



Strengthening Community, One Person, One Family at a Time

JOB DESCRIPTION

Title: Health and Safety Specialist
Supervisor: Summer Camp Manager
Work Hours: 37.5 hours/week
(M-F 8:30am – 5:00pm)

FLSA: Non-Exempt
Classification: Seasonal
Pay Rate: \$17/hr

Summary

Under the supervision of the Summer Camp Manager, the Health and Safety Specialist will be responsible for the supervision of all health needs and sanitation conditions of camp.

Essential Job Duties

- Maintain the confidential medical history of campers and staff.
- Oversee the initial health screening of all campers and staff.
- Conduct a daily health surveillance of campers and staff.
- Ensure that approved camp procedures for First Aid and CPR are followed.
- Maintain camp medical log.
- Handle health emergencies, injuries, outbreaks, and all allegations of child abuse.
- Supervise treatment in an emergency until safety is ensured or other emergency professionals (ambulance crew, physicians) take control of the situation.
- Have ready access to a list of personnel to assist in emergencies.
- Handle emergency preparedness and provisions for professional health care when needed.
- Supervise overall sanitation at campsite, including food preparation, serving, and storage.
- Serve as point of contact for storage, handling, and self-administration of medicines.
- Prepare, distribute, and replenish first aid kits.
- Report incidents that are reportable to the local health department within 24 hours.
- Assist with breakfast and lunch preparation, monitoring, and distribution.
- Drive agency vehicles to and from camp and group field trips.
- Assist with camp and field trip coordination, setup, and breakdown.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Comply with applicable safety and emergency requirements including demonstrated ability to fulfill responsibilities and report concerns about issues such as child abuse, domestic violence, bullying, etc.
- Promote an inclusive, welcoming, and respectful environment that embraces diversity.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

- Ability to write routine reports and correspondence including incident/health reports.
- Maintain client confidentiality especially concerning health matters.
- Ability to develop and maintain an effective working relationship with children, supervisors, other staff, and parents.
- Effective communication skills, both verbal and written..

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to perform extensive reading, monitor children’s activities, and complete records.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Drive agency vehicles to and from field trips and camp events.

Qualifications

- Associate degree with at least two (2) years of experience working in a structured youth program or high school diploma with at least three (3) years of experience working in a structured youth program.
- First Aid and CPR certification, required.
- A valid driver's license.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.
We are an Equal Opportunity Employer.*