



TELLURIDE ASSOCIATION

Position Description - Residential Camp Health Director (2024)

Position Title:	Residential Camp Health Director
Direct Supervisor:	Summer Program Manager
Positions Supervised:	None
Date/Approval:	Approved 3/6/24 by Personnel Committee
FLSA Status:	Nonexempt from June 3 - June 21, 2024 Exempt (Administrative) from June 22 - August 3, 2024
Employee Type:	Temporary
Work Schedule:	From June 3 - June 21, 2023, 20 hours over 5 days per week From June 22 - August 3, 2024, approximately 40 hours over 5 days per week. Evening and weekend hours required.
Work Location:	Cornell Branch of the Telluride Association (217 West Ave, Ithaca, NY 14850).
Travel Requirements:	Required to reside at the program site (Cornell Branch of the Telluride Association) from June 22 - August 3, 2024. May be required to travel to complete health training certifications required by the state, if not already certified.
Position Duration:	June 3 - August 3, 2024
Benefits Eligibility:	Not benefits eligible
Compensation:	\$30/hour during prep period \$1,200/week during program

Role Overview

The Health Director directly supports the health and safety of participants and staff at the Telluride Association Summer Seminar (TASS) located at Cornell Branch of the Telluride Association, as well as assisting the Summer Program Manager in supporting the health and safety needs of TASS participants and staff at other sites. The Cornell TASS program hosts approximately 28 junior and senior high school students for an educational summer program centered around a college-level seminar in the humanities.

Prior to the participants' arrival, the Health Director works part time to review medical histories and work with parents and staff to prepare for a safe summer program. During the program, the Health Director works full time and resides on site to oversee all health and safety needs for the program. The Health Director also accompanies TASS participants on field trips. In addition to overseeing health and safety for the TASS program at the Cornell site, the Health Director also assists the Summer Program Manager in overseeing health and safety needs for the TASS programs at University of Michigan and University of Maryland, which host another 42 total participants.

The Health Director reports to the Summer Program Manager, and works closely with staff on site, including the Site Supervisor, Assistant Health Director, Factotums (equivalent to counselors), and building staff.

Qualifications

Required Qualifications

- Must have New York State certification as a physician, nurse practitioner, physician assistant, registered nurse, licensed practical nurse, emergency medical technician, or other person acceptable to the permit issuing official.
- Must possess valid certification in first aid. Approved first aid courses are listed in the NYSDOH Fact Sheet titled "First Aid Certification for NYS Children's Camp Staff" (www.health.ny.gov/environmental/outdoors/camps/)
- Must possess valid CPR certification dated within one year of the program. Annual CPR recertification is required, regardless of expiration date on card. Approved CPR courses are listed in the NYSDOH Fact Sheet titled "Cardiopulmonary Resuscitation (CPR) Certification for NYS Children's Camps and NYS Bathing Beaches" (www.health.ny.gov/environmental/outdoors/camps/).
- Must be willing to reside on site at the Cornell Branch of the Telluride Association for the program duration, with no other major commitments planned for the program period.
- Excellent written and verbal communication abilities.
- Excellent judgment and problem-solving abilities.
- Ability to manage high-stress environments, especially in emergency situations.
- High level of organization, attention to detail, and flexibility.
- Proficiency in Google Drive and other web-based communication apps.
- All Telluride summer seminar employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained an approved disability/medical or religious exemption.
- Ability to handle confidential information with discretion
- Ability to meet travel requirements of the position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as needed.

Preferred Qualifications

- New York State certification as a nurse practitioner, registered nurse, or licensed practical nurse is preferred.
- 2+ years experience with children's summer camps and/or educational environments, particularly those serving high school students, is preferred.
- Access to a personal vehicle, driver's license, and clean driving record is preferred.
- Experience with and commitment to enacting anti-racism, diversity, equity, and inclusion in the workplace.
- Experience with communities of color and communities that Telluride Association serves.

Responsibilities

Program Preparation - 20%

- Review and maintain TASS participants' confidential medical histories.
- Communicate as needed with parents and staff to prepare for the health and safety needs of each participant.
- Prepare the program infirmary.
- Work with the Summer Program Manager and site staff to review and prepare health and safety plans and procedures.
- Complete trainings as required by the state and university partners.
- Assist and advise the Summer Program Manager in preparing for health and safety needs at the University of Michigan and University of Maryland TASS sites.

Program Operations - 80%

- Reside on site at the Cornell Branch of the Telluride Association for the duration of the program, from June 22 - August 3, 2024.
- Oversee the implementation of the written safety plan's medical components.
- Supervise the health and sanitation at the camp.
- Oversee initial health screening of participants and daily surveillance of the TASS occupants.
- Handle health emergencies and injuries, including emergency preparedness, transportation to medical care, and follow-up for professional health care.
- Maintain the camp medical log.
- Oversee the infirmary.
- Manage TASS participant medications, including intake inventory and distribution or administration of medications.
- Accompany field trips.
- Work closely with Assistant Health Director to ensure that there is adequate staff availability for the program at all times.
- Meet regularly with supervisor and other program staff to ensure the health and safety of program participants and staff.

- Assist and advise the Summer Program Manager in overseeing health and safety at the University of Michigan and University of Maryland TASS programs.
- Provide feedback to Summer Program Manager to improve future programs.

Other Responsibilities

- Strive to enact Telluride Association’s commitment to anti-racism, diversity, equity, and inclusion in all activities and duties.
- Support Telluride Association to maintain a safe working environment. Act proactively to prevent accidents and injuries and communicate hazards to supervisors when identified.
- Be familiar with and strive to follow any applicable compliance standards, regulations, and Telluride Association policies/procedures.
- Support the general activities of Telluride Association and carry out other duties as assigned.

Work Environment and Physical Demands

- Essential physical requirements: Position requires use of computer, phone, and office equipment. Position requires travel and evening/weekend work. Requires some movement of objects less than 100lb.
- Visual: normal concentration
- Hazards: limited exposure. May include exposure to ill program participants.

Equal Opportunity Employment

Telluride Association does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, age, marital status, sex, sexual orientation, gender identity, disability, or any other legally protected category. Telluride Association welcomes applications from people of all backgrounds, including people of color, women, LGBTQIA+ people, and people with disabilities.

Signatures

Employee Signature: _____

Employee Name: _____ Date: _____

Supervisor Signature: _____

Supervisor Name: _____ Date: _____