girl scouts
heart of new jersey

# Job Description

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| JOB TITLE: Wellness Coordinator | FLSA: |
| DEPARTMENT: GSHNJ Camps | SALARY RANGE:<br>Sleepaway Camp - $500 - $575 per week housing provided |
| REPORTS TO: Camp Director | Additional Benefits:<br>In accordance with New Jersey law, part-time and seasonal employees accrue paid sick leave. |

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.
- Complete and file medical reports including daily treatment log, insurance claim forms, and health department reports and record in UltraCamp.
- 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.
- Coordinate virtual meetings for campers on site with necessary medical staff.
- Coordinate all camper food allergy plans with the kitchen
- Monitor camp facilities for natural hazards, health, safety, and cleanliness.
- Administer medication to campers and staff as directed per parent or doctor standing orders, as needed
- Provide basic first aid to campers and staff in case of illness or accident and notify parent/guardian accordingly.
- Communicate all concerns including behavioral issues, maintenance issues, program needs in a timely manner.
- Actively participate in the end of the week clean up on Saturdays.
- 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:

- Wellness Coordinator must be at least 21 years of age.
- Certification in psychology, therapy, guidance or similar field
- Current certification in First Aid, professional CPR, and AED child and adult required or willing to attend required training.
- 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.