



Program Administrator for Camper Healthcare

About Summer at St. John's

We create safe, inclusive, and choice-driven programs that grow with your child. Our developmentally appropriate camps are shaped by our community values, leaving a lasting impression upon all campers and staff for years to come. Summer at St. John's community values are at the core of every decision we make. We encourage:

- Kindness: Promoting stronger, more harmonious relationships and communities.
- Community: Building strong bonds and a sense of belonging among campers and staff.
- Honesty: Fostering trust and cooperation, contributing to personal and societal well-being.
- Respect: Teaching respect for oneself, others, and the environment.

About St. John's Prep

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust, and zeal, we educate students to be, do and stand for good in the world. We enroll approximately 1,500 students from more than 90 communities in Massachusetts, New Hampshire, and Maine.

Position Overview and Responsibilities

The Program Administrator for Camper Healthcare will oversee all aspects of healthcare management at the camp, including health screenings, medication administration, first aid response, and coordination with medical professionals. This position requires strong organizational skills, attention to detail, and a commitment to providing high-quality healthcare services in a camp environment.

Skills and Competencies

- Develop and implement comprehensive healthcare policies and procedures that comply with regulatory standards and best practices for camp healthcare management.

- Coordinate camper health screenings and medical evaluations prior to and upon arrival at camp, ensuring that all necessary medical forms and documentation are complete and accurate.
- Maintain and manage camper health records, including medication administration records, treatment logs, and incident reports, ensuring confidentiality and compliance with privacy regulations.
- Oversee the administration of medications to campers, ensuring proper dosage, timing, and documentation in accordance with physician orders and camp protocols.
- Provide first aid and medical care to campers and staff as needed, assessing injuries and illnesses, administering treatment, and determining the need for further medical attention or evacuation.
- Coordinate with local healthcare providers, hospitals, and emergency services to ensure timely access to medical care for campers and staff in case of emergencies.
- Train and supervise healthcare staff, including nurses, nurse assistants, and other medical personnel, providing guidance, support, and ongoing education to ensure competency and compliance with healthcare protocols.
- Communicate regularly with camp leadership, staff, and families regarding healthcare updates, incidents, and medical concerns, providing reassurance and support as needed.
- Develop and implement health and wellness programs and initiatives that promote camper safety, hygiene, and overall well-being.
- Uphold camp policies and values, fostering a positive and inclusive camp culture that prioritizes the health and safety of all participants.

Education and Experience

- Bachelor's degree in Nursing, Healthcare Administration, Public Health, or related field.
- Current licensure as a Registered Nurse (RN) or Licensed Practical Nurse (LPN) required.
- Previous experience in camp healthcare management, school nursing, pediatric nursing, or emergency care is highly desirable.
- Strong organizational and administrative skills, with the ability to manage medical records, medications, and healthcare protocols in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact effectively with campers, families, staff, and medical professionals.
- Current certification in CPR, First Aid, and AED required; additional certifications such as Wilderness First Responder (WFR) or Emergency Medical Technician (EMT) preferred.
- Knowledge of pediatric healthcare issues, common camp-related illnesses and injuries, and emergency response procedures.

Physical Requirements:

- Standing/sitting for long periods of time.
- Bending, lifting, pushing, kneeling, crouching, crawling, stooping.
- Must be able to lift up to 50 pounds.

- Must be able to reach at and above shoulder height to access higher areas of equipment, etc.
- Must be capable of adapting to frequent changes in position throughout the workday.
- Hearing and speaking to exchange information in person or on the telephone.
- Use of hands and fingers for manipulation, and using computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Summer at St. John's is committed to building a diverse and inclusive community. We welcome applications from underrepresented groups. We seek applicants who demonstrate a commitment to multiculturalism and diversity that is manifested in work with all those who engage with Summer at St. John's.

Interested candidates are asked to apply via [CampBrain](#). Questions can be directed to Laurel Grady at summeratstjohns@stjohnsprep.org.

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