POSITION DESCRIPTION

The Kalamazoo Nature Center (KNC) is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Because we value the strength diversity brings to the workplace, the Kalamazoo Nature Center is committed to the recruitment, retention, and development of a workforce that reflects the society in which we live. We encourage applications from candidates representing diverse backgrounds.

Summary:
The Kalamazoo Nature Center Camp program aims to provide safe experiences that allow all children to grow into active and respectful community members through exploration of the natural world. The Health Officer will manage all health related communication, documentation, and address all medical and health related needs for campers and staff while in attendance at camp. This means taking care of minor injuries, being the first responder to major injuries and making judgement calls with regards to next steps toward treatment, administering OTC and prescribed medications to campers who need them, and other tasks. The Health Officer is available as needed by campers and staff at any time while camp is in session. Seeking an individual who is organized, responsible, and self-motivated. An individual who enjoys being outside and working with children. The Health Officer will be supervised by and report to the Camp Director.

What we ask of our Health Officer:

● Assist with check-in/registration, communicating with families about any health needs/concerns for campers.
● Check-in/gather all medications upon camper arrival; and staff as needed.
● Coordinate and implement camper health screening process.
● Administer all medications, both prescribed and OTC, at the appointed/appropriate times as prescribed by physician. Provide quality health care.
● Maintain accurate, complete, and professional medical records of all health care provided to campers and staff.
● Review all incident reports for accuracy and completion turned in by staff.
● Maintain the confidentiality of campers and staff relating to issues such as health, behavior, and other situations that may arise.
● Maintain a high level of organization and cleanliness in the health office and make sure that OTC medications that are needed are on-hand.
● Report any medication errors, accidents or incidents to the Camp Director immediately.
● Review camper medical records as part of the pre-screening process.
● Respond appropriately and maintain composure in potentially stressful situations.
● Assist in camp emergencies or other situations as directed by supervisors.
● Train and supervise staff as needed. Be on-site any time camp is in session; one-two weekly overnight included.
● Other duties as assigned by supervisor.

What we ask of all Camp Staff:
● Provide an example of a model counselor on a consistent basis.
● Help all to be included and feel accepted by encouraging participation of all.
● Respect the diversity of culture and beliefs of our campers and fellow staff
● Communicate consistently with supervisors about camper situations
● Ensure and maintain the health and safety of camp participants and staff.
● Work well under pressure and stay calm. Be confident and make positive decisions.
● Responsible for the care of camps program equipment and facilities;
● Attend pre-camp training and in-service trainings during camp.
● Be versed in and demonstrate KNC’s policy and customer standards at all times.
● Maintain a flexible work schedule, which may include overnights and bus route supervision.

Requirements:
● Must be at least 21 years of age or older.
● Current certification Wilderness first responder, American Red Cross community first aid and CPR for the professional rescuer, American Heart Association BLS Healthcare Provider or equivalent or 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.
● Ability to read and write to originate, update and monitor health care records and to implement the treatment guidelines and health service policies.
● Must be able to work 40 hours a week with periods of overnight duties.
● Ability to communicate effectively with campers, staff, guardians and parents.
● Must be able to negotiate hilly terrain, rustic trails, and walk several miles per day and possess the stamina to carry out camp programs in hot and humid Michigan climate over an extended period of time.
● Must possess visual, auditory, cognitive ability to effectively care for and triage campers and staff illness and injuries.
● Must have a commitment to uphold a strong environmental ethic.
● Must possess the ability to communicate and work with groups of all ages and skill levels in order to provide necessary instruction to campers.
● Must have a strong work ethic and be able to commit to all of the 10 week camp schedule.
● A valid driver’s license and good driving record are preferred and applicants must be able to commit to the entire camp schedule.

Paid staff training: June 8 through 12 including two overnight campouts and Open House on June 13. Camp sessions: June 15 through August 14. Some evenings/overnights may be required. There will be no camp June 29 through July 3 in observance of Independence Day. Staff receive a 20% discount in the Expedition Shop. Summer T-shirts are provided.

Apply online at naturecenter.org/Camp/CampEmployment
Questions? Contact Tanequa Hampton, Camp Director at thampton@naturecenter.org
The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.