



Job Description: Medical Officer

Essential Functions: The Medical Officer reports to the Camp Director. The Medical Officer must be 18 and obtain an Emergency Medical Technician (EMT) license and/or must be studying or in the practice of medical health care. They must be able to have strong written communications skills, see and act quickly in emergencies, be physically mobile if emergency first aid is required.

Principle Responsibilities:

- Oversee the provided health care at Camp, ensuring it meets the individual needs of Camp Staff and campers.
- Be particularly alert to conditions which affect health, safety, sanitation, and good housekeeping practices.
- Work in conjunction with the Council Physician, local emergency services and local hospital.
- Ensure Camp Staff orientation session is delivered on medical services. Train Camp Staff about their role related to health care and first aid.
- Organize and maintain a daily sick call and first aid treatment center at each Camp.
- Oversee daily health logs of all occurrences involving the first aid center, ensuring and accurate reporting and correct handling of each situation.
- Oversee first aid procedures and supplies. Prepare and distribute first aid kits and emergency procedures throughout camp and ensure supplies stay well stocked throughout the summer camping season.
- If time and knowledge permit, assist in instructing campers in related merit badges.
- During the end of the summer camping season, complete a written close-out report of the Dining Hall that should include; an inventory of all equipment, including equipment condition and recommendations for next year's supplies. The report will be submitted to the Program Director and Camp Director before leaving the camp property.
- Participate in camp wide activities, as needed.
- Assist in the set-up and takedown of all aquatic and campsite facilities. (As directed.)
- All other duties as assigned.

