

# CAMP OCCOHANNOCK

*on the bay*

9403 Camp Lane Belle Haven, VA 23306  
757-442-7836 [www.ootbay.org](http://www.ootbay.org)

## Health Coordinator Job Description

**Reports to:** Camp Director

**Dates of Employment:**

Staff Training: June 1 - June 13

Camp: June 14-August 7

### **Position Requirements:**

Health Coordinator must be at least 25+ years of age.

Experience in medical positions recommended but not required.

### **Position Responsibilities:**

Health Coordinator will be the point of contact for our families and campers when bringing medications, medical ailments, and situations regarding health concerns.

Health Coordinator will check in medications, verify paperwork and be responsible for medication distribution. They will utilize software to keep tracking and accountability for families and safe distribution.

Health Coordinator will keep inventory and stock of our Nurses Station and supply bags for trips, Day Camp, etc. They will help distribute first aid bags and keep them stocked for staff for ease of use in every day camp activities.

Health Coordinator position will also be an asset to our office and complete simple copying, or printing, or answering phones for a portion of the day. The priority is always the health component for our campers, staff and families.

### **Compensation**

Salary range discussed at interview

Meals provided during work/season.

Opportunity to live on site during Summer Camp Season, optional

First-Aid/CPR/AED certification available, if needed.