



Position Title: Summer Camp Medical Office Staff
Position Status: Seasonal, Summer Only, M-F, 8:00am - 3:00pm
Meetings as required
Dates of Employment: June 13- August 19 / Full or partial season possible

Position Purpose

To provide first aid care for campers and staff, supporting the administration of medications to campers and staff, coordinating with medical professionals as needed, monitoring health and cleanliness policies and standards, organizing camper paperwork and maintaining camper records in an online platform.

Essential Functions

- Prepare and record health needs for campers.
- Overall health and well-being of campers and staff.
- Medication administration.
- Basic First Aid.
- Attends work and arrives/departs work at the appropriate times as determined by the immediate supervisor.
- Assumes other job-related duties assigned by the immediate supervisor.
- Reports to Summerside Camp Director, SCH Medical Director and Head Nurse (remotely)
- Communicates with Parents
- General record keeping and reporting

Qualifications

- 2021 Graduate or Last year Nursing student / License preferred but not required
- Ability to communicate effectively and professionally.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Willingness to be flexible with change in duties.
- Knowledge of applicable safety procedures.
- Ability to provide a supportive and caring environment for children.
- Comfortable with a team-based work structure; ability to demonstrate flexibility on the job.
- Demonstrates initiative, is conscientious, and provides complete follow-through on areas of responsibility.
- Must be 21 years of age or older.
- At least two years of experience working in a youth environment.

Physical Requirements and Work Environment

- Be able to occasionally lift up to 50 lbs.
- Regularly use close and distance vision.
- Frequently stand and talk or hear and sometimes walk and sit.
- Turn, bend, reach, and occasionally climb.
- Work in a traditional climate-controlled classroom environment with moderate noise level.
- Work outside in all seasonal weather conditions (except extreme weather conditions)

APPLY: Interested candidates, please email a cover letter, resume, and contact information for three references to summersidecamps@sch.org.