



Bayside Camp and Retreat

Position Description | First Aid Coordinator

Position Purpose:

To further the mission of camp by assisting in all medical needs, organization, and larger scale first aid needs of campers and staff.

Essential Job Operations:

1. Communicate with camper parent/guardian:
 - a. Receive all medications upon camper sign-in
 - b. Gather all necessary information to ensure campers receive proper medications, and dosages at proper times.
 - c. Have general knowledge of proper questions to ask regarding certain medications.
2. Organization:
 - a. Input medication information into online database
 - b. Create a list of medication taken by campers each week which will track when medications will be administered.
 - c. Be responsible for proper secure storage of staff and camper medication
 - d. File Incident Reports
3. Manage First-Aid:
 - a. Administer first aid
 - b. Call 911 should there be an emergency
 - c. Administer daily medication of campers (with a director)
 - d. Debrief any major first aid situation with director



Employment Details

Weeks of Work:	10
Start Date:	TBD
End Date:	August 18, 2024
Staff Training Dates:	Highly recommended conference weekend: May 10-12 Mandatory staff training: May 24-26, June 7-9
Gross Salary:	Base Rate: \$450/week

Requirements/Skills

- Current CPR and Standard First Aid
- Ability to work with children and adults
- Ability to communicate effectively through various modes of communication which include phone, email and face-to-face.
- Strong leadership, organizational, and communication capabilities
- Ability to work independently, prioritize work load and manage time efficiently
- Self-directed with excellent time management

Other Responsibilities

- Answer questions from parents at drop-off and pick-up and communicate all relevant information during the week
- Lead Bible Study, staff prayer time and mentor younger staff in accordance to Bayside Camp's Statement of Faith.
- Carry out all other duties as assigned by Directors

Relationships/Accountability

Reports to: Executive and Associate Directors
Peer Relationships: Secondary Leadership Team
Internal Relationships: Camp staff, campers
External Relationships: Parents, Campers

