girl scouts
heart of new jersey

Job Description

JOB TITLE: Health Supervisor/Assistant	FLSA:
DEPARTMENT: GSHNJ Camps	SALARY RANGE: Day Camp - $500 - $650 per week Sleepaway Camp - $250 - $850 per week housing provided:
REPORTS TO: Camp Director	Additional Benefits: In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave.

JOB SUMMARY:
The role of the Health Supervisor/Assistant is to provide for the health and safety of all campers and staff on camp property and during off-site trips. They are responsible for maintaining proper medical and attendance logs, reviewing all health history forms of campers and staff, communicating with staff and parents about any health concerns, administering medication, overseeing all aspects of the Health Center, and ensuring that all first aid supplies and equipment are readily available.

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, including off-site trips, and overnights.
- Give direction, guidance, and instruction to staff concerning health and safety and general camp sanitation.
- Maintain inventory of 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 UltraCamp.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- 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. (SLEEPAWAY CAMP ONLY)
- Maintain attendance records and verify all camper absences. (DAY CAMP ONLY)
- 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. (SLEEPAWAY CAMP ONLY)
- Prepare an end of the season inventory and report with general comments on the job and recommendations for the next season.

- Knowledge and compliance with GSHNJ, Local, State, Federal, Youth Camp, and ACA health and safety standards, including adherence with all procedures and protocols related to communicable diseases such as measle, rabies, and COVID-19.
- Perform other duties as assigned for the betterment of the campers, program, camp, and the council.

JOB QUALIFICATIONS:

- Health Supervisor must be at least 21 years of age. Health Assistant must be at least 18 years of age.
- Certification as an Emergency Medical Technician (EMT) or a Registered Nurse licensed in NJ or a Licensed Practical Nurse (LPN) in NJ for Health Supervisor required for RESIDENT CAMP ; a plus for DAY CAMP.
- Current certification in First Aid, professional CPR, and AED child and adult required.
- Experience working with Microsoft Office (Word, Excel, Powerpoint, etc.)
- 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.