CAMP STELLA MARIS
JOB DESCRIPTION (Updated 10/2025)

POSITION: HEALTH DIRECTOR - Seasonal Exempt

Salary Range: $450-$500/week

Reports directly to Summer Camp Director.

JOB OVERVIEW:

Collaborate with the Summer Camp Director and Nurse to ensure camper & staff health and safety. Responsibilities include: updating medical orders and safety plans, creating staff schedules, conducting health center training, reviewing camper medical histories, and coordinating with parents on special needs. They will oversee the implementation of the NYSDOH Children's Camp Safety Plan, manage health screenings, handle emergencies, and maintain medical logs. Weekly duties involve addressing staff on camper health concerns, providing allergy information, overseeing check-in, and preparing medication tickets. The Health Director will communicate to pertinent staff all camper medical concerns, ensure compliance with medical orders, document injuries, supervise EMTs, facilitate staff training, and manage Health Center operations, including closing procedures. Additional duties may be assigned as needed.

RESPONSIBILITIES:

Prior to the start of camp:

1. Work with Summer Camp Director and Nurse to review and update standing orders and have signed by camp physician.
2. Work with Summer Camp Director and Nurse to review and update Section IV. Medical Requirements of the camp safety plan.
3. Create weekly schedule for Health Center staff.
4. Conduct annual training with Health Center staff, including but not limited to expectations regarding scheduling, medication administration, emergency procedures, electronic medical records (CampMinder), incident report filing and parent/guardian contact.
5. Review all available camper confidential medical histories, prior to the start of camp. Make necessary contact with camper parent/guardian and/or pertinent medical provider(s) to address restrictions and special needs. Discuss noteworthy items with the Summer Camp Director to assess the ability of CSM to provide appropriate accommodation to meet the general health and safety needs of the camper. When deemed necessary, create an action plan that addresses all necessary accommodation that will need to be provided during the camper's stay.
    a. If it is deemed that CSM cannot provide a safe environment for any camper, the Summer Camp Director will contact the camper family.
6. During pre-camp week, provide training to all camp staff regarding their roles during medical situations. Train staff to identify the limits and expectations of their participation in the delivery of healthcare, including first aid, in camp.
7. Conduct health screening for seasonal staff.

While camp is in session:

1. Per NYSDOH Children's Camp Safety Plan:
   a. Oversee the implementation of the written safety plan's medical components.
   b. Supervise the health and sanitation at camp.
   c. Continue to review and maintain campers' confidential medical histories.
   d. Oversee initial health screening of campers and daily surveillance of the camp occupants.
   e. Handle health emergencies and injuries, including emergency preparedness and follow-up for professional health care.
   f. Maintain the camp medical log.
2. Every Sunday
   a. Address staff regarding pertinent camper medical concerns and/or action plans.
   b. Provide kitchen staff with a list of camper allergies (preferably prior to Sunday).
   c. Oversee the Health Center during check-in.
   d. Work with Nurse to prepare medication tickets.
   e. Review initial health screening of campers (performed by counselors).
      i. Follow up with camper and/or parent/guardian as necessary.
3. Every Monday, prepare and distribute Camper Medical Report to counselors.
4. Ensure that treatments are in accordance with parent and/or physician's order and properly recorded in electronic medical records (CampMinder) and/or incident report.
   a. Ensure that any injuries or illnesses that will require emergency treatment from hospital or other medical facility are immediately reported to the Summer Camp Director.
   b. Ensure that all camper and staff injuries or illnesses listed in NYSDOH Section 7-2.8(d) are documented on a DOH-61b form and reported to the NYSDOH within 24 hours.
   c. Ensure that all camper medications are returned to parent/guardian during and or after camper departure.
5. Supervise and evaluate health center staff. Report any pertinent concerns to the Summer Camp Director.
6. Work with the Nurse to plan and implement medical staff in-service meetings and training as necessary.
7. Work with the Nurse to ensure continuity of care by establishing a reliable system of communication amongst medical staff and other camp staff when necessary.
8. Work with Nurse to close the health Center in accordance with end of season instructions provided by the Summer Camp Director.
9. Other duties as directed.

OTHER:

- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCDR's corporate compliance and ethics program.

QUALIFICATIONS:

1. Either physician, nurse practitioner, physician assistant, registered nurse, licensed practical nurse, emergency medical technician, or another person acceptable to the NYSDOH. *PLEASE NOTE: Must be licensed or recognized by NYS.*
   a. Current certificate in an acceptable first aid training program as specified in Section 7-2.2(m). [ex. Advanced First Aid, EMT-Basic]

Visit:https://www.health.ny.gov/environmental/outdoors/camps/firstaid.htm for a complete list of acceptable first aid certifications.

2. Current certificate in an acceptable CPR training program as specified in Section 7-2.2(n). [ex. CPR/AED for Professional Rescuers, BLS for Healthcare Providers]
   Visit: https://www.health.ny.gov/environmental/outdoors/camps/cpr.htm for a complete list of acceptable CPR certifications.
   Annual CPR recertification is required, regardless of expiration date on card
3. Experience or background in school, pediatric or public health nursing highly desired.
4. Possess excellent management and leadership skills.
5. Proven ability to adapt to new situations.
6. Possess high moral character.
7. Have excellent communication skills.
8. Ability to relate well with children and staff.
9. Strong knowledge in the following computer programs:
   a. MS Word
   b. MS Excel
   c. Camp Management Software (CampMinder)

Camp Stella Maris is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. The purpose of this job description is to describe the essential job functions and the level of work performed by individuals assigned to this position. This description is not an exhaustive list of all job duties performed by this position. Management reserves the right to modify, add to, or remove duties from jobs and to assign other duties as necessary.