

# **CAMP JOHNSONBURG HEALTH OFFICER POSITION DESCRIPTION**

## **RESPONSIBILITIES:**

1. Full charge of Camp Johnsonburg Health Center.
2. Responsible for inventory of Health Center at the beginning and end of camp season; keeping health center medical supplies in stock.
3. Attends to minor health care/first aid needs of all campers and staff. Maintains daily contact with registered nurse.
4. Maintain medical history records of all campers and staff. Informs director, counselors and staff of camper medical problems at beginning of each session.
5. Informs kitchen staff of special dietary needs before each session begins.
6. Performs brief physical exam of each camper as they arrive at camp. Collects all medications brought to camp by campers and staff. Dispenses medication to campers during regular clinic hours, before meals or as needed.
7. Maintains daily medical log of all medical treatments, medications dispensed, etc. in compliance with American Camp Association and New Jersey state regulations.
8. Checks cabin groups in and out of camp during out-trips. Supplies counselors with camper medical release forms and first aid kits.
9. Arranges emergency trips to physician or hospital. Coordinates with Executive Director on notification of parents or guardian.
10. Responsible for maintaining sanitary sterilized environment in Health Center at all times.
11. Conducts daily inspections of camper residential buildings and cabin duty areas of camp. Reports results to Director and campers daily.
12. Available 24 hours a day in case of emergency.
13. Stores all health records alphabetically at end of session.
14. Assists with program as time permits.
15. Performs other tasks as assigned by Executive Director.

The above statements are intended to describe the general functions of the Health Officer. They are not to be construed as an exhaustive list of all job duties of this position.

## **EDUCATION/KNOWLEDGE/SILLS NECESSARY:**

Must be at least 21 years of age. Minimum qualifications: Current training and certification in American Red Cross First Aid for the Professional Rescuer and Professional CPR. Excellent driving record. Prior experience working with children highly desirable. Maintain an enthusiastic, outgoing, and positive attitude. Willing to work in a Christian community. Be willing to listen to and counsel children. Be adaptable and patient.

## **ACCOUNTABILITY:**

Executive Director

If you have any further inquiries about the position or about Camp Johnsonburg, please contact Tom Paradise, Program Director at [tom@campjburg.org](mailto:tom@campjburg.org).