

First Aid Manager
Responsible to Camp Co-Directors

Qualifications:

1. Pass formal background and personal references check
2. Current certification from and in good standing with appropriate state licensing agency or medical board as a Registered Nurse, Paramedic, Medical Doctor, or Physician Assistant
3. Experience or strong interest in working with children ages 6-17
4. Emotional maturity, good moral character, flexibility, and integrity

General Responsibilities:

1. Oversee the organized collection, storage, dispensing, and record-keeping of all campers' medications and treatments, including prescription drugs, over-the-counter medicine, vitamins, and nutrition supplements.
2. Maintain a thorough and organized inventory of appropriate medical and first aid supplies, including stocking, checking, and restocking all first aid kits and supplies at camp. This may include occasional shopping trips prior to beginning of camp and outside of regular camp hours.
3. Triage, address, treat, and document all medical needs (injuries, illnesses, ailments, physical complaints) at camp in accordance with written and established medical protocols. This may include emailing and/or calling parents to notify them and/or follow up with their camper's medical treatments when appropriate; or to clarify camper's medical condition or needs.
4. Maintain a sanitary, safe, and organized environment in which to treat camper or staff medical needs; administer medications according to doctor and/or parent instructions.
5. At the end of camp, submit to camp co-directors a list of all expiration dates on over-the-counter remedies in stock, list of items that will need to be restocked, and inventory of existing supplies.
6. When not administering medical care, may assist with various other administrative or camp tasks as assigned by camp co-directors.

Essential Functions of Job:

1. Ability to oversee the acquisition, safe storage, and proper administration of all camper medications (including prescription drugs, over-the-counter medication, vitamins, and nutrition supplements) for duration of the camp
2. Act as first responder in the event of medical emergency
3. Ability to work well under pressure, to improvise, think quickly, critically, and soundly as new circumstances or problems arise
4. Ability to solve problems quickly, logically, thoughtfully, calmly, and completely, while taking multiple perspectives into consideration.
5. Collaborate and communicate with camp co-directors to ensure that camp is a safe environment; that all staff is risk-aware and prevention-oriented
6. Ability to work cooperatively with all staff for the welfare of the camp.