

**TITLE:** Health Manager – Pamunkey Ridge Girl Scout Camp  
**CLASSIFICATION:** Seasonal, Exempt

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### **SUMMARY**

Oversee the wellness and safety of campers and staff. Manage health center operations and medical records. Dispense medication to campers and staff. Provide first aid injury treatment.

### **ACCOUNTABILITIES**

- Oversee implementation of camp health plan.
- Assist in training staff during pre-camp orientation.
- Prepare and manage health center and dispense medications. Maintain health records in compliance with federal, state, GSCV, GSUSA, and HIPAA guidelines.
- Ensure each staff member and camper has a health history and examination form on file as required.
- Coordinate health screening for arriving campers and staff.
- Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications utilizing approved standing orders.
- Care for physical well-being of everyone in camp and provide emergency first aid when needed.
- Assume administrative responsibilities as appropriate.
- Participate in required training.
- Comply with all federal, state, GSCV and GSUSA risk management policies and procedures to ensure the safety of girls and integrity of the Girl Scout Leadership Experience.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity and safety.

### **EDUCATION, EXPERIENCE & CERTIFICATIONS**

- RN, LPN, Paramedic, or EMT certification preferred.
- Girl Scout knowledge and experience working with children preferred.
- Must possess a valid driver's license and meet the Council insurance company's requirement for coverage.

### **ADDITIONAL QUALIFICATIONS**

- Minimum age: 21 years old.
- Ability to originate, update, and/or monitor health care, maintain records and implement health care plan.
- Demonstrate a commitment and ability to interact with diverse populations.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Ability to analyze data and produce required statistical reports.
- Subscribe to the principles of the Girl Scout Movement and become a registered member.
- Successfully complete background check.

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

- Must reside on camp property while camp is in session.
- Visual, auditory, cognitive and physical abilities to identify and respond to hazards.
- Ability to lift 30 lbs.
- Live and work in an outdoor environment with exposure to heat, sun, rain, uneven terrain and other elements.

For application and to apply, see the employment section of our website at <http://www.comgirlscouts.org>. Please email application, cover letter, and resume to [hr@comgirlscouts.org](mailto:hr@comgirlscouts.org). Open until filled.