

# **Camp Ocean Pines Position Description**

## **Health and Safety Coordinator**

### **Position Description**

The Health and Safety Coordinator will be responsible for all aspects of camper health and safety; reviewing camper records, performing campers' initial health checks, administering medications, and maintaining health logs. The Health and Safety Coordinator is also directly involved in running camp activities, and will often take on directing duties. These duties include, but are not limited to: Supervising counselors, running program activities, transporting staff and campers, organizing and maintaining equipment, and ensuring program quality.

### **Responsible to**

Coordinators are hired and serve under the guidance of the Summer Camp Director, who is then responsible to the Executive Director.

### **General Qualifications**

Proven ability to work with children outdoors, leading recreational or educational activities. Must be at least 21 years of age, and be either a registered Nurse or certified Paramedic or EMT. Finger printing, drug test and background check are required. Must be willing and able to acquire a Class-B level driver license for a 15 passenger van. Must also have the ability to lead and teach activities that are safe, fun, and appropriate to campers' age and abilities. Coordinators will participate enthusiastically in all camp activities, planning and leading those as assigned.

### **Responsibilities**

Working with in the framework provided by the Camp mission and goals the Health Coordinator will:

- Setting up and maintaining the Camp's Health Center, both on and off-site
- Receive, read, organize, copy student health records as they come in before camp, calling parents for incomplete information, notifying staff of any potential problems, setting up medications, etc..)
- Performing health checks for arriving staff and campers
- Administering medications to campers
- Maintaining Health and Medication records
- Supervising staff in all areas of First Aid
- Transporting Campers and Staff
- Managing and caring for physical facilities and supplies
- Providing counselors with daily breaks
- Acting as director and running activities as needed

### **Physical Requirements**

1. Ability to swim in the ocean and paddle a kayak.
2. Ability to keep up with active groups of children ranging in age from 7-17 years.
3. Ability to provide necessary instruction and guidance to campers and staff.
4. Ability to observe camper behavior assesses its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
5. Visual and auditory ability to identify and respond to environmental hazards related to the activity.
6. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
7. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers and staff in an emergency (fire, evacuation, illness, injury) and possess strength and endurance required to maintain constant supervision of campers.
8. Willingness to live in a camp setting, work irregular hours using simple equipment, with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.

### **Benefits**

Base salary of \$550 a week, including room and board.

## **Evaluation**

Coordinators are evaluated by the Summer Camp Director at the completion of the summer. The evaluation will be based on criteria derived from the position description.