

# POSITION DESCRIPTION

**TITLE:** Health Manager  
**CLASSIFICATION:** Seasonal, Full-Time  
**EXEMPTION:** Overnight Camp: Exempt  
Day Camp: Non-Exempt

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## SUMMARY

Oversee the physical and mental wellness and safety of campers and staff. Responsibilities include but are not limited to: health checks, medication management, maintaining the health lodge, and caring for ill campers and staff. This position is responsible for helping to maintain a safe, clean summer program site and establish positive relations with all campers.

## ACCOUNTABILITIES

- Conduct health screening for arriving campers and staff.
- Review camper's and staff health forms and document critical information for cabin and activity leaders.
- Manage medication intake, storage, and distribution for campers and staff.
- Establish and follow appropriate medical routines including detailed record keeping, disposal of medical waste, managing and safeguarding medications utilizing approved standing orders.
- Attend to emergent health needs throughout the weeks by administering first-aid (within trained/specified abilities), contacting guardians as needed, and seeking outside assistance when needed.
- Ensure preventative health measures are occurring (i.e. applying bug spray and sunscreen, staying hydrated, eating and sleeping well, and maintaining clean living spaces.)
- Prepare first aid kits for program areas and units. Keep an inventory of health center supplies and needs. Be certain that camp is always stocked with all necessary equipment/medications.
- Monitor camp staff mental health and provide appropriate care or recommend Council EAP (Employee Assistance Program) or other resources as needed.
- Prepare and manage health lodge. Maintain confidential health records in compliance with federal, state, GSCCC, GSUSA and HIPAA guidelines.
- 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 kapers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of campers 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 certification required. RN, LPN, EMT, or Paramedic certification preferred.
- Previous medical or camp/overnight camp experience 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).
- Ability to respond to and coordinate emergency response procedures.
- Ability to originate, update, and/or monitor health care, maintain confidential records and implement multiple detailed health care plans at one time.
- 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 youth 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 overnight 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 camp 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.*

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Employee Signature/Date