



**Camp  
Quinebarrge**

*Since 1936 ... A traditional boys and girls  
summer camp for exploring, growing  
and making everlasting friendships.*

## **Job Description**

### **Health Assistant**

Classification: Exempt (Seasonal)

Reports to: Camp Directors

Area: Medical Staff

Dates: Per Offer Letter

#### **Camp Quinebarrge**

Camp Quinebarrge is a traditional, overnight boys and girls summer camp lying on 70 acres of forest and over 1,200 feet of lakefront on Lake Kanasatka in Moultonborough, NH. Since 1936, Camp Quinebarrge has fostered an environment for children to learn about themselves and the world around them, try new activities and learn new skills, have fun, and make friendships that last a lifetime.

At Quinebarrge, counselors lead program activities as well as live in and supervise their assigned cabin of campers. During activity periods, counselors are responsible for their activity areas and for the group of campers assigned for that hour; most other times, they are with their cabin. Senior staff spend some of their time in the office, but most of their day is spent out and about, supervising activities or cabin time, resolving issues, and supporting counseling staff.

#### **Health Assistant**

The Health Assistant works with our Camp Nurse to provide our onsite healthcare and transportation to local medical providers for higher-level care as needed. Health Assistants conduct medical screenings as campers arrive, dispense prescription and non-prescription medication, assist in triaging injured or ill campers and staff, provide onsite treatment and care within the scope of their certifications and experience, and work with our contracted outside medical providers to secure more advanced care as needed. Most days, the Health Assistant dispenses medications and provides first aid as needed. On the Camp Nurse's day off, the Health Assistant will be the primary healthcare provider onsite.

Equipment used includes medications, first aid supplies, and other medical supplies per the assistant's scope of practice. All treatment, screening, and medication records are to be recorded and maintained within CampMinder, our camp management system.

### **Camp Quinebarrge**

P.O. Box 608, Center Harbor, NH 03226

100 Sibley Road, Moultonborough, NH 03254

603-253-6029 | [fun@campquinebarrge.com](mailto:fun@campquinebarrge.com) | [www.campquinebarrge.com](http://www.campquinebarrge.com)



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## Essential Job Functions

- Provide healthcare to meet individual needs of camp staff and campers.
  - Conduct arrival screenings per American Camp Association requirements.
  - Store and dispense medication as needed.
  - Triage and treat campers and staff for injuries or illness, per the level and scope of training and certifications/licenses.
  - Secure more advanced treatment with local providers when necessary.
  - Provide non-emergency transportation to local medical providers.
  - Remain on call at all times, including at night.
- Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
- Work with food service and other staff to properly manage allergies.
- Maintain accurate and detailed medical records on CampMinder according to state and American Camp Association (ACA) standards.
- Oversee First Aid procedures and supplies.
- Supervise sanitary conditions throughout camp.
- Serve on Joint-Loss Management Committee.

## Qualifications and Abilities

- At a minimum, certified or able to become certified in:
  - Administering Medication in Child Care Settings or equivalent, **and one of:**
  - Wilderness and Remote First Aid,
  - Wilderness First Responder,
  - EMT, or
  - Emergency Medical Responder.
- Licensed as an RN, LPN, APRN, PA, or MD eligible for practice in New Hampshire preferred but not required.
- Experience in pediatrics and first aid or urgent/emergency care, preferably in a camp or school setting.
- 21+ with valid Driver's License, and clean record meeting NH camp licensing regulations.
- Own vehicle preferred.
- Able to perform physical aspects of the position, including:
  - Work long hours.
  - Identify and respond to environmental and other hazards.

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- Respond appropriately to situations requiring First Aid, and assist campers in an emergency (fire, evacuation, illness, or injury).
- Lift and/or assist campers or staff for medical purposes.
- Eligible for work in the United States.
- Meets state, federal, and ACA requirements for summer camp employment. Must pass a background check and provide other forms and details.
- Current certification in CPR/AED and First Aid. This may be acquired onsite during staff training.
- Desire to work around and inspire children in a summer camp environment.

## **Salary and Benefits**

Camp Quinebarge offers a competitive salary, room and board, leadership and other training, weekly laundry, camp t-shirts, and the opportunity to participate in trips and onsite events. Staff are eligible for performance bonuses. Health Assistants receive one day off per week, except their first and last camper weeks, as well as a night off each week, except the last camper week.

## **How to Apply**

To apply for this or other positions at Camp Quinebarge, please visit [campquinebarge.com/staff](http://campquinebarge.com/staff).

Being a staff member at Camp Quinebarge is an incredibly fun and rewarding experience for someone who enjoys children and helping them grow and is a summer you will remember forever. It is also physically and emotionally demanding and not for everyone. Please consider both before applying. Camp Quinebarge is an Equal Opportunity Employer, a member of the New Hampshire Camp Directors Association, and accredited by the American Camp Association.

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## A Typical Day

- 7:30 am Wakeup Bell
- 7:45 am Waiters Bell
  - Head to Dining Hall with morning meds and the emergency pack.
- 8:00 am Breakfast
- 8:30 am Announcements
  - Campers with morning meds meet at gazebo or fireplace to take their meds.
  - Bring meds to campers who forgot to meet after breakfast.
- 8:30 - 9:00 am Cabin Cleanup
  - Follow up as needed with ill or injured campers or staff.
- 9:00 - 1:00 pm Activity Periods
  - Transport campers and/or staff for outside medical care as needed.
  - Provide First Aid as needed.
  - Complete paperwork, log care, assist Nurse with other duties such as reviewing forms for incoming campers.
  - If duties are caught up, Health Assistant may spend time on camp as desired while on call.
- 1:00 pm Lunch
- 1:35 -2:30 pm Rest Period
- 2:30 pm - 4:00 pm General Swim
  - Join camp at the Waterfront with emergency pack unless treating a camper or staff member elsewhere.
- 4:00 - 6:00 pm Activity Period and Free Time
- 6:00 pm Dinner
- 6:35 -7:00 pm Free Time/Evening Activity Prep
- 7:00 - 8:05 pm Evening Activity
  - Attend Evening Activity with bedtime meds and emergency pack.
  - Finish with Friendship Circle, participate enthusiastically and ensure campers and staff do the same.
  - Meet with campers at gazebo or in dining hall to dispense evening meds.
- 8:05 - 9:00 pm Shower Hour
  - Locate and dispense meds to campers who did not meet after Evening Activity.
  - Finish up any treatment and medication logs.
  - Retire for the Evening, or spend free time in Kenly Hall, keeping a walkie on for emergencies.

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