

Camp Fire Central Puget Sound
Job Description
Day Camp Healthcare Coordinator



Position Summary

Position Details

<i>Job Title</i>	Healthcare Coordinator
<i>Department</i>	Community Programs
<i>Location</i>	Seattle, WA
<i>Reports To</i>	Day Camp Director
<i>FLSA Status</i>	Non-exempt
<i>Full/Part Time</i>	Seasonal
<i>Regular/Temporary</i>	Temporary
<i>Rate</i>	\$25-40 per hour
<i>Housing</i>	N/A

Organization Overview

Camp Fire Central Puget Sound offers a variety of co-ed enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Camp Fire Day Camp is a community based Day Camp that runs for 7 weeks throughout the summer. Day Camp is hosted at local state parks throughout the Seattle area and has been around for 80 years. Day Camp serves K-12th grade and is run by volunteers and a few paid staff.

Essential Job Responsibilities

- To provide first aid as needed, dispense medication as indicated, follow Council's treatment procedures, or as revised by the physician contacted by the Camp Health Manager.
- During pre-camp training, discuss health and safety procedures, precautions, routines with the staff. Guide the counselors in regard to their responsibilities in noting and reporting illness, injury or unsafe practices and conditions that might contribute to camper or staff accidents.
- Begin health supervision as soon as participants arrive on site and continue until all participants have left for the day. Assist in staffing the First Aid Station such that it never is left unattended.
- Review health histories of all persons on site prior to first day. Share pertinent information with counselor or staff involved and train them to handle potential emergencies related to a known health condition, e.g., epilepsy, diabetes, allergic reactions, at the on-site training or prior to the first day.
- See that ALL medications on site are turned in and kept in a locked container when not under your direct supervision.
- Keep complete and careful records of all treatment of campers and staff and any medications dispensed as per ACA standards.
- Assist Site Director in completing incident reports when appropriate.
- Manage and maintain the group backpacks; ensuring that the first aid kit in each pack is complete prior to each morning of camp.
- Instruct counselors in accident procedures.
- Monitor and maintain health care equipment, supplies, and medication.
- At the end of camp, make written evaluation of health and safety programs in camp and submit to your Day Camp Site Director.
- Other duties as assigned by the day camp Site Director.

Skills and Qualifications

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team. Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

Required Qualifications

- Minimum 21 years of age
- Ability to make decisions and act wisely in emergencies
- Must be able to obtain current Adult and Pediatric First Aid/CPR certification
- COVID-19 vaccination required

Preferred Qualifications

- Advanced health care certification or license valid in Washington State such as RN, CNA, EMT, or WFR is preferred but not required. First Aid/CPR is the minimum requirement for this position.
- License/certification current and valid for the state of Washington
- Experience working with children and teens
- Students in the healthcare field are encouraged to apply!

Physical Requirements

- Standing for long periods of time
- Ability to lift and carry 40 pounds
- Repetitive motions of hands/wrists
- Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities
- Ability to communicate in English, both orally and written

Commitment to Diversity, Equity & Inclusion

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

Date Updated: 5-3-2022