



**POSITION DESCRIPTION:** Full-Time Seasonal

**TITLE:** Health Care Administrator (Exempt Position)

**POSITION PURPOSE:**

- To assure a level of basic health and emergency care for all persons taking part in the summer camp programs consistent with the Mission Statement and Core Values of Glacier Camp.
- **ACCOUNTABILITY:**
- The Health Care Administrator reports to Program Director or equivalent. The Health Care Administrator shall perform his/her work within the policies, procedures, goals, objectives by-laws, and manual of operations adopted by Glacier Camp.

**RESPONSIBILITIES:**

- Attend Pre-camp Staff Training or its equivalent.
- Be the face of GPC Health Care: This may well include, but is not limited to the following:
- Supervise initial health screening of all campers and staff, including the collection and cataloging of all medication and health forms, and the storage of all under lock and key.
- Supervise the administration of medication to the campers as per prescribing doctor's instructions.
- Maintain inventory control and restock ordering of all non-prescription medications and first aid supplies.
- Maintain accurate, legible, written records of all treatments, accidents, etc. In this, and all other responsibilities, special attention is to be given to striving for applicable American Camping Association Standards.
- Medical Standing Orders and First Aid Procedures shall be reviewed with the Executive Director seasonally, and with the Camp Doctor every three years.
- Keep the Health Center clean and organized, including cleaning thoroughly before the end of each camp session.
- Provide adult supervision of the Health Center for all periods during which campers are in the Health Center.
- Post information as to how and/or where you can be contacted whenever you are away from the Health Center.
- Attend regular staff meetings to aid in staff community building and to ensure good communication.
- As part of the Specialized Staff of Glacier camp, you will be expected to take part in activities with the campers to the extent that time allows without interfering with your primary duties as outlined in this Position Description.
- Assist other specialized staff members in other responsibilities as assigned by the Program Director, as time allows, without neglecting your primary duties as

outlined in this job description.

- Remaining medication is to be returned to the persons picking up the campers upon their departure from Camp.
- Check-out each camper as they depart Camp.

#### **QUALIFICATIONS:**

- A personal commitment to Christ.
- Preferred Registered Nurse, Emergency Medical Technician – B, A or P. OR with Executive Directors exception other related certifications.
- Age 21 or older.
- Maturity in judgment and ability to supervise.
- Love for kids and the desire and ability to work with them.
- "Nice but not necessary" - Lifeguarding Certification, recreation leadership ability/experience, nature and/or environmental education knowledge, clerical and/or word-processing skills.

**EVALUATION:** Evaluation of work shall be reviewed at least once during the summer camping season by the Program Director. The Employee will complete and return summer evaluation forms to the Program Director prior to the release of the final paycheck for the season.

#### **TERMS OF CALL:**

Terms include monetary compensation and room & board for the season. Glacier Camp is an equal opportunity employer. Glacier Camp is an at-will employer. The employer or the employee may give notice of intent to terminate in accordance with the Glacier Camp manual of operations.

#### **MISSION: LOVE GOD, MODEL CHRIST, SERVE OTHERS**

#### **CORE VALUES:**

**FOUNDATIONAL VALUES:** (Foundational Values are the core of our mission and vision — these values are unchanging for the ministry.)

- Christ Centered
- Biblically Based
- Missional
- Rooted in Hospitality
- Faithful
- Visionary
- For ALL God's people

**MINISTRY VALUES:** (Ministry Values describe how we feel called to minister to our guests. These values answer the question, "What are the values that drive our ministry?" This is based on our foundational values.)

- Highly Relational
- Growth Oriented
- Quality Oriented
- Strong Leadership
- Creative