



## Job Description

**Position Title: Assistant Health Officer**

**Reports To: Health Officer**

### **Mission:**

The American Youth Foundation inspires people to discover and develop their personal best, to seek balance in mental, physical, social and spiritual living and to make a positive difference in their communities and in the wider world.

### **Expectation of All Employees:**

Shows commitment to the core values of best self, balanced living, safety, respect, responsibility and stewardship. Supports the organization's mission, vision and ethics by displaying the following behaviors: integrity, openness and honesty, listening and understanding, giving and receiving constructive feedback, seeking a balance between personal and professional lives, dependability and accountability.

### **General Responsibilities:**

Work under the direction of the Health Officer to administer of a sound program of health and safety for the camp community.

### **Specific Responsibilities:**

- Community Expectations
  - Follow all policies and procedures outlined in the staff manual including, our alcohol, drug, and tobacco free campus policy.
  - Participate in the care and enjoyment of camp community, including joining in camp activities as time allows.
- Be familiar with and role model of camp's policies and insure they are followed during all programs. Any recommendations for change should be made to the Health Officer.
- Assist in the operation of the Health Center, including daily clinics, supervision of campers in the health center, care and cleanliness of the space.
  - Communicate all camper issues and treatment managed separate from the Health Officer to the Health Officer as soon as convenient, and within a maximum of 24 hours.
- Assist with opening checks of campers and staff, following the procedures outlined in the Health Center Manual.
- Discuss health and safety procedures with staff during staff training.
- Keep a bound log of Health Center admissions, treatments, etc.
- Assist in the administration of all medications and treatments according to physician's orders, keeping records of all such treatments
- Prepare first aid kits for emergency use in all camp buildings, vehicles, and villages and instruct the staff on how to use and record medications given
- Work with the Health Officer to prepare an end of season report that includes: equipment inventory, requisitions for next year, location of treatment records of campers and staff, infirmary and hospital admissions, recommendations for health medical practices in the future
- Participate in the camp community. Establish personal and professional goals for the summer and work towards those goals.

**Essential Functions:**

Ability to respond to and direct groups of kids and/or staff in an emergency

Must be able to lift up to 40lbs

Ability to navigate camp terrain

**Qualifications:**

At least 21 years of age

Ability to work as a part of a team

Minimum First Aid and CPR, Wilderness First Aid or Wilderness First Responder preferred

*The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*