



## United Boys and Girls Clubs Santa Barbara County



### Position Description

|                           |                                             |
|---------------------------|---------------------------------------------|
| <b>DATE REVISED:</b>      | March 2011                                  |
| <b>POSITION TITLE:</b>    | Camp Medic & Camp Medic 2                   |
| <b>DEPARTMENT:</b>        | Camping                                     |
| <b>REPORTS TO:</b>        | Program Coordinator or Summer Camp Director |
| <b>FLSA STATUS:</b>       | Non-Exempt                                  |
| <b>FULL/PART TIME:</b>    | Full Time                                   |
| <b>REGULAR/TEMPORARY:</b> | Temporary                                   |

### POSITION SUMMARY

Responsible for the health care of all campers and staff in cooperation with other camp medical personnel. Follows camp health plan, American Camping Association standards, and Council/Camp guidelines and policies

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Provides for the health care for all campers and staff, 24 hours a day.
- Fosters a positive and mutually supportive relationship with the Santa Barbara & Santa Ynez Valley medical and emergency services personnel.
- Trains staff in camp-specific first aid, accident prevention and health care measures
- Checks incoming campers and staff for overall health per camp health screening plan. Checks outgoing campers who have been treated during their stay at camp.
- Reports any unusual camp health problems to the Camp Director, unit leader, and counselor as appropriate.
- Stores and administers all camper and staff medications in the Med Lodge.
- Maintains Med Lodge with adequate supplies and keeps it clean.
- Observes the sanitary conditions of the camp including the kitchen and bathrooms, and advises the Camp Director of deficiencies or improper practices.
- Takes charge of all cases of illness and accident to campers and staff members. Reports them to the Camp Director including written reports and documentation of treatment, etc.
- Assures that ill campers receive the proper food throughout their illness or stay in Med Lodge.
- Maintains health records including ailment, injury, treatment, and follow-up, for all campers and staff.
- Keeps records of calls to physicians, parents, physician office visits, campers kept in Med Lodge, etc.
- Writes detailed reports on major accidents/illnesses.
- Sends insurance forms to the doctor when any camper is taken for an office call due to injury.
- Provides first aid kits and appropriate supply of campers' medications with instructions for overnights, hikes, and off-site trips.
- Contacts parents about any and all unusual health concerns or accidents that occur at camp.
- Participates in staff meetings, as assigned.
- Checks in campers.
- Creates and "open door" atmosphere as well as maintains professional confidentiality of all interactions with campers and staff.
- Makes inventories and reports as required including a final report.
- Participates in all-camp and unit activities as much as schedule allows.
- Assures compliance with appropriate American Camping Association and United Boys & Girls Club standards, laws and regulations.
- Guides the CITs and interns in a learning experience related to health care management at camp.
- Observe and assess unsanitary and unhealthy conditions of camp.
- Perform other duties as assigned.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Interpersonal communication skills.
- Experience in the medical field that has involved the care of children.
- A Registered Nurse, Licensed Practical Nurse, Nursing Graduate, Paramedic, or EMT.
- Ability to communicate and work with groups participating (of various age and skill levels), and provide necessary instructions to campers and staff.
- Ability to observe campers behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to communicate effectively orally and in writing in English.
- Ability to train staff in first aid techniques and practical, temporary care for sick persons.
- Ability to accept supervision and guidance.
- Current First Aid and CPR certification.
- Responsibility, accountability, and flexibility
- Be an excellent example to youth at all times
- Read and interpret prescriptions and health exams from physicians.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The camp medics work both indoors and outdoors, often in the Med Lodge. The medics are required to live on-site and be on-call 24-hours a day. Each staff has approximately two days off between breaks.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sitting for long periods of time

Repetitive motions of hands/wrists

Walking

Standing

Climbing stairs

Lift/assist campers or staff.

Get to remote locations on camp property quickly, including areas off-trail.

**As a result of this individual fulfilling the responsibilities of this position, the goals and objectives of the program related to participant development objectives will have been accomplished through following a safe constructive, organized and well-communicated plan of action involving the campers and mutual cooperation with other staff.**

**I have read, understand, and agree to the above job description.**

Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_