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### *How to Apply*

Complete employment application at <https://prettylakecamp.campbrainstaff.com> or contact Amber at [amber@prettylakecamp.org](mailto:amber@prettylakecamp.org) to receive application. Deadline May 13, 2024.

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### *About Pretty Lake*

We're a non-profit, free overnight summer camp seeking employees to work for us in a variety of seasonal positions. There are two to three weeks of training, depending on your role, that will take place in mid to late May. Camp will run 5-day sessions until late July. Along with compensation, we provide free housing, meals, laundry facilities, and the opportunity to grow personally while serving the community.

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### *Job Title*

Assistant Health Manager

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### *Responsible To*

Camp Director, Health Manger

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### *Summary*

The Assistant Health Manager helps the Health Manager to coordinate the health care of all campers and staff. They will be responsible for dispensing medication, assessing camper and staff illnesses and injuries, and maintaining medical records.

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### *Required Qualifications*

1. Kindness, responsibility, and a strong work ethic.
2. Current certification in American Red Cross community first aid and CPR for the professional rescuer or American Heart Association BLS Healthcare Provider.
3. Current license to practice in Michigan as a Physician, Physician's Assistant, Nurse Practitioner, Registered Nurse, Practical Nurse, Emergency Medical Technician, Medical First Responder, or National Outdoor Leadership School Wilderness First Responder Certification, or American Red Cross Responding to Emergencies Certification.
4. Ability to work independently and as a team using treatment guidelines and health service policy manuals.
5. Ability to work independently and as a team using camp guidelines and policy manuals.
6. Desire to work with children and young adults.
7. Leadership experience.
8. Ability to live at camp during sessions.
9. Ability to learn and use camp data systems including Camp Brain and Google Suite.
10. Valid Driver's License.
11. 21 years or older.

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### *Preferred Qualifications (Not required)*

1. Experience in working with both youth and adult illness/injury care.
2. Experience in youth development and behavior management.

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3. Experience in a summer camp environment.
  4. Lifeguard, CPR, and/or AED certifications.

### *Essential Functions*

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1. Read, update, and originate camper records as instructed, both physically and digitally.
2. Show flexibility in dealing with multiple staff/camper needs throughout the day.
3. Practice effective leadership techniques with both campers and staff.
4. Prepare for the care of campers, by becoming familiar with camper medical records before and during their arrival.
5. Provide high quality care while maintaining thorough records and communications.
6. Be flexible in caring for multiple patients at once.
7. Communicate with staff and camper families about camper needs or issues.
8. Always represent Pretty Lake Camp professionally.
9. Communicate effectively with staff, campers, and camper families.
10. Work with campers and staff of all backgrounds to create a safe camp experience for everyone.
11. Receive and follow general instructions, as well as respond to emergency situations.
12. Be able to move for long periods of time, lift to 35 pounds, and assess and care for campers and staff.
13. Self-regulate own behavior while living and working in a communal setting, this includes but is not limited to:
  - Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.
  - Use of appropriate language that is inclusive, polite, positive, avoids gossip, avoids profanity, and leaves personal life outside of Camp.
  - Use of cell phone only during two hours off each day, during scheduled break.
  - Abide by all policies and procedures in the staff code of conduct.

### *Specific Responsibilities*

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1. Help the Health Manager to:
    - Work with other health affiliates that we partner with (WMed Students, Helping Hands, etc.)
    - Review camper medical records as part of the pre-screening process.
    - Help with familiarizing counseling staff with camper health needs.
    - Perform physical assessment of campers in the health screening process.
    - Provide quality health care and first aid treatment that is consistent with written procedures and protocols as directed in the health policy and treatment guidelines.
    - Keep health clinic facilities in a clean and sanitary condition through proper cleaning and appropriate disease control measures.
    - Restock supplies, first aid kits, and other inventory needs as needed.
    - Document and maintain all health care and first aid treatment records as instructed, physically and digitally.
    - Report any medication errors, accidents, or incidents to the Camp Director immediately.
  2. Serve on the Leadership Team, assisting with the supervision of counselors, program, and other support staff.
  3. Help to create and distribute feedback for counselors, program, and other support staff.
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4. Maintain and update camper records physically as well as digitally on Camp Brain and Google Suite.
  5. Provide coverage for staff on break.
  6. Communicate regularly and clearly with camper families regarding camp policies, registration, etc. as instructed.
  7. Assist with front desk coverage and duties.
  8. Lead activities as needed.
  9. Regularly assist with camper behavior management and emotional regulation.
  10. Transport campers and staff as assigned.
  11. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  12. Observe camper behavior, assess its appropriateness, and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans, and strategies for working with children.
  13. Submit bi-weekly feedback forms.
  14. Know when to ask for assistance and support fellow staff.
  15. Assist in camp emergencies or other situations as dictated by policy and directed by administrative staff.
  16. All other duties as assigned.
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*Revised Fall 2023*