

HEALTH SPECIALIST BGC-TC CAMP VOYAGEUR

JOB TITLE: Health Specialist

DEPARTMENT: Voyageur Environmental Center

IMMEDIATE SUPERVISORS: VEC Branch Director

PRIMARY FUNCTION:

To provide a safe, fun, educational experience for Club youth and other guest groups that utilize the VEC for summer camps. Responsible for directing the health and safety of campers and staff while implementing all policies and procedures pertaining to health care as established by the Voyageur Environmental Center, the Boys & Girls Clubs of the Twin Cities, and the State of Minnesota. Responsible for the supervision and operation of the camp Health Center including record keeping, supplies, and procedures.

RESPONSIBILITIES:

1. Provide health care to meet the individual needs of campers and staff according to the standing orders in the Camp policy manual.
2. Collaborate with outside health and medical personnel to meet individual needs of campers and staff.
3. Set up and organize the camp's Health Center. (This location also doubles as your housing.)
4. Inventory all necessary medical supplies and equipment. Inform Branch Director of any supplies that need to be ordered.
5. Maintain accurate and detailed records of all care given to campers and staff. This includes daily medical logs for first aid, daily logs for medication distribution, and incident reports that required first aid.
6. Ensure that all camper, staff, and volunteer Health History forms are current, organized, and on file.
7. Prepare and distribute first aid kits for all program areas. Ensure supplies are well stocked and distributed.
8. Provide pre-camp and in-service training to camp staff on issues related to health policy.
9. Ensure that camp staff are equipped and trained to provide off-site health screens (including lice checks) to campers attending camp.
10. Camper Intake: Review and collect all medication from campers (both prescription and over the counter). Label each medication with camper's name and cabin assignment. Make sure all inhalers/epi-pens are distributed to proper staff. Organize health forms

and medications by cabin. Ensure all medication is properly locked/stored in Health Office.

11. Inform staff of any special needs as described in Health forms.
12. Administer daily medications to campers and staff.
13. Responsible for contacting Guardians of Campers if they become ill or injured and require additional medical attention.
14. Supervise the sanitary conditions at camp including doing cabin checks for cleanliness.
15. Provide laundry services for campers who wet beds.
16. Participate in and support camp activities to assist in safety procedures.

REQUIREMENTS:

- I. Must be at least 21 years old.
- II. Live on site during the weeks when camp is in session (8-12 weeks) in Health Center.
- III. Possess a love for children and youth, be able to lead responsibly and be a positive role model in character and actions.
- IV. Be able to pass reference and background checks to satisfy legal, moral and ethical requirement in working with youth.
- V. RN preferred. LPN, EMT, or advanced First Aid/CPR training required.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position is located at Voyageur Environmental Center, a 100+ acre outdoor facility with over a mile of trails over hills and through forests and an active waterfront on Little Long Lake. Must be able to climb stairs, be able to stand for long periods of time, walk moderate distances, move objects, reach for objects, and bend/twist at the waist. This position has a significant amount of outdoor work and candidate must be able to be outside in all kinds of weather. This is a moderately stressful position that requires the candidate to be in excellent physical and emotional health.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All employees of the Boys & Girls Clubs of the Twin Cities are employees at will and signing this job description in no way enters into a contract for employment.