



## Pathfinder Lodge Camp Vick

**Vick and Pathfinder Camp and Conference Ministries**  
PO Box 559  
Manlius, NY 13104

### **JOB DESCRIPTION**

**Position:** Camp Health Director  
**Reports To:** CEO  
**Classification:** Seasonal

### **Job Summary**

The Camp Health Director is responsible for creating and maintaining a safe and healthy environment for campers and staff. The Health Director will oversee all health-related issues regarding campers while participating in sanctioned VPCCM camp activities.

### **Essential Duties and Responsibilities:**

- Plan for the health and safety of campers and staff, planning collaboratively with the CEO and Program Director.
- Provide immediate response to all emergencies
- Maintain an accurate medication schedule for each camper.
- Refer all necessary cases to local EMT's of hospital for further treatment.
- Notify parents/guardians in the event that a camper requires hospital treatment
- Maintain all health records and the daily log.
- Oversee administration of all medication and first aid.
- Specify schedule for sick calls and rest hour.
- Train staff in the personal health needs of the campers, accident prevention, first aid, emergency procedures, and signs of illness.
- Perform Health Checks with all campers on registration day.
- Check out any camper who requires a medical follow-up with parents/guardians.
- Complete all incident reports/insurance forms within 24 hours of a medical incident and see that the Camp Director and the CEO are notified.
- Prepare and submit additional reports as requested.
- Maintain a comprehensive inventory of all supplies and equipment.
- Communicate with the Program Director/CEO regarding needs of supplies and health service equipment.
- Maintain familiarity with the NYS Health Department Code Book.
- Notify the NYS Health Department of any accident that requires such notification as outlined in the NYS Health Department Code Book.
- Comply with all health-related protocols and procedures as applicable.

**Expectations:**

- Follow and ensure adherence to VPCCM policies and procedures.
- Support VPCCM's mission of helping each camper take the next step on their spiritual journey with God.
- Create an environment where each camper will feel safe and comfortable and treat the entirety of the camp community with dignity and respect.
- Communicate regularly with the Camp Director/CEO, discussing any problems that may be occurring within the facilities in which their programs operate.
- Attend all scheduled staff meetings and training when required.
- Must be able to work weekdays, weekends and holidays as needed.
- Perform other assignments/duties as directed.

**Special Considerations:**

- Occasionally, staffing needs or strategic initiatives require that position descriptions are modified as needed.
- Housing and board are provided for the duration of the camping season, including staff training weeks.
- The individual is familiar with the employee handbook and agrees to its terms and conditions.
- The individual shall represent the mission or teachings of VPCCM.
- The individual shall keep the Camp Director/CEO informed of all critical issues relating to his/her areas of responsibility.

**Qualifications:**

- A. 20 years of age with a high school diploma or GED.
- B. A registered nurse, LPN, or EMT holding proper NYS license or certification.
- C. Must be certified in first and CPR.
- D. Camp experience preferred, but not required.
- E. Ability to maintain the mission and vision of VPCCM.
- F. Ability to maintain a character that demonstrates the values and teachings of a Christian ministry.
- G. Demonstrate the ability to relate positively and energetically with staff, campers, and community organizations.
- H. Have the ability to work with people of all ages.
- I. Must have the ability to maintain a non-judgmental attitude in working with customers, clients, campers, and staff.
- J. Must be able to work autonomously and be highly organized with the ability to focus on multiple priorities.
- K. Must work in an organized, detail-oriented manner.
- L. Thrive in a team-oriented environment; be a team player.
- M. Ability to work in a fast-paced environment and maintain poise under pressure.
- N. Excellent phone and computer skills.
- O. Must maintain a valid driver's license.
- P. Ability to speak, write and understand English in a manner sufficient for effective communication with parents, leadership, and field personnel.
- Q. Must live on-site during the camping season.

**Physical Requirements:**

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

Physical requirements include good speech, hearing and vision ability, and excellent manual dexterity. Lifting, pulling, and pushing of materials up to 50 pounds.  
Requires bending, squatting, walking, and hiking.  
Requires working in an outdoor environment.

**Travel:**

Limited travel is required

**Working Conditions:**

The work will take place outdoors, or inside camp buildings that do not have heat or air conditioning.

**VPCCM Mission Statement:**

To provide a safe environment in which to bring people of all ages into a vital, living relationship with Christ Jesus as Lord and Savior. We will do this by introducing people to Jesus and equipping them to grow spiritually and to minister to their world.

**VPCCM Vision Statement:**

Introducing people to Jesus and equipping them to grow spiritually and minister to their world.

**About VPCCM:**

We are first and foremost a Christian Camp and Conference Ministry. We stick to the basics of the Christian Faith, which allows us to minister across lines of theological and doctrinal differences. Our complete statement of faith can be found at <http://www.vpccministries.org/about-us/statement-of-faith/>

**All employees recognize that VPCCM is a Christian Ministry and agree that they will do nothing as an employee of VPCCM to undermine its religious mission.**

**Your signature below indicates that you have read and understand the Job Description and agree to perform the duties as assigned.**

(Employee Signature)

(Date)

(Supervisor, CEO)

(Date)