

# Position Description

## Long Point Camp



DOING THE  
MOST GOOD™

**Position:** Health Center Director  
**Supervisor:** Camp Director  
**Department:** Health Center  
**Classification:** Seasonal

### Position Summary:

The Health Center Director develops and implements a program of health and safety for the camp community, while providing direction and supervision for the Health Center Assistant.

### Minimum Requirements:

Licensed Registered Nurse in New York State with previous camping and supervisory experience preferred.

### Responsibilities:

1. Administer medications as indicated on the original prescription containers as prescribed by the ordering physicians.
2. Assist counseling staff as needed and requested in the event of severe homesickness.
3. Complete end of summer brief to include inventory of supplies and equipment, list of items to be purchased for next summer, daily medical logs, health center admissions, physician and hospital referrals and treatment, Department of Health, insurance and workers compensation reports.
4. Complete and process insurance and workers compensation forms as needed.
5. Identify existing health concerns, conditions and medication schedules, providing information to appropriate staff, such as food service personnel, program and counseling staff.
6. Inform Camp Director of potential hazards to the camp community as observed.
7. Inform Camp Director when medical supplies are needed and equipment replacement should be considered.
8. Insure proper storage and record keeping of all drugs, medications and first aid kits.
9. Complete and maintain accurate medical logs.
10. Maintain medical records, providing such to physician and/or hospital staff when making referrals.
11. Adhere to all personnel policies and practices as indicated in the staff manual.
12. Notify parents when medical attention exceeds routine basic care.
13. Perform physical check of staff and campers upon their arrival.
14. Prepare first aid kits and provide replacement supplies when needed.
15. Provide counselors with specific health conditions and medication schedules of campers under their care.
16. Provide emergency medical attention.
17. Provide staff training on basic first aid, health and safety precautions, and procedures.
18. Provide referral to camp physician and/or hospital when medical attention exceeds routine first aid.
19. Receive and review incident reports as prepared by staff supervising children at times of injury and illness.
20. Record fire drills in the medical log book.
21. Report specific injuries and illnesses to the Geneva office of the Department of Health within 24 hours as noted in section 7-2.8 of the New York State Sanitation Code.
22. Inform Camp Director of health center admissions and treatment secured off site.
23. Review health history and examination forms, contacting parents and/or physicians for additional information and clarification as needed.
24. Assist the Camp Director with program planning and other camp-wide activities as requested.

---

*Signature of Employee*

---

*Date*

---

*Signature of Camp Director*

---

*Date*