



## Camp Laughing Loon Health Supervisor

Camp Laughing Loon, a non-profit co-ed summer day camp on the beautiful banks of Little Ossipee Lake in East Waterboro, Maine is looking for a health supervisor/office assistant to join our camp family. As a key member of our staff he/she will provide thoughtful, compassionate care to campers and staff.

Responsibilities include, but are not limited to:

- \* Providing health care and first aid to campers and staff
- \* Administering meds and keeping related records
- \* Managing documentation relating to all medical occurrences
- \* Communication with parents/guardians as needed
- \* Managing all medical supplies
- \* Greeting and directing visitors
- \* Performing general administrative duties
- \* Answering incoming calls and email
- \* Assisting Directors with overflow work including word processing, data entry and Internet research tasks.
- \* Handling and processing tuition checks and cash collected for camp merchandise

The candidate must be one of the following: Physician Assistant, Registered Nurse, Licensed Practical Nurse, -Emergency Medical Technician, a person holding a Wilderness First Responder Certificate, an athletic trainer certified by the National Athletic Trainers' Association Board of Certification (NATABOC), with the appropriate level of training provided by the National Safety Council, or an equivalent certification approved by the Department. Health supervisors need to be certified in the State of Maine or have proof of reciprocity with another state.

He/she also needs current certification from a NRCB in first aid, including training on blood borne pathogens and CPR.

- Salary is negotiable based on experience. ( \$24 - \$32 per hour)
- Monday - Friday (9:00 - 4:00)
- Eight week Commitment - June 27 - August 19

Any questions? We can be reached at [kidslovecamplaughingloon@yahoo.com](mailto:kidslovecamplaughingloon@yahoo.com)

Please send your resume to Camp Laughing Loon, Box 201, East Waterboro, Maine 04030.

