CAMP LAKE STEPHENS

Job Description: Healthcare Coordinator

Reports to: Assistant Director

Minimal Qualifications:

- Active Christian faith
- Currently a student in the medical field or currently working as a Nurse with an active license
- First Aid and CPR certified
- Comfortable with leading in stressful emergency situations
- Passion and ability to facilitate harmonious relationships and interactions between staff
- Ability to perform potentially strenuous physical activities (hiking, field games, water activities, etc.)
- Ability to work well with, support, and supervise others
- Ability to give and receive constructive criticism in a loving, Christ-like manner
- Critical thinking and problem-solving skills in all types of high-stress and fast-paced situations
- Willingness to support the theological doctrine and practices of the United Methodist Church

General and Specific Responsibilities:

- Manage and document the intake of camper and staff medications
- Manage infirmary and first aid equipment / supplies
- Maintain camper medical care and medicine dispensary logs
- Provide care for campers and dispense daily required medicines
    - Operating under standing orders from our Local Physician
- Facilitate and educate counselors and campers on emergency action plans and our new communicable disease protocols
- Carefully coordinate daily schedule with fellow program staff members as necessary
- Maintain an atmosphere of spiritual growth, personal development and safety in camp
- Assist as needed with photography, special events, and videography
- Be ready and willing to lead sections of summer staff training
    - Plan, prepare and communicate about summer staff training with other Program Staff and Assistant Director
    - Attend Program Staff Retreat (dates TBD)