



Camp Health Assistant

Reports to: Operations Supervisor

Job Shift: 12+ Hour Shifts

Position Type: Full-Time
Temporary/Seasonal

Employee Status: Exempt

Level: Support

Job Category: Summer Programs-
Operations Department

Job Summary:

The Camp Health Assistant is responsible primarily for medication administration to all campers, managing allergen information, and being on call to deal with the day-to-day medical needs of campers and staff members while participating in our summer camp.

Role & Responsibilities:

- Manage the health care needs of campers and summer staff by reviewing health forms and providing first aid and care per the standing orders.
- Point person and/or point of contact for all medical needs of summer camp.
- Keep real-time documentation of health needs and care given to campers and program staff.
- Communicate effectively with summer camp staff and campers about any health concerns and be caring and empathetic in responses while motivating a return to activities.

- Maintain FVCA's health center including: cleaning, sterilizing, organizing, re-ordering supplies as needed.
- Manage on and off site health checks at summer camp check-in locations by working with volunteers and pairing with registered nurses (RN).
- Communicate with parents and family members of campers when medical incidents occur.
- Clearly communicate, across departments, important medical concerns regarding summer camp.
- Must be able to perform health checks and documentation in a timely manner.
- Collect and document all medication at check-in, dispense throughout the week and return all medication to appropriate adults at check-out.
- Follow all guidelines by FVCA, including the philosophy, goals, and objectives of FVCA, as well as any secondary procedures and instructions.
- Complete janitorial and cleaning duties at the end of each session
- Assist with program evaluation at the end of each session, and at the end of the summer.
- To be part of debriefing and thorough cleaning after the end of every session.
- Provide support in any other miscellaneous tasks that may arise in either the Operations or Program departments of summer ministry

Requirements/Qualifications:

- Have a life that exemplifies a relationship with Jesus Christ which also impacts the lives of others.
- Must be authorized to work in the U.S.
- Must be able to pass a state and federal background check.

- Must have regular church attendance and a pastor/church leader reference.
- Experience working with children from low income communities.
- Must be able to adapt and relate, cross-culturally and embrace diversity.
- Must be coachable and have a willing heart to be challenged and receive guidance and direction on a daily basis.
- Must be a person who has high energy and an outgoing personality.
- Must be able to adapt and relate, cross-culturally
- To be able to be flexible, function under pressure and commit to long hours while serving children and/or teens in care.
- Experience as a Registered Nurse (RN) or a nursing student in college is preferred.
- Be able to lift and carry at least 50 pounds
- This position requires temporary relocation to St. Charles, Illinois (55 minutes west of Chicago) to live on our campus for 11 weeks from May -August.