



## **HEALTH LODGE DIRECTOR AND CAMP HEALTH OFFICER Position Description**

### **POSITION CONCEPT**

The Health Lodge Director/Camp Health Officer (CHO) is responsible for camp health and safety, and the operation of the Health Lodge and its associated programs. The CHO reports to the Camp Director and lives on-site at Camp Geronimo during camp.

### **PRINCIPLE RESPONSIBILITIES**

- Exemplify the Scout Oath and Law. Support Boy Scouts of America (BSA) policies and the Aims and Methods of Scouting. Strive to provide programs that are exciting, dynamic and appealing to today's youth; that meet the needs of the youth and the units attending camp; and that are fun and safe.
- Work closely with Camp Director on camp health and safety matters. Be expert in the application of BSA National Camp Standards "Health and Safety Standards" HS-03 through HS-10, and assist the Camp Director in ensuring compliance.
- Attend monthly pre-camp planning sessions.
- Assist Camp Director and Program Director in hiring area staff. Attend staff hiring weekend in March. In conjunction with Camp Director and Program Director, perform staff evaluations, coaching and counseling. Enforce correct staff uniform and appearance standards.
- Assist Camp Director and Program Director in staff training. Assist in provision of staff training opportunities including staff training weekend. Obtain all personal training required. Abide by the rules set forth in the most current "Camp Staff Manual".
- Supervise and coordinate operation of health-related programs. Familiar with requirements of health-related merit badges, belt loops, pins, awards, activities or recognitions offered. Directly instruct participants and/or supervise staff instructors.
- Supervise and coordinate set up and maintenance of Health Lodge, supervise medical re-check for campers and staff, administer first aid and emergency treatment, dispense and secure medications, review and ensure provision of first aid kits to camp program areas, and document all interactions in accordance with all applicable health standards.
- Track and maintain First Aid merit badge (or other recognition) information using computerized (and paper backup) record-keeping practices. Input individual scout merit badge (or other recognition) information into database (daily or weekly).

Ensure that weekly merit badge (or other recognition) information is provided to Program Director each Friday.

- Ensure control and security of medications, equipment and personal medical information. Track use of medical and program materials. Maintain current and accurate inventories of medical and program materials, supplies and equipment. Coordinate ordering of necessary supplies and materials with Program Director. Create and/or maintain a maintenance and replacement schedule for all major equipment.
- Other duties as assigned by Camp Director.

### **Daily Operations**

- Make sure each program is presented on time with all materials on hand, ready to go.
- Develop and maintain a program that imparts useful knowledge, that supports the aims and objectives of the Boy Scouts of America, and that is fun, challenging and safe.
- Impress upon all participants that they are only learning some of the basics, and should never attempt activities without experienced, trained supervision and proper safety equipment.
- Strive to be sure that there are plenty of interesting program activities so that campers do not have to stand around waiting.
- See that the program area is always clean and efficient.
- Inspect program materials frequently and keep your Camp Director informed of any supplies needed.
- Ensure a safe and adventurous experience, while fulfilling the requirements of the Merit Badge.

### **END OF SEASON**

- Update the Camp Geronimo Program Area Standard Operating Procedures to reflect current program usage and lessons learned
- Ensure all equipment is inventoried and stored properly
- Ensure the Gear Records and Maintenance Logs area up to date
- Write suggested changes, updates, opportunities, and program adjustments for the upcoming year.

### **ADDITIONAL QUALIFICATIONS**

#### **Required (must be met prior to the start of summer camp)**

- Be at least 21 years of age.
- Be a registered member of the Boy Scouts of America.
- Be one of the following: licensed physician, licensed nurse practitioner, nurse (RN, LPN or LVN), licensed physician assistant, paramedic, emergency medical technician or emergency medical responder. Any required qualifications must be current.
- Certified in American Red Cross CPR/AED, or Council-approved equivalent.

- Certified in American Red Cross Standard First Aid, or Council-approved equivalent.
- Has completed the one-time self-study Camp Health Officer's Training Course, or has completed National Camping School Camp Health Officer Training.
- Familiar with MS Word and Excel and/or use of computer databases.

**Preferred**

- Prior BSA experience, residential camp experience, leadership/management of youth and young adults.
- Knowledge of, or experience in, First Aid merit badges; or other BSA health-related merit badge requirements.
- Expert in MS Word and Excel and/or use of computer databases.