

## Warren Township Recreation POSITION DESCRIPTION

Title: Health Coordinator/ Asst. to Director  
Hourly paid  
Position: SR. IN HIGH SCHOOL TO ADULT  
Camp **Playground Program:** (5 Wks) June 26 to July 28, 2017 (*July 3 & 4off*) 8:30am – 3:15pm T-F; Mondays 12-3pm swimming (may not be need every Monday) June 26 full day  
**Teen Camp:** (5 Wks) June 26 to July 28, 2017 (*July 3 & 4off*) hours 8:15am-3pm M-F; Wed. Trip day will be later.  
Training June 24, 9am – 12pm (Mandatory)

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### GENERAL FUNCTION:

Under the supervision of the Program Director, the Playground Program Health Coordinator/Asst. to Director is responsible for first aid and daily health surveillance of campers and staff. In addition, the Health Coordinator will work directly as assistant to Program Director regarding daily operations of the camp. This position can be filled by a college student with CPR and First Aid certification or EMT. Must work all 5 weeks.

### POSITION REQUIREMENT:

This position requires the following certifications:

- Professional/Rescuer or Healthcare Provider level CPR/AED
- American Red Cross - Standard First Aid
- Computer Experience

The candidate will also need strong oral and written communication skills in addition to problem solving, and human relations abilities. This position demands an ability to work as part of a team and handle crisis situations in a calm and thorough manner, especially when dealing with small children and their parents. The candidate also needs to be proficient in Microsoft Office (Word, Excel) and email correspondence.

### PRINCIPAL ACTIVITIES:

- Proof of fingerprints is required upon hiring if over 18. Once we have fingerprints, every three years after that you must apply for a background check. Send your receipt to the Recreation office for reimbursement. See attached instructions.
- Train staff in basic principals of first aid according to the Dept. of Health if an EMT
- May perform EMT skills as necessary if an EMT
- Maintain a neat and orderly area for administration of First-Aid.
- Bus evacuation drills / fire drills / playground inspection and pavilion & bathroom inspections.
- Maintain and distribute up-to-date information on campers needing special medical care, such as allergies.
- Maintain timely and accurate documentation pertaining to daily camp medical activities.
- Maintain inventory on all health supplies to the level stipulated in 8:25-5.4 of the New Jersey Youth Camp Safety Standards Guidelines.
- Perform all other duties as assigned by Playground Program Director.

**By signing: I HAVE READ, UNDERSTAND AND ACCEPT THE POSITION AS INDICATED ABOVE.**

NAME \_\_\_\_\_

DATE \_\_\_\_\_