

# Girls Quest Camp Oh-Neh-Tah

## HEALTH DIRECTOR

### Job Description

Girls Quest operates Camp Oh-Neh-Tah, nestled on the edge of the northern Catskills, less than a three (3) hour drive from New York City. Situated on 400+ acres, staff and campers have an experience of a lifetime through outdoor and educational activities, and interacting with a diverse and strong community. Building on an 80 year legacy of serving underserved girls from NYC and Greene County, Camp Oh-Neh-Tah will offer a one (1) week session for 50 campers with 30 staff in 2019. Staff commitment is 12-16 days. For more information about Girls Quest and our program, please visit our website at [www.girlsquest.org](http://www.girlsquest.org).

#### JOB SUMMARY

The Health Director is one of the most important positions at camp. The daily monitoring of our campers' and staff's health and safety is the foundation for a caring and nurturing environment where all can thrive. The Health Director ensures that all health services are in compliance with American Camp Association requirements and state laws. The Health Director must follow all instructions and/or requirements for prescriptions, orders and procedures provided by a licensed medical professional. This individual must hold a current New York State RN, LPN, Paramedic or EMT license and a current ARC CPR and ARC RTE. Assist in the delivery of the Staff Orientation and training outline.

#### RESPONSIBILITIES

- Take charge in situations requiring medical attention, referring to physician or emergency room when necessary
- Keep accurate daily records of all medical treatment administered at the camp Clinic in the bound Medical Log
- Review the medical record of each incoming Staffer and camper and compile a listing of those campers sent to camp with medication to be administered during their stay. This list must include the following:
  - Campers name, age and cabin (Staff)
  - Nature of illness or condition and subsequent treatment, if any
  - Type, dosage and frequency of medication
  - Any condition requiring special dietary restriction or considerations
- Prepare a list of campers and staffers with allergies for cabin General Counselors and the kitchen
- Hold specific Clinic hours daily for the dispensing of medication, and otherwise to be on call throughout the day/evening for any other medical issues that may arise
- Communicate with parents in the event a child is taken out of camp for medical aid
- Communicate with parents if camper runs low on medication, or arrives at camp without required medication
- Advise the Camp Director and instruct staff on all matters relating to health education, sanitation, accident prevention and first aid in the camping situation
- Maintain the camp Clinic in good condition regarding sanitation, maintenance, repair and appearance according to standards and regulations set by Girls Quest and New York State Department of Health
- Maintain ongoing inventory of all medical and first aid equipment and supplies, and request replenishment as needed
- Keep Camp Director aware of the status of all aspects of the camp operation regarding health, safety and sanitation
- Inspect the camp each morning including community service and cabin clean-up
- Participate in overall camp program as duties permit
- Prepare an end of season inventory and overall camp evaluation with suggestions for repair, supply and procedure
- Be willing to step out of your personal comfort zone or box
- Attend and participate in all continued training and staff meetings
- Be adaptive and respectful of all camp participants and the camp environment
- Maintain open communication with all staff
- Help maintain camp spirit

### **QUALIFICATIONS FOR ALL STAFF**

- Desire to work and live in the outdoors for two (2) weeks in upstate New York
- Maturity, good moral character, and integrity
- Understanding and liking of children; knowledge of behavioral issues a plus
- Patience and sensitivity to the needs of children
- Willingness to work as a team player for the benefit of the girls entrusted to our care
- Willingness to forgo significant use of technology except during unscheduled times
- Acceptable Health Exam and current Immunization Record
- Attend mandatory Training Session at camp prior to campers' arrival

### **QUALIFICATIONS/REQUIREMENTS**

- Must be 21 years of age or older
- Must be a Doctor, RN, EMT, LPN or Paramedic with New York State License
- Must have current ARC CPR for the Professional Rescuer
- Must have current ARC RTE (Responding to Emergencies)
- Knowledge of the residential camping situation as it pertains to health and safety supervision
- Emotional maturity and stability
- Willingness to participate in overall camp program

### **SUMMER 2019 SCHEDULE**

**Wednesday, August 7**—Arrive at camp by 12:00 Noon (dependent on certification needs)

**Sunday, August 11**—Full Staff Training Begins at 12:00 Noon

**Thursday, August 15**—Campers Arrive

**Thursday, August 22**—Campers Depart. Camp Closing Begins

**Friday, August 23**—Staff Depart in the Morning

**NOTE:** Laundry facilities available. Bedding provided, but bring your sleeping bag. Abundant wild life.

### **TO APPLY**

Complete [Camp Staff Application 2019](#) and provide Resume and three (3) Letters of Recommendation. Send to: Constance Stine, Camp Director, Camp Oh-Neh-Tah, 7636 E. Oasis, Mesa, AZ 85207, or Email:

[campdirector@girlsquest.org](mailto:campdirector@girlsquest.org) **NOTE:** Background checks will be conducted.