



## Calvin Center Position Description

**Position: Health Center Manager**  
**Reports to: Program Director**

### **Purpose of Position:**

To implement or maintain safe camp policies.

### **Qualifications:**

- Be of sound Christian faith and good Christian Character
- 21 years of age or older as of June 1, 2008.
- Licensed as a registered nurse
- Current CPR and First Aid Certifications.
- Experience or interest in camping programs and camping ministry.
- Have exceptional ability to understand and relate well with children.
- Have exceptional ability to listen and communicate with others- a people person.
- Be a team player. Be Flexible. Be positive, outgoing, and enthusiastic.
- Be self-motivated and able to complete duties with minimal supervision.
- Willing to participate in some camp activities.
- Have strong organizational skills, able to juggle many duties at once.
- Be patient, sensitive and accepting of oneself and of others.
- Willing to do whatever benefits The Calvin Center and the summer camp program.

### **Relationships:**

- All positions are under the supervision of the Program Director.
- Works directly under the supervision of the Program Director.
- Work along side all summer and permanent staff.

### **Responsibilities (Including but not limited to the following)**

- Ability to originate, update, and/or monitor health care, maintain records, and implement the health care plan.
- Ensure each staff member and camper has on file a *health history and examination form*, as required by ACA.
- Set up system for health screening for arriving campers and staff, as well as a system for health screening for trips out of camp.
- Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
- Establish and follow appropriate medical routines including, record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Coordinate coverage of the health center.
- Post hours for daily medication and health call.
- Make appointments, when necessary, with medical/ dental personnel in the community.
- Maintain counselor first- aid kits, distribute and collect these at the start and end of each week.
- Maintain first- aid bags for swimming pool, canoe area, challenge course, equestrian area, and work/ mission camps.
- Participate or lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, and use of universal precautions for infection control.
- Keep accident/ incident reports that can be used for risk-management assessment.
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season.
- Monitor health of all staff including kitchen staff.
- Monitor/ evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp.