



HIDDEN VALLEY 4-H CAMP
Cornell Cooperative Extension Schuyler County
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Cornell University
Cooperative Extension
Schuyler County

JOB DESCRIPTION:

Position Title: Health, Safety & Wellness Director

Supervisor: Camp Director

Date Prepared: January 2012

I. Summary:

The mission of Hidden Valley 4-H Camp is to provide youth with a fun, residential camp experience under the guidance of positive role models that emphasize community building, positive social interactions, environmental awareness and skill building. The camp Health and Safety Director is needed to respond to emergencies and carry out programs of health and safety throughout the summer. The Health and Safety Director will live on camp property while camp is in session.

II. Duration

The summer camp season includes 1 week of pre-camp and 6 weeks of residential camp that run from Sunday morning to Friday evening each week. Specific dates are July 8 – August 17, 2012. Additional weekend coverage may be needed throughout the summer

III. Specific Responsibilities

- Develop with the camp director, health and safety procedures
- Record and report all admissions of the infirmary
- Be on site for specific “sick call”
- Administer and record all medications and treatments according to physician’s orders
- Order and prepare first aid kits for emergency use to all counselors
- Physically check all campers upon arrival in camp and review all health records
- Maintain all records of campers and staff (hospital visits, Doctor visits, medication, injuries, dietary habits)
- Train staff all health and safety procedures and precautions of camp.
- Develop and instruct staff and campers on Health and Safety classes (CPR, First Aid, etc.)
- Organize, plan, and lead camp programs
- Other duties may be assigned as required

IV. Qualifications

- 21 years of age or older
- R.N. Degree, L.P.N. degree, E.M.T. or First Responding Certification and licensed to practice in New York
- First Aid & CPR certification
- Experience or background with youth
- Good Character
- Ability to plan and lead programs

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