



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

**Reports To:** Camp Site Director

**Character:**

We are looking for folks who are...

- Passionate about teaching the technology and/or athletic options that we offer. The magic of our camp can only happen when there is a perfect cross section of camper's interest and curiosities and counselor's passion and knowledge.
- Genuinely interested in working with children and adolescents - campers are super fun but exhausting, so you gotta love them!
- Flexible, can adjust on the fly, and still keep your cool are essential skills for this position.
- Able to work cooperatively with others, learn on the job, come to work each day on time, and do whatever it takes for the good of the campers.
- Role models and can become active members of the TIC community, including playing games and dressing up for theme days- the unique combination of fun and silly.

**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.

**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.
- Aid directors during daily operations, and provide/receive feedback to immediate supervisor on a regular basis.

**Training:**

- Management Retreat attendance is required and will be held June 7<sup>th</sup>-9<sup>th</sup>.
- TIC holds four days of required staff training to prepare for the campers and allow time to develop curriculum. Staff orientation will be held **June 10-14 for TIC-DC, June 17-21 for TIC-MD, VA-McLean, VA-Fairfax.** (Some exceptions can be made for year-end school obligations if pre-approved)
- In-service Weekly Wednesday Meetings until 5pm, unless stated otherwise.

**General Information:**

- Camp dates for **TIC-DC** is June 17 to August 9; **VA-Fairfax & TIC-MD** are June 24 to August 16; **VA-McLean** is June 24 to August 2. **TIC Summer Camp DOES have camp on July 4!**
- Acceptance of a TIC contract is a primary commitment for the term of the contract; internships, other jobs, etc. that interfere with schedule or performance.
- Compensation for the summer is paid bi-weekly.
- Cell phones/personal computers are **prohibited** during the camp day. Staff must be able to follow TIC cell phone protocol during any camp or personal emergencies.
- TIC runs day camps Monday through Friday in the DC area with no resident facilities; out-of-towners must find their own housing during the summer employment.
- Staff have the opportunity to sign up to help support Extended Day for additional compensation. At least three staff members are needed daily to help support the Extended Day Supervisor.