



CIVIL DIVISION
CLASS SPECIFICATION

CAMP HEALTH DIRECTOR

DATE ADOPTED: 4/01/2008

LAST REVISION: 3/13/24

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DISTINGUISHING FEATURES OF THE CLASS:

This is seasonal work in a children's day camp. The work involves planning and/or implementing a camp safety plan, including the maintenance of medical files for campers and assessing and treating campers who sustain medical injuries or illnesses. The incumbent provides training to camp personnel and monitors safety and sanitary conditions of campgrounds and trip sites.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains medical file for each camper according to procedures outlined in the camp's medical plan;
2. Maintains locked medicine cabinet and supervises campers' self-medication;
3. Handles medical emergencies as needed;
4. Interacts with camper's parents or guardians to discuss any injury or illness;
5. Provides staff orientation training regarding procedures and guidelines for handling accidents, injuries, pre-existing health conditions and medical complaints;
6. Maintains daily medical log;
7. Monitors safety and sanitary conditions of camp and trip sites;
8. Prepares records and reports as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Good knowledge of health care techniques and skill in their application; ability to maintain charts and records and prepare reports; ability to develop good relationships with children, staff and parents; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

As provided in the [New York State Sanitary Code §7-2.5](#).

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: COMPETITIVE

REVISION HISTORY: 3/13/2024 (formerly Camp Health Officer)