

The Pines Summer Camp
Job Description: Health Center Director

Reports to: Program Director

Capacity: Temporary (non-exempt) position

Compensation: Pre-camp hours: Required Training (10 hrs/week x \$25/hr) = \$250.00

Summer camp: June 29 - July 25 (4 weeks x \$800/week) = \$3,200.00, plus room & meals.

Job Summary: Assisting the Camp Nurse to supervise the Pines' Health Center, including addressing minor illness and injuries, encouraging health and wellness for campers and staff, administration of all medications for campers during weeks 2-4, and supporting emergency care if needed.

Skills and Qualifications Must have or be willing to obtain Preventative Health Practices training as per CA Title 17 Subchapter 6 Organized Camps section 30750(c) and 30700(f); along with current CPR/First Aid/AED. Health care will be administered to promote health and wellness for all, consistent with the mission and vision of the Camp, and with a priority for attention to social justice and anti-racist/biased mindset. This includes a medical practice that is focused on eliminating any ableist, fat-phobic, transphobic, sexist, and/or anti-Black/POC health care practices.

Key Responsibilities

- Maintaining and supervising the Health Center in compliance with CA State and San Bernardino County regulations for health care at organized camps.
- Oversee inventory and ordering of health center supplies and organization of medication room, oversee updates to standing orders and health center policies/procedures. Coordinates with the Program Coordinator for orders.
- Welcoming all campers with hospitality and care, a health check, check-in of medications, and confirmation with parent/guardian of any health issues.
- Oversee inventory and ordering of health center supplies and organization of medication room, oversee updates to standing orders and health center policies/procedures. Coordinates with the Program Coordinator for orders.
- Keeping a detailed log of all medications and care provided to campers and staff during the camp session, contact parents/guardians with any concerns or questions during the sessions. Assisting the Program Director and Executive Director with applicable incident reports.
- Provide first aid care for minor illnesses or injuries, and support emergency or urgent care if needed, following the standing orders and policies, and communicating with parents/guardians.
- Providing reminders and support to staff and campers about overall health and wellness, especially prevention of illness and injury at camp.
- Complete other duties as assigned.

Directors Training

- In person at Pilgrim Pines on Saturday, June 14, 2025. 10:00am-4:00pm, lunch included.