



OVY Camp 2024

5360 La Honda Road, San Gregorio, CA 94074 • (650) 747-0321 • www.ovycamp.org • info@ovycamp.org

Health Supervisor Application

***Please attach a resume and the names and contact information for three professional references.**

Applicant Information

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apt. #*

_____ *City* *State* *ZIP Code*

Home Phone: () _____ Email Address: _____

1. Are you at least 21 years of age? Yes No
2. Are you willing to have your fingerprints taken and processed through state and federal agencies and/or submit to a background check conducted by an agency of our choice? Yes No
3. Are you willing to abide by our "No Alcohol, No Illegal Drugs" policy? Yes No
4. Were you ever discharged from employment for any other reason except lack of work, funds, disability, or medical condition? Yes No
5. Are you legally entitled to work in the United States?
(If you are hired, you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment) Yes No
6. Do you possess either a valid M.D. or R.N. or L.P.N. or Paramedic or EMT or Wilderness First Responder certificate? Yes No
7. Have you ever been charged and/or convicted of any criminal offense (felony or misdemeanor)? Yes No

If yes, on a separate piece of paper: state the nature of the crime(s), when and where convicted, and disposition of the case. (Conviction of a felony will not necessarily disqualify you from employment. Such factors as time of the offense, seriousness and nature of the violation and rehabilitation will be considered.)

Please complete the following questions using separate pieces of paper.

1. Why are you interested in the Health Supervisor position at Ovy Camp?
2. Describe any and all experience you have working with youth. What do you enjoy about it?
3. What do you hope youth gain from their week at Ovy Camp?
4. What makes you a leader? How can you become a better leader?
5. What is your experience with working as a part of a team? How do you work with others?
6. List all training and/or experiences you have that prepare you for being a Health Supervisor.



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Job Description

Position: Health Supervisor

Reports to: Executive Director and Program Director

Compensation:

- **Pre-camp Hourly:** \$16.75/hr up to 2 hours per week (May 1 - May 29)
- **Stipend:** \$900-\$1100 per week (commensurate with experience) (7 weeks: 2 weeks of Staff Training & 5 weeks of summer camp program)
- **Room & Board during Summer Camp Season:** Room & Board during Summer Camp Season.

Position Requirements:

- At least 21 years of age.
- College graduate or equivalent work experience
- Must possess or obtain either a valid M.D. or R.N. or L.P.N. or Paramedic or EMT or Wilderness First Responder certificate.
- Must possess or obtain a First Aid & CPR certification.
- Read and implement prescriptions and health forms from physicians, observe and assess sanitation and safety of camp facilities.
- Experience working with 5th-12th grade children
- Demonstrated leadership experience (management experience a plus)
- Ability to work part-time during Pre-camp Season including ability to attend up to two 1-hour Leadership Team meetings and up to two 2-hour staff-wide informational prep-meetings (virtual or in-person) during the Pre-camp Season; May 1 - May 29, up to 2 hours per week; full-time and on-site during Summer Camp Season (June 10 - July 27; 55-65 hours each week)

Pre-camp Season: Most Health Supervisors are full-time students and/or have full-time jobs during the school year, and commit **up to 2 hours each week** to their Health Supervisor role (May), including ability to attend up to two Leadership Team meetings and up to two staff-wide informational prep-meetings (virtual or in-person) throughout March-May. Pre-camp preparations include updating OVY Camp Staff Manual, planning staff training, and reviewing and organizing program materials.

During Summer Camp Season: Health Supervisors work 55-65 hours each week

Dates for Summer Camp Season: June 10 - July 27, 2024 (Includes 2 weeks of Staff Training & 5 weeks of summer camp program)

Job Summary:

The Health Supervisor shall support the mission of OVY Camp in the delivery of the camp experience. All summer programs are hands-on and outdoor based. The Health Supervisor will monitor the health and safety of campers as they participate in a wide range of camp activities including hiking, archery, arts and crafts, swimming, and outdoor living skills. The Health Supervisor is responsible for coordinating the dispensing of medication to campers and staff. Health Supervisor care consists of evaluating and treating camper's minor injuries and illnesses; keeping a log of Health Center visits; giving supportive advice to counselors and other camp staff, if requested; and identifying health problems serious enough to require a physician's attention.



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Essential Job Functions:

- Ensure each staff member and all campers have current health history and examination forms on file.
- Be the designated on call medical first responder, while Camp is in session
- Establish systems for health screening for arriving campers and staff.
- Respond to medical and Camp emergency situations.
- Inventory of medical supplies and report needs for ordering supplies.
- Establish and follow appropriate medical routines including dispensing medications, record keeping of daily medical log, managing and securing medications, applying Camp medical procedures.
- Coordinate coverage of the infirmary.
- Stock and issue first aid kits.
- Participate and lead specific areas of staff training.
- Maintain accident/incident reports.
- Ensure that all medical procedures and operation of the health center meets Local, State and County requirements.
- Monitor the health of all staff and campers.
- Monitor/evaluate camp procedures, facilities, and conditions to maintain a healthy camp environment.
- Inform staff of camper health needs prior to the beginning of each session.
- Abide by and enforce camp policies.
- Communicate with campers, families and staff in a mature and professional manner at all times.
- Attend Leadership Training Week and Staff Training Week.
- Maintain a clean camp and activity area.
- Live on-site while camp is in session.
- Clean camp areas after programming.
- Be a positive role model for campers.
- Attend Staff Meetings.
- Be an active member of the Camp Leadership team.
- Assist in preparation, cooking, and serving of meals.

Physical Requirements:

- Mobility to walk extensively with camp participants during Ovy Camp instructional activities, and on trails covering irregular terrain; bending at the waist, kneeling, or crouching to assist CIT's.
- Hearing and speaking to exchange information.
- Vision sufficient to read a variety of materials and to monitor student activities.
- Manual dexterity sufficient to manipulate small objects, tools and carry classroom material.
- Stamina to stand or sit for long periods of time.

Some physical requirements of a Health Supervisor include endurance, prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours.

[OVY Camp follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. Ovy Camp strives to reflect the community it serves and strongly encourages applicants from diverse backgrounds to apply. All applicants will be evaluated on the basis of their unique skills and attributes.]