

# Sterling House Day Camp

**Job Title:** First Aid Director

**Reports to:** Assistant Camp Director

**Position Overview:** Sterling House Community Center, Inc. (SHCC) is seeking a dynamic camp leader with a passion for keeping campers healthy, safe, and active. This individual's primary responsibilities will be serving as First Aid Director while also supporting the day to day operations of the camp office. This individual must be able to multitask, make sound decisions, and have strong administrative and customer service skills.

## **Primary Responsibilities - First Aid:**

- Serve as a member of the Camp Leadership Staff, meeting once a week.
- Contact parents by email and/or phone to be sure all necessary paperwork and medications are on file before the child begins their session.
- Enforce all policies applicable to ensure that CT camp licensing standards are met.
- Organize and maintain cleanliness, and cares for the FIRST AID STATION area and all equipment stored there, keeps a needed supply list running.
- Operate the area with a welcoming attitude during scheduled times, meeting the needs of the children with bumps and bruises and other injuries.
- Is prepared and trained for any or all requirements for medications to assist every child in having a successful summer.
- Maintain the supply of ice cubes and have baggies ready for the campers' needs.
- Maintain the First Aid Log as required by CT Camp Licensing.
- Deliver the First Aid Log to the Doctor's office every Friday and pick up the previous one.

## **Additional Responsibilities:**

- Create and maintain a safe and inclusive environment that encourages physical, emotional, and social growth and positive character development in children with a variety of abilities and disabilities.
- Embody the values and mission of SHCC in all professional interactions and work to promote it in the community.
- Work to increase his/her own cultural competence while creating an environment that values diversity, equity and inclusion.
- Maintain positive relationships with children, families, and other staff while serving as an exemplary role model to all staff and students in personal language, appearance, and professionalism.
- Maintain confidentiality with respect to any/all staff or family issues.
- Other duties as requested or assigned by camp directors.

## **Qualifications:**

- Over 21 years of age.
- Previous experience in a leadership role at Sterling House Day Camp, a school, or an equivalent setting.
- Current certification in AHA or American Red Cross CPR for the Professional Rescuer, and American Red Cross Standard First Aid and Personal Safety Training required, Administration of Medications including Epi-Pen required and any other training required for a specific child's needs or Physician with a current CT license (APRN, PA, or RN accepted).
- Ability to lift up to 50lbs of camp supplies or other equipment.
- Proven leadership, strong organizational and communication skills.
- Flexible and able to accept guidance and feedback for committed growth.
- Ability to make difficult decisions quickly and responsibility
- A commitment to working with a diverse staff and camper population for the fulfillment of Sterling House Day Camp's goals.

## **Commitment:**

- This is a seasonal position beginning in June until the end of August with hourly pre-camp set-up duties with flexible hours, starting in May.
- This position is scheduled between the hours of 8:30-3:45, Monday through Friday during camp season: June 24th - August 23rd.

SHCC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We believe deeply that diversity on our team strengthens our service to the community and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.