



Riverlea, LLC DBA

# Camp Riverlea

8302 South Lowell Road  
Bahama, NC 27503

## **Administrative First Aid Manager Job Description**

**Supervisors:** Director, Program Director, Assistant Program Director

The Administrative First Aid Manager is primarily responsible for overseeing the acquisition, safe storage, and proper administration of all medications at camp. When no persons at camp are in need of medical attention or care, this person helps with some administrative and organizational tasks. This is a full-time job beginning Monday, June 6, 2016 and ending Friday, August 5, 2016, with occasional responsibilities outside of regular work hours.

### **Responsibilities:**

1. Oversee the organized collection, storage, dispensing, and record-keeping of all camp medications and treatments.
2. Before each session, review all enrolled campers' medical conditions, treatment needs, and special notes; prepare an organized document detailing this information; then clearly and effectively communicate the relevant and necessary information to the appropriate staff members and volunteers to ensure all proper persons are aware of, understands, and can support all campers with specific unique health concerns and needs.
3. Collaborate and communicate with all staff and volunteers to ensure that camp is a safe; that everyone is risk-aware and prevention-oriented; and that everyone understands the details and limits of their appropriate medical training.
4. Maintain a thorough and organized inventory of appropriate medical supplies, including stocking, checking, and re-stocking all first aid kits and supplies at camp. This may include occasional shopping trips outside of regular camp hours.
5. When all medical work and care is attended to, assist camp directors with various administrative and organizational tasks as needed.

### **Daily tasks:**

1. Triage, address, treat, and document all medical needs (injuries, illnesses, ailments) at camp in accordance with Camp Riverlea's mission and written medical and personal conduct

policies. This includes emailing and/or calling parents to notify them and/or follow up with their camper's medical treatments when appropriate.

2. Maintain a sanitary, safe, and organized work environment in which to treat camper medical needs. This includes the safe storage and administration of medications according to doctor and/or parent instructions.
3. Call parents of unaccounted-for absent children to confirm their location/condition. Record this information.
4. Assist directors and staff with various other administrative and camp tasks.

**Desired qualifications:**

1. Hold a minimum of current certification in child and adult First Aid, CPR, as well as certification in the transmission and disposal of bloodborne pathogens.
2. Experience or strong interest in working with young people ages 5-22.
3. Outstanding professional communication (including basic computer literacy), interpersonal, and teamwork skills, including ability to accept supervision and guidance from supervisors, and work well with co-counselors, staff, and volunteers.
4. Good character, sense of humor, patience, persistence, calmness, and empathic nature.
5. Ability to self-motivate and work independently in a fast-paced, noisy indoor/outdoor environment (this requires healthy levels of physical strength, flexibility, and endurance).
6. Ability to work well under pressure, to improvise, to think quickly, critically, and soundly as new circumstances or problems arise, including the ability to solve problems quickly, logically, thoughtfully, and completely, all while taking multiple perspectives into consideration.
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