

**Diocese of Sacramento
Job Description**

Location: Camp Pendola
Position: Summer Camp Health Services Manager
Classification: Non-Exempt
Schedule: Seasonal June – August



Pendola Center
Catholic Diocese of Sacramento

REPORTS TO: Camp Pendola Director

JOB SUMMARY: Promote a healthy environment for staff and campers in a summer camp. Camp Pendola's health services includes promoting wellness, identifying areas of camp that may affect health and safety, and monitoring ongoing health concerns.

ESSENTIAL FUNCTIONS:

- Ability to communicate and work with campers and provide necessary instruction to campers.
- Ability to observe camp behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activities.
- Possess strength and endurance required to maintain constant health supervision of campers and staff.
- Ability to walk on uneven terrain up to one mile.
- Ability to make quick decisions and respond appropriately.
- Ability to meet diocesan recommendations of being at least 21 years of age in order to operate diocesan vehicles.

GENERAL RESPONSIBILITIES:

- Supervise the health and cleanliness standards; work with the camp directors and staff at providing a healthy and safe environment for all.
 - Ensure each staff member and camper has a current health history on file.
 - Implement health screening for arriving campers and staff, and for out-of-camp trips.
 - Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies.
 - Establish and follow appropriate medical routines including record keeping, disposal of medical waste, managing and safeguarding medication and utilizing approved standing orders.
 - Coordinate coverage of the health center.
 - Inform counselors of need for daily medications of their campers and how the medications will be distributed. Make appointments, when necessary, with medical and dental personnel in the community.
 - Notify parents and director of such appointments.
 - Stock and issue first aid kits and emergency communication equipment.
 - Participate in and lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, the use of universal precautions for infection control and child abuse.
 - Keep accident/incident reports.
 - Keep camp director apprised of illnesses, incidents causing injury and treatments as they

