



**Job Title:** Health Advisor/Office Manager

**Reports To:** Camp Site Director

**Brief Description:** The main responsibility of all staff is the campers' safety and wellbeing; all day, every day. TIC staff members enjoy creative independence, a stimulating and spirited atmosphere, and the camaraderie of brilliant and energetic peers. TIC Summer Camp is committed to a personal approach in all its activities. The staff makes sure that campers are given real choices, guidance in making those choices, and lots of personal attention. The job description below lists the minimum essentials. Staff members are sometimes asked to do tasks not explicitly stated here. It is expected that all staff will do whatever needs to be done for the good of the camp.

**General Requirements:**

- Energy, patience, and creativity.
- Love for children of all ages; Passion for teaching and a desire to mentor young minds.
- Ability to be dynamic and flexible. Confident and vulnerable to be goofy and participate in theme days.
- Strong written and verbal communication skills highly necessary and valued.
- Ability and desire to work in a stimulating, fulfilling, and sometimes silly environment while maintaining, good judgement and safety.
- Availability for the entire summer, including staff training held the week before camp starts. Participate in other site staff trainings, if applicable. Camp dates for DC North, DC West, and MD sites are June 19-August 11; VA site is June 26-August 18.

Acceptance of a TIC contract is a primary commitment; a second job is allowed only when it is not detrimental to job performance at TIC. TIC runs day camps in the DC area with no resident facilities; out-of-towners must find their own housing.

**Job Related Requirements:**

- Serves as the chief health provider on the camp site, administering and maintaining the TIC Summer Camp health program.
- Makes level-headed, swift decisions about accidents or illness that occur on-site.
- Is mature and competent, has a calm demeanor and some experience in healthcare.
- Learns quickly and works independently.
- Has RN, LPN, or EMT desirable but current certification in First Aid/CPR is sufficient.
- Is organized, efficient, and good telephone skills.

**Supervisory Responsibilities:** None, although responsible for health care of campers and staff.

**Specific Job Duties:**

- Maintains health records for campers and staff, a daily log of health or safety incidents, and Workers' Compensation reports.
- Communicates with camp families about absences and health issues.
- Reviews all camper and staff health records, preparing "Medical Notes" prior to each camp session to inform staff.
- Interacts with parents of campers who have special health needs or concerns.
- Maintains first aid and office supplies, advising Camp Director of additional needs.
- Administers medication under the direction of our consulting physician.
- Prepares and presents a health care workshop, based on the TIC health plan, during staff training.
- Performs various administrative duties: answers telephone, records daily attendance for campers and staff, orders lunches, maintains petty cash, and filing.
- Maintains standards which promote the health, safety and welfare of all participants.
- Facilitates daily office administrative tasks, including and not limited to attendance, lunch order, petty cash.
- Handles shuttle bus list and updates it when needed.
- Provides assistance to directors during daily operations.