



## Health Office Manager

### Desired Qualifications

- Current EMT, NP, RN or LPN or student NP, RN or LPN
- Must be at least 21 years of age
- Must be Pediatric First Aid/CPR certified
- Desire and willingness to work with children
- Experience working with children ages 5-14
- Possess excellent communication skills, both written and oral
- Capacity to work with a broad range of people
- Strong abilities both to collaborate with a team and work autonomously

**Responsible to:** *Camp Director*

**General Responsibility:** Oversee and maintain the health and wellness of J&R Day Camp campers and staff.

### Specific Responsibilities

- Reviewing medical information for all campers and staff prior to camp starting
- Triageing campers during daily sick calls and document in Campminder
- Communicate and collaborate with food service to manage campers and staff with food allergies and dietary accommodations which includes creating and distributing allergy lists for unit heads, kitchen and cooking specialist
- Assemble and maintain inventory for First Aid Kits for busses (with transportation coordinator) and throughout camp
- Create and distribute medication lists for unit heads
- Distributing prescribed medication to campers throughout the camp day
- Recording medication distribution to campers that are handed out as prescribed throughout the camp day
- Assessing health/injury risks during the camp program
- Working with the contracted MD via telehealth in diagnosing illnesses and treating injuries when necessary
- Supervising campers in the health office if they are unable to participate in the camp program.
- Assisting in keeping the health office clean and sanitized
- Attend daily leadership team meeting at 8:00am
- Communicate with camp operations regarding medical supplies/medications stock (as needed) to keep the health office fully supplied
- Communicating with parents about the health of their campers via phone and/or e-mail
- Other duties that may arise to meet the demands of the current health climate and increase the efficiency of health office and/or treatment of campers

**Additional Responsibilities**

- Set a good example for campers including cleanliness, punctuality, sharing cleanup and chores, and sportsmanship.
- Follow camp rules and regulations
- Encourage respect for personal property, camp equipment and facilities.
- Manage personal time off in accordance with camp policy.
- Additional responsibilities as assigned

**Compensation:**

- \$7,000-\$9,500 depending on experience

**Bonuses: In order to be eligible for any bonus you must work a minimum of 6 weeks**

- \$700 bonus if you miss 10% of days or less of contracted time to work, age 18+
- \$250 All Star bonus
- \$250 bonus if you refer a friend to work at camp
- Bonuses will be awarded in final paycheck – at the discretion of the camp director

**Perks:**

- Free JCC membership during time of employment
- 5 guest passes to bring friends and family to use the facility (includes gym, pool, outdoor park)
- Lunch and snacks provided every day
- Camp t-shirt/tank top provided to wear every day of the week
- Staff appreciation throughout the summer
- Surprise swag given throughout the summer
- End of summer social
- Hump Day Dunkin Donuts every Wednesday
- Shabbat bagel breakfast every Friday

**Who We Are**

J&R Day Camp is located in Monroeville, PA. Owned and operated by the Jewish Community Center of Greater Pittsburgh, J&R is a co-ed day camp with an emphasis on teambuilding, developing positive values, independence and premiere programming and activities. Our child-centered environment focuses on creating community and enriching the lives of our campers, families and staff. We serve children ages 5-14 through meaningful experiences that focus on building connections, teaching values, fostering individual growth and having fun. The JCC Day Camp experience supports, nourishes and sustains our campers, families and staff. We are professionals who have chosen to make a difference.

J&R Day Camp is open and accessible to everyone, regardless of age, race, religion, national origin, sexual orientation, gender identity, gender expression or special need by welcoming individuals of all backgrounds, embracing their uniqueness and diversity under our communal tent.

J&R Day Camp strives to create connections among campers, families and staff. We grow our campers through the lens of strong Jewish values and morals. Our facilities and experiences create an atmosphere of safety and fun for each person involved.

**To apply:** <https://jccpgh.campintouch.com/ui/forms/application/staff/App>

**For more information, visit our website at** [www.jccpghdaycamps.com](http://www.jccpghdaycamps.com)