



Summer Camp Medical Assistant

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 Medical Assistant will work under the supervision of the Program Coordinator for Camper Healthcare to provide basic medical care, first aid treatment, and administrative support in the camp health center. This position requires strong communication skills, attention to detail, and a commitment to providing high-quality healthcare in a camp environment. It is an excellent opportunity for someone working towards a nursing qualification to gain practical experience in a dynamic and supportive setting.

Skills and Competencies

- Assist qualified nurses in providing healthcare services to campers and staff, including assessing injuries and illnesses, administering first aid treatment, and providing comfort and support.
- Perform basic medical procedures and treatments under the direction of the camp nurse, including wound care, medication administration, and vital sign monitoring.
- Maintain accurate and up-to-date medical records, including camper health forms, medication logs, and incident reports, ensuring confidentiality and compliance with privacy regulations.
- Assist in the management and organization of the camp health center, including inventory management, medical supply ordering, and cleanliness and sanitation protocols.
- Communicate regularly with camp leadership, healthcare team members, and families regarding camper health concerns, medication administration, and medical emergencies.
- Provide support and guidance to campers and staff regarding personal health and hygiene practices, illness prevention, and injury management.
- Assist in the development and implementation of 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

- Completion of a medical assistant program or equivalent healthcare training required.
- Previous experience in a medical assistant or healthcare support role, preferably in a camp, school, or pediatric setting, is highly desirable.
- Strong communication and interpersonal skills, with the ability to interact professionally and compassionately with campers, families, and staff.
- Knowledge of basic medical procedures, first aid techniques, and medication administration practices.
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability in a fast-paced camp environment.
- Current certification in CPR, First Aid, and AED required.

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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