



**Position Title:** Program Coordinator- Healthcare Provider  
**Department:** Cooperative Extension  
**Location:** Blueberry Cove 4-H Camp and Learning Center  
**Your Direct Supervisor:** Blueberry Cove Assistant Director , Jillianne Waguli  
**Position Type:** Full- Time, Temporary (June to August)  
**Salary Range:** \$900-\$1200 a week stipend, for up to 10 weeks

**Work Environment / Dynamics:**

This position will be based at Blueberry Cove 4-H Camp and Learning Center in Tenants Harbor, Maine. This position would be working with 1-2 people caregiving for campers and staff in a rustic summer camp with a health care center.

**Your Work Schedule:**

This is a full-time position from June to August in conjunction with another healthcare provider. Work hours can be flexible when working to meet camp needs during that time frame.

**Responsibilities:**

- Provide first aid and healthcare treatment for all campers and staff. This includes assessment of illnesses, the first response to emergencies, and compassionate care for homesickness.
- Coordinate coverage of the health center during time away from camp; responsible for covering the health center during nights and some weekends.
- Be responsible for the administration of all medications and treatments.
- Post hours for daily medications and notify staff regarding camper health concerns.
- Evaluate and monitor all campers and staff's health, including various complaints and concerns, and report major concerns to the Director.
- Establish and follow appropriate medical routines including record-keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Create a system for the daily health inspections of the camp to ensure a healthy and safe environment for all.
- Maintain first aid kits, restocking with specific supplies, as necessary.
- Maintain a neat, sanitary, and welcoming health center.
- Report accidents/incidents to the Director for reporting within 24 hours.
- Participate in and lead specific areas of staff training pertaining to camp health and safety.
- Prepare a summary and evaluation of the entire camp season including inventories, staff evaluations, and camper reports on health problems, and make recommendations for the following season.
- Additional duties may be assigned or reassigned based on camp needs.

**Knowledge and Skill Qualifications:**

**Required:**

- Licensed Registered Nurse (current in the State of Maine) OR other appropriate training as approved by the camp physician, e.g., EMT, WFR, CNA, LPN
- Current CPR and First Aid certifications
- Ability to update and/or monitor health care, maintain records, and implement the health care plan
- Genuine compassion for and ability to get along well with children of all ages
- Ability to travel outdoors over various terrain, responding efficiently in the event of an emergency

**Preferred:**

- Experience in a summer camp setting is desirable

- You have a valid US driver's license and are eligible to be authorized and approved as a university driver based on the Driver Administration Policy.
- This camp is licensed by the State of Maine. You must meet the State of Maine requirement for driving vehicles, "Drivers of vehicles carrying campers must be at least 21 years of age and be approved by the camp's auto liability insurer's agent."

**Benefits:**

- Rustic and Shared Housing
- Meals
- Laundry
- Internet Access