Position: Clinic Director/Head Nurse

Direct Supervisor: Camp Medical Director

This full-time position is responsible for the supervision and coordination of the health care staff during camp to ensure an overall high standard of care. Primary job duties include providing leadership in the selection of campers, development of a camp-wide care plan and the recruitment, orientation, training and evaluation of the health care team.

Essential Job Functions:
- Full-time leadership position
- Recruit health care team and determine camper to staff ratio
- Organize and lead pre-camp orientation and training sessions
- Assist medical board with camper selection
- Coordinate pre-camp chart development
- Review campers’ dietary restrictions with camp cook; identify appropriate substitutions
- Manage the setup, orientation and operation of health services/infirmary
- Oversee check-in and closing day activities at camp
- Plan and oversee medical staff meetings/rounds with camp medical director
- Ensure chart documentation meets medical guidelines
- Ensure curriculum goals are met as defined by the asthma camp education guidelines
- Demonstrate effective teaching style and positive interaction with staff and campers
- Respond to emergency situations and set and communicate priorities for action
- Interact positively and professionally with health care team and camp staff
- Act as a mentor for all staff
- Provide camp-wide care as necessary
- Participate in camp activities
- Meet with parents at close of camp to review camper’s experience and medical care
- Coordinate inventory and packing of health services/infirmary at close of camp
- Complete staff evaluations

Licensure and Experience:
- Licensed in state of camp program
- Related certifications such as CPR, PALS, ALS, etc. preferred, not mandatory
- Proficient emergency response and first aid skills
- Broad knowledge of the pathophysiology of asthma, medications utilized in the treatment of asthma, allergens and allergic responses
- Previous camp experience or experience working with children in a health care capacity
- Previous supervisory experience

Key Qualities:
- ☐ Self-starter/self motivated
- ☐ Adaptable/Flexible
- ☐ Leadership skills
- ☐ Likes working with children
- ☐ Responsible/Reliable
- ☐ Solution oriented
- ☐ Organized/Detail oriented
- ☐ Works well with diversity
- ☐ Overall positive attitude