

POSITION DESCRIPTION

Position Title: Health Care Assistant

Date: February 2004

Reports To: Camp Director

General Function: The Health Care Assistant helps the Health Care Manager during busy times in the Health Center, particularly during medication distribution times, and staffs the Health Center for an hour each day to give the Health Care Manager a break.

Requirements: The Health Care Assistant must be at least 18 years of age, and must have graduated from high school at least one year before employment begins. While experience or training in working with children is quite helpful, what is most important is that the incumbent be a person of integrity who is able to serve as a positive role model to youth. Experience and training in basic health care is helpful. To properly support the mission and values of the camp, the Health Care Assistant must be a person of strong personal faith, with a positive relationship with the Catholic Church.

Because each staff member lives and works closely with the members of the staff community, it is important that the Health Care Assistant is able to collaborate with others, communicate clearly and honestly, and be willing to contribute as community needs change. The Health Care Assistant must be certified in CPR and First Aid (training in these is provided by Camp Gray), and must have an awareness of the need to care for the environment.

Principal Activities:

- Assist the Health Care Manager with the operation of the Health Center during busy times, especially during medication distribution times
- Staff the Health Center for an hour each day when the Health Care Manager takes a break
- Maintain Health Center supplies, including over-the-counter medications; order new supplies, as needed
- On a weekly basis, checks all first aid kits and restock them, as necessary; keep a log of this activity
- Supply materials to refill staff PPE packs
- Staff the Health Center during the daily counselor meetings
- Enter treatments daily into database
- Staff the Health Center when an overnight/sick camper is present, allowing the Health Care Manager to get to meals
- Pull all health forms as instructed by the Health Care Manager
- Change sheets and sanitize beds as needed in Health Center
- Review camper health forms 2 weeks prior to camper's arrival and check for any missing information

- Assist the Health Care Manager during Sunday camper registration
- Assist the Health Care Manager on Friday with end-of-week procedure and cleaning the Health Center
- Check with the Health Care Manager for additional needs

Essential Functions:

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision

POSITION DESCRIPTION

Position Title: Assistant Store Manager

Date: February 2004

Reports To: Camp Director

General Function: The Assistant Store Manager participates, with the Store Manager, in the operation of the canteen store, with primary responsibility for directing the activities of daily camper store time.

Requirements: The Store Manager must be at least 18 years of age and a high school graduate. While experience or training in working with children is quite helpful, what is most important is that the Store Manager be a person of integrity who is able to serve as a positive role model to youth. To properly support the mission and values of the camp, she/he must be a person of strong personal faith, with a positive relationship with the Catholic Church.

Because each staff member lives and works closely with the members of the staff community, it is important that the Store Manager is able to collaborate with others, communicate clearly and honestly, and be willing to contribute as community needs change. The incumbent must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment.

Principal Activities:

- Operate the canteen store during daily camper store time
- Manage the inventory of the store; keep records and notify the Store Manager of items in need of reorder
- Display merchandise for sale in the store
- Assure the cleanliness of the canteen store
- Keep records essential for control, evaluation, and reporting, including individual camper purchase records
- Coordinate the delivery of camper store account refunds
- Take photos, on a daily basis, of camp activities (to be used for the interactive website)
- Serve as a “copilot” for a cabin group; sit with them at meals and attend evening activities with them
- Assist with Sunday camper registration
- After Friday camper departure, participate in the cleaning of cabins, bathrooms, and common areas
- As needed, temporarily supervise campers in the absence of their counselor

Essential Functions:

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior

- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp's spiritual vision

JobDescriptionStoreManager