



**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 campers interest and curiosities and counselors 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:**

- 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 11-15 for TIC-DC, June 12-15 for TIC-MD and June 19-23 for TIC-VA.** (Some exceptions can be made for year end school obligations if pre-approved)
- In-service Weekly Wednesday Meetings until 5pm, unless stated otherwise.
- Professional development opportunities available after camp (resume writing, interview tips, job search resources, and more)



### **General Information:**

- Hours are 8am-4pm, Monday through Friday. Please keep in mind that this is short term, full time position and your campers truly need you at camp every day. Personal time should be planned for before or after camp and on weekends.
- Camp dates for TIC-DC & TIC-MD are June 18 to August 10; for TIC-VA it is June 25 to August 17. **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 a lump sum paid two times per summer (mid-way and last day) but tracked on an hourly basis.
- 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.