

POSITION DESCRIPTION

TITLE: Health Coordinator
REPORTS TO: Camp Director
CLASSIFICATION: Seasonal, Exempt

SUMMARY

Oversee the wellness and safety of campers and staff. Manage health center operations and medical records. Dispense medication to campers and staff. Provide first aid injury treatment.

ACCOUNTABILITIES

- Oversee implementation of the camp health plan. Prepare and manage health center and dispense medications. Maintain health records in compliance with federal, state, GSCCC, GSUSA and HIPAA guidelines.
- Ensure each staff member and camper has a health history and examination form on file as required.
- Coordinate health screening for arriving campers and staff.
- Assist with delivery of pre-camp staff training.
- Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications utilizing approved standing orders.
- Care for physical well-being of everyone in camp and provide emergency first aid when needed.
- Participate in all required training.
- Provide a supportive atmosphere for campers. Provide a welcoming environment to campers and parents during check-in and check-out.
- Act as a positive role model and engage in activities with campers and staff.
- Demonstrate enthusiasm, creativity, flexibility, cleanliness, punctuality, sharing campers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of girls and integrity of the Girl Scout Leadership Experience.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity and safety.

EDUCATION, EXPERIENCE & CERTIFICATIONS

- Wilderness First Aid, RN, LPN, EMT, or Paramedic certification preferred.
- Supervisory experience required (camp setting preferred).
- Experience working with children required (camp setting preferred).
- Girl Scout knowledge preferred.
- Must possess a valid driver's license, 5 years of safe driving experience, and be approved by our insurance provider.

ADDITIONAL QUALIFICATIONS

- Minimum age: 18 (21 preferred).
- Cognitive and communication abilities to develop, plan, and conduct program and training to achieve the developmental objectives.
- Ability to lead and motivate a high performing team.
- Ability to originate, update, and/or monitor health care, maintain records and implement health care plan.
- Demonstrate a commitment and ability to interact with diverse populations and positively resolve conflict.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Ability and willingness to work with various age groups 6-17 years of age.
- Subscribe to the principles of the Girl Scout Movement and become a registered member.
- Successfully complete background check.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Visual, auditory, cognitive and physical abilities to identify and respond to hazards.
- Ability to lift 30 lbs.
- Must reside on camp property while camp is in session.
- Live and work in an outdoor environment with exposure to heat, sun, rain, uneven terrain and other elements.

The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of Council operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scout Council of Colonial Coast are employees "at-will". I have read and understand the responsibilities and requirements of this position.

Employee Signature/Date