Licensed Practical Nurse (LPN) in NJ, or related health care experience.
- Current certification in First Aid, professional CPR, and AED child and adult required.
- Experience working with young children, pre-teens, and teenagers.
- Reliable, responsible, good judgment, patience, and a sense of humor.
- Ability and desire to work with girls and adults in a camp setting.
- Ability to communicate clearly, to be flexible and adaptable, and to remain calm in an emergency.
- Have an understanding of the capabilities, needs, and interests of children.