

**UBarU Camp & Retreat Center**  
**277 U-Bar-U Dr. Mountain Home, TX 78058**

**Camp Health Officer - YOUTH CAMPS**

**JOB DESCRIPTION**

updated March 21, 2018

**General Responsibilities:**

Camp Health Officer responsible for providing maintenance and acute care to our youth campers while they are the responsibility of UBarU Camp & Retreat Center. This may include and is not limited to administering medications sent from home, providing first aid, providing supervision and care in the event of an acute illness and communicating with medical professions and the child's parents as appropriate.

**Responsible to:** Camp Manager/s and Executive Director

Please thoroughly review this job description and sign at the bottom of the page that indicates you have read and understand expectations and requirements of the Camp Health Officer at UBarU.

**Qualifications**

- CPR and First Aid certified including adults and pediatric clients
- Organizational and communication skills in order to manage First Aid kits, ensure First Aid kits are available as needed and to train camp staff and volunteers in First Aid, Epi pen use and other appropriate camp health issues
- Have an attention to detail in order to distribute prescribed medications from home to campers including proper dose and timing
- Acute observational skills in noting changes in behavior and/or activity to anticipate health needs of campers
- Good physical condition in order to have the physical strength and stamina to provide safety and assistance for campers at all times.
- Good character, integrity, and adaptability
- Sense of calm, patience, and self-control particularly in an emergency
- Successful completion of criminal background check.
- Successful completion of "Ministry Safe" online course.

**Specific Responsibilities**

**Be familiar with essential camp documents**

1. Staff Handbook contents
2. Health and Safety Manual contents
3. Camp Health officer Job description
4. Google documents for Adult Staff volunteers
5. Camper information- particularly medication needs, health issues

**Identify and meet camper needs**

1. Live on-site at UBarU Camp & Retreat Center during assigned camp week(s).
2. Assume responsibility for health and well-being of campers entrusted to her/his care including distributing prescribed medicines as prescribed, providing appropriate first aid and assistance with acute medical needs.
3. Attend any campers who are ill.
4. Be in contact with camp Physician on-call via phone as needed and parent/guardians of camper.
5. Be present and attentive during camp activities, meals and evenings in a supervisory role as well as observational role assessing well-being, hygiene, and other health aspects of campers.
6. Coach and encourage counselors to monitor hydration, hygiene and camper well-being reporting any anomalies to you.

**Fulfill other staff administrative roles as needed**

1. Prepare for and actively participate in staff training and meetings.
2. Set a good example for campers and others including cleanliness, punctuality, personal language, appearance, health habits, and sportspersonship, and phone usage (only during breaks or emergency and to take pictures to share with CMs & EDs for FaceBook.)
3. Follow all camp rules including no tobacco, alcohol, or drug use, no violence, and no sexual activity.
4. Encourage respect for personal property, camp equipment, and facilities.
5. Greet and actively interact with parents and campers at drop off and pick-up including asking any questions regarding the campers' health, prescribed meds and/or conditions and/or updating parents/guardians of any incidents or changes in condition during camp.
6. Inspect, manage and maintain the First Aid kit supplies and distribution.

I have read and understand the expectations/requirements for serving as a Camp Health Officer at UBarU Camp & Retreat Center.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Printed name:

Thank you