



Inspiring, empowering, and transforming children's lives through outdoor education

Exploring New Horizons Outdoor Schools at Redwood Glen
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www.exploringnewhorizons.org

POSITION: Health Care Supervisor (Medic)
LOCATION: Exploring New Horizons at Redwood Glen, Loma Mar, CA.
STATUS: \$120/day
SUPERVISOR: Executive Director
BENEFITS: Room and board during staff training & program weeks/weekends (3/16-5/1, 2020)
HOURS: Full Time during staff training (3/16-27, 2020) & 5 program weeks (3/30-5/1, 2020)

WHAT IS EXPLORING NEW HORIZONS?

Exploring New Horizons Outdoor Schools runs residential environmental education programs at our Loma Mar and Pigeon Point sites near Pescadero, CA. This year ENH is starting a new program next door to our Loma Mar site at Redwood Glen Baptist Camp. Exploring New Horizons (ENH) empowers students, builds environmental literacy, and strengthens school communities through residential, environmental education programs. Founded as a non-profit in 1979, ENH partners with over 100 schools from Alameda, Contra Costa, Santa Clara, San Francisco, Monterey, and other Northern California counties. The Redwood Glen program consists of 4 and 5 day programs for 60-85 5th and 6th grade students and utilizes either high school students or parents as cabin leaders.

POSITION OVERVIEW:

Under the direction of the Executive Director, the Health Care Supervisor performs a variety of health care activities involved in administering first aid, dispensing medications and providing medical treatment and emergency care services to students enrolled in the environmental education program. The Health Care Supervisor will also assist in administrative duties in the office, preparing cabin lists for the week, talking with parents about health concerns, coordinating with the dining hall around food allergies, and making sure that the staff is prepared for all health and behavioral concerns for the participating schools.

JOB RESPONSIBILITIES:

- Screen and evaluate health forms to find behavioral and medical conditions of students in the weeks before they attend outdoor school; contact parents and teachers regarding med forms
- Examine sick or injured students and identify illnesses, injuries and medical emergencies; coordinate response to emergency situations.
- Dispense medications to students according to physician instructions; maintain medication logs and records; review student medical forms to verify completeness and identify student health care needs; implement services to assure health care needs are being met.
- Monitor students with specialized health conditions and dietary needs; assure students receive adequate medical services to assure optimal health; advise students, parents and staff concerning special medical and dietary needs among students.
- Communicate weekly with the kitchen staff regarding any dietary restrictions and supplements for participating students and/or teachers.
- Monitor and maintain adequate inventory levels of first aid and emergency medical supplies; order, receive and assure proper storage of supplies. Manage annual medical supply budget.

- Organize and type weekly cabin lists and office paperwork.
- Be on call two to three nights per week for responding to any nighttime emergencies.
- Live in one of our on-site housing options.
- Assume roles and responsibilities of Program Director when they are not on duty, including decision making, discipline, and emergency response. This could include making decisions about student health and discipline, making calls to emergency services and communicating with the Executive Director.
- Assist in the day to day program and site operations, including but not limited to naturalist trail support, driving camp vehicles and procurement of program supplies.
- Facilitate conflict resolution sessions among students.
- Carry through with student discipline.
- Communicate with parents regarding student medical concerns, dietary concerns, and disciplinary action.
- Other duties as negotiated.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to manage multiple tasks at one time.
- Bilingual speakers a plus.
- Capability to assess and manage crisis situations.
- Current advanced First aid and CPR certifications from an authorized organization.
- Valid Wilderness First Responder certification.
- At least 1 year familiarity of residential outdoor school management and programming.
- Patience with students while dealing with discipline issues.
- At minimum, a Bachelor's degree or equivalent experience.
- Ability to work with Microsoft Word, Excel and Google Drive, Docs and Sheets
- Ability to work in a variety of inclement weather including rain, sleet, mud and wind.
- Willingness to work a flexible work week.
- Ability to lift 40 lbs.
- Capability to communicate thoughtfully and completely in both written and spoken forms.
- Valid Driver's License and clean driving record.
- Ability to follow and implement organizational risk management procedures, medication procedures and health care practices.
- Possess organizational skills to manage necessary documentation, and required record keeping.
- Position carries risk of exposure to blood-borne pathogens and bodily fluids.

To apply: Send cover letter and resume to: jacob@exploringnewhorizons.org. For more information please visit our website <http://www.exploringnewhorizons.org/>. Position is open until filled.

Exploring New Horizons Outdoor Schools does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or age in any of its policies, procedures or practices.