



Summer Camp Medical Co-Director

Reports to: Children's Cancer Connection Camp Director

Position Overview

This is a volunteer position in cooperation with an additional summer camp medical co-director. The Summer Camp Medical Co-Directors are responsible for collaboratively assisting the Camp Director to create an amazing experience for children and their families affected by childhood cancer. The Summer Camp Medical Co-Directors embrace the core values of Children's Cancer Connection and strive to be a caring presence for all we serve. The Summer Camp Medical Co-Directors work together with the Camp Director to plan, organize and implement all medical needs for Camp Heart Connection Summer Camps (Oncology and Sibling) from start to finish.

Essential Duties and Responsibilities

As part of the Camp Heart Connection family, the Summer Camp Medical Co-Directors are responsible for assisting the Camp Director with the details involved in planning, implementing and organizing medical needs for the children attending Camp Heart Connection Summer Camps. The Summer Camp Medical Co-Directors provide excellent communication skills when engaging with team members, families, medical volunteers, and outside resources.

The Summer Camp Medical Co-Directors provide excellent organizational skills and attention to details when assisting the Camp Director with organizing and executing medical needs for campers. Duties and responsibilities include, but are not limited to, attending Camp Heart Connection Summer Camps, organization of camper medical files, supervision of volunteer medical staff while at Camp Heart Connection, and ongoing communication with the Camp Director regarding global and/or local medical concerns:

- Camp Attendance
 - At least one of the Summer Camp Medical Co-Directors must be on site at all times during the Camp Heart Connection program. This could include splitting time throughout the week with the other Summer Camp Medical Co-Director. Summer Camp (Oncology and Sibling) sessions are 9 days (Friday evening – Saturday morning). Accommodations for sleeping are provided along with meals.
- Organization
 - Medical screening of campers and the review of campers' confidential medical histories prior to camp (February – May) through the HIPAA compliant CampBrain platform.
 - Responsible for any necessary sick calls during the camp session in cooperation with the Camp Director.
 - Responding to injuries and illness events; maintaining the medical log.
 - Ongoing and proper sanitation of the Health Lodge.
 - Organization and distribution of camper medication.
 - Assist in camper check-in at the start of the camp program.
- Supervision of Medical Staff
 - Training all Camp Heart Connection staff and counselors on basic medical training on staff training day.
 - Communicate with and direct volunteer medical staff.
 - Check-in and check-out volunteer medical staff.
- Communication
 - Frequent communication with the Camp Director prior, during, between, and after Camps regarding any global and/or local medical concerns that could affect any aspect of Camp Heart Connection.
 - Monthly meetings via Zoom with the Camp Director starting the December prior to the next camp year.

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Qualifications:

- At least 21 years of age
- May be a physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, emergency medical technician, paramedic, or other personnel with experience in the medical field.
- Other person acceptable to the department shall mean a person who is certified Advanced First Aid and Cardiopulmonary Resuscitation for the Professional Rescuer (CPR) by an approved provider or equivalent courses.
- Must be able to provide proof of any certifications or licenses.
- Must be able to pass the Children's Cancer Connection volunteer application and background screening process.

Additional Skills and Competencies

To perform this job successfully, an individual should demonstrate:

- Communication Proficiency
- Collaboration and Teamwork Skills
- Leadership
- Organizational Skills

Preferred Experience (not required)

The ideal candidate will have a minimum of five years working with pediatric oncology patients or an equivalent combination of education and experience.

Supervisory Responsibility

This position has direct supervision of all volunteer medical staff while attending Camp Heart Connection. Volunteers will be selected by the Children's Cancer Connection volunteer application and background screening process. Any concerns regarding medical staff prior to or while at camp must be discussed with the Camp Director prior to any action.

Work Environment

This job operates in a summer camp environment. A balance of professionalism and "fun" is a key part of the experience. This role routinely uses standard office equipment such as computers and printers alongside any medical tools necessary while at camp.

Physical Demands

The physical demands described here are representative of those that must be met by any Summer Camp Medical Co-Director to successfully perform the essential functions of this job. While performing the duties of this job, the Medical Co-Director is regularly required to talk or hear. The Summer Camp Medical Co-Director frequently is required to stand; walk; use hands; and reach with hands and arms.

Position Type and Expected Hours of Work

This is a volunteer position. Summer Camp Medical Co-Directors will be reimbursed mileage at the conclusion of each Camp Heart Connection week. Hours devoted toward planning Camps' medical needs will be determined by need, but typically consist of one monthly meeting with the Camp Director. Monthly meetings can be flexible with time, length, and/or frequency depending on need. Throughout Camp one of the Summer Camp Medical Co-Directors will be required to be on site at all times, beginning the Friday evening before campers arrive until after all campers have departed the following Saturday morning.



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Other Duties

Please note this volunteer job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Summer Camp Medical Co-Director for this position. Duties, responsibilities and activities may change at any time with or without notice.

Liability

Children's Cancer Connection provides Incidental Medical Malpractice Coverage for volunteer medical professionals (paramedic, emergency medical technician, registered nurse, licensed practical nurse or nursing assistant) that participate in any/all of Children's Cancer Connection programs and events. Proof of liability can be provided.

Acknowledgement

I have carefully read and understand the contents of this volunteer job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current position, Children's Cancer Connection reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by Children's Cancer Connection. I also understand that this volunteer job description does not constitute a contract of employment nor alter my status as an at-will volunteer. I have the right to terminate my volunteerism at any time and for any reason, and Children's Cancer Connection has a similar right.

Volunteer's Signature

Date

Camp Director

Date

Children's Cancer Connection is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Children's Cancer Connection will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with their supervisor.