Position: Health Center Staff

Dates: June 14 - August 13, 2027

Minimum Qualifications

- Ability to originate, update, and/or monitor health care, maintain records, and implement a health care plan
- Desire and ability to work with children and adults in a busy camp setting
- Strong communication skills and ability to work collaboratively with peers
- Ability to accept supervision and feedback positively
- Good character, integrity, and attention to detail
- Enthusiasm, patience, and adaptability
- Experience working with children and young adults
- Reliable attendance and commitment to the camp schedule
- Current CPR/First Aid certification
- Preference given to licensed registered nurse in the state of Massachusetts or Initial EMT, Advanced EMT, Paramedic certifications.

Reports to: Director of Summer and Auxiliary Programs

About the Role

The Health Staff is responsible for staffing the Health Center that serves campers in all CSW Summer programs. This includes work before the summer reviewing participant and staff health forms, histories, and verifying receipt of required physician and immunization forms, as well as prescription medication orders. The Health Staff also meets with camper parents/guardians to discuss medical needs prior to the start of the summer season. Health Staff tends to the daily medical needs - chronic or acute - of participants, which may include first aid needs, dispensing prescription or over-the-counter medications, appropriate care for illness or injury, and education of participants on staying healthy.

This role may also include the implementation of COVID testing procedures, including positive case follow-up and contact tracing as applicable. The Health Staff will work with the program's medical consultant to establish standing orders for medications and treatment procedures. Management of the health office space and supply inventory, as well as maintenance of treatment logs and records, is also a requirement of this position.

Specific Responsibilities

- Arrive on time each day, dressed appropriately and prepared for assigned responsibilities

- Follow appropriate medical routines including record keeping in the medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders
- Assist in the pre-season screening of camper and staff health records
- Keep accident/incident reports that can be used for risk management assessment
- Work with the Counselors during specific portions of staff training pertaining to camp health and safety
- Organize, maintain, and inventory all supplies and equipment at the start and end of the season
- Ensure all materials are in good working order and request replacements or repairs as needed
- Pack up all supplies and records at the end of the season in an organized manner and accurately inventory materials for the following year
- Communicate regularly with the Director about health or safety concerns
- Communicate courteously with parents/guardians and physicians when necessary
- Adhere to confidentiality standards by refraining from sharing sensitive staff or camper information
- Attend staff meetings throughout the summer
- Lead by example, promoting inclusion and respect for differences among campers and staff
- Maintain a positive, professional, nurturing, and energetic attitude
- Support overall camp operations and complete all reasonable duties as requested by the Director and other administrators
- Participate in all required pre-summer training and orientation sessions

Essential Functions

- Communicate clearly and effectively with campers and fellow staff
- Possess physical strength to lift/assist campers and staff
- Visual ability to read prescriptions and health exams from physicians
- Ability to maintain appropriate and required records and documentation
- Ability to observe and assess unsanitary or unhealthy conditions of the programs
- Ability to provide health care to campers between the ages of four and fourteen

About The Cambridge School of Weston

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