



## Camp Soles JOB DESCRIPTION Health Officer

Apply Online at [www.campsoles.com](http://www.campsoles.com) or  
Email resume & cover letter to [fun@campsoles.com](mailto:fun@campsoles.com) or  
Mail to Camp Soles, 134 Camp Soles Lane  
Rockwood, PA 15557

*Camp Soles is located in the Laurel Highlands four-season recreation destination an hour from Pittsburgh, PA. Home to Frank Lloyd Wright's Fallingwater, Ohiopyle Youghioghney River rafting, Seven Springs Ski Resort and state parks, the Laurel Highlands is a hub for outdoor sports enthusiasts: <https://www.golaurelhighlands.com>*

### Position Summary:

1. The Health Officer operates under written standing orders signed by the camp physician.
2. Reports to Camp Director.
3. Maintains official medical logbooks by recording every medical center visitor, staff and camper. (ACA HW-21)
4. Maintains a medical center inventory and notifies the Executive Director when supplies are low.
5. Communicates with parents if and when:
  - a. A camper or minor staff member is confined to the medical center due to injury or illness for 12 hours or more.
  - b. A camper or minor staff member spends the night in the medical center.
  - c. A camper or minor staff member needs to see the camp physician or be taken to the emergency room.
  - d. A camper or minor staff member is prescribed new medication by the camp physician.
6. Communicates with children's physicians as needed.
7. Consults with camp physician as needed.
8. Communicates with the Executive Director daily with an update on camper and staff health.
9. Refers campers who appear to be "homesick" to the appropriate Village Director.
10. Completes official reports of all incidents or injuries requiring professional medical treatment.
11. Ensures that counselors are prepared for overnights by taking appropriate medications and first aid kits.
12. Ensures that the first aid kits at program areas and in cabins are properly supplied and maintained.
13. Ensures coverage of the medical center at all times. (ACA HW-18)
14. Accepts and stores all health forms and prescription drug forms for campers and staff.
15. Accepts and stores all prescription and over-the-counter drugs for campers and staff.
16. Performs health and wellness screening of all campers for the session.

17. Examines health forms and notifies counselors and village directors of children with special needs or restrictions.
18. Dispenses medications to campers and staff at designated times.
19. Handles medical emergencies.

#### Additional Duties:

1. Models, teaches, and upholds the Camp Soles Code of Conduct and protects the health and well-being of all campers and staff.
2. Maintains positive relationships with campers, parents, and other staff.
3. Encourages physical, emotional, and spiritual growth and positive character development in all campers.
4. Works to increase his or her own cultural competence and helps to create an environment that values diversity.
5. Is prepared to do anything else deemed necessary by the camp director.

#### Essential Functions:

1. Ability to communicate with, supervise, and work with assigned ages and skill levels, providing necessary instruction, guidance, and leadership.
2. Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate health and safety regulations and emergency procedures, and apply appropriate behavior management techniques.
3. Physical ability to respond appropriately to emergencies and situations requiring first aid.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
5. Ability to live on site for the duration of contract.
6. Be able to lift 20 pounds.
7. Be able to carry 15 pounds through varying elevations.
8. Walk, hike, in varying terrain and elevations.

#### Education/Experience Requirements:

1. Must be 21 or older; college graduate preferred.
2. Licensed RN or LPN preferred; EMT or Paramedic with current certification.
3. Leadership ability and teamwork oriented.
4. Prior experience working with camp or youth populations preferred.
5. A commitment to working with a diverse staff and camper population for the fulfillment of Camp Soles goals.
6. Must be able to stand for extended lengths of time (up to 10 hours) and be able to walk around camp continuously for at least 2 hours.
7. Possess good written and oral communication skills.
8. Enjoy working with children.

9. Have the ability to understand the needs of campers while placing those needs and the needs of camp ahead of personal desires.
10. Must possess full understanding of and commitment to carrying out the basic purposes of camp.
11. Must be First Aid and CPR/AED certified.
12. PA Medication Administration certified if not licensed to administer medications.
13. Ability to accept guidance and supervision.
14. Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control.

This description is a summary of the functions of this position. Other duties may be assigned as needed. Camp Soles reserves the right to review and adjust this job description as business needs dictate.

I have reviewed and understand this job description.

\_\_\_\_\_  
Candidate name

\_\_\_\_\_  
Candidate signature

\_\_\_\_\_  
Date

*Camp Soles is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, disability*