



101 Cooper Street  
Santa Cruz, California 95060  
[www.exploringnewhorizons.org](http://www.exploringnewhorizons.org)

## **JOB POSTING**

### **POSITION TITLE**

Health Care Specialist

### **POSITION SUMMARY**

Health Care Specialists at Exploring New Horizons (ENH) work with incredibly diverse groups of students from across northern California. In this role you will provide support for participants coming to our program by providing care for illness, injury, and other emergent situations. You will also work with the ENH staff, cabin leaders, participating classroom teachers, and site partners to build a great ENH community for all our students.

Under the direction of the Program Director and in partnership with the Health Care Supervisor, the Health Care Specialist performs a variety of health care activities, including administering first aid, assisting with medications, and providing medical treatment and emergency care services to students. The Health Care Specialist regularly communicates with administrators, parents, students, teachers, and staff; assists with student behavioral issues; liaises with facility staff regarding food allergies and health concerns; and prepares staff for the specific health and behavioral needs of the participating schools.

Registered Nurses, Licensed Vocational Nurses, Certified Nursing Assistant, Paramedics, and EMTs preferred.

### **ABOUT EXPLORING NEW HORIZONS**

Exploring New Horizons (ENH) engages school groups in outdoor education programs that empower students, build environmental literacy, and strengthen school communities. ENH's experienced naturalists engage students in hands-on learning, taking a whole-child approach focused on social-emotional learning, environmental stewardship, health, and the arts. Founded as a nonprofit in 1979, ENH partners with over 100 schools annually, and in its 44-year history ENH has served more than 225,000 students. Each year, 8,000 Northern California students participate in 3- to 5-day programs at its Pigeon Point and Sempervirens sites.

### **LOCATION**

Scotts Valley, CA

### **EMPLOYMENT STATUS & WORK SCHEDULE**

This position is hourly, non-exempt and works 32-40 hours per week, 4-5 days per week (Monday–Friday) with occasional overtime. Expected to be on-call and stay overnight once per week and to work 1-2 evenings per week.

Training begins August 11. Programs begin on Sept. 8, 2025 and end on May 29th, 2026 (excluding holiday breaks).

## **WHO YOU ARE**

ENH does not expect every applicant to have every skill and qualification listed here. We are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role will possess at least 75% of the following qualifications. If this is you, then we strongly encourage you to apply.

## **KNOWLEDGE & SKILLS**

- Passionate about ENH's mission
- Have a deep understanding and personal commitment to equity and inclusion in the outdoors
- Compassionate & effective communicator
- Ability to work independently and on a cooperative team in remote settings
- Demonstrated experience problem solving in the workplace
- Able to prioritize multiple objectives simultaneously
- Be positive and enthusiastic when working with youth, cabin leaders, adult chaperones, and teachers in a camp health setting
- Ability to remain calm and demonstrate leadership and decision making through emergent situations
- Experience providing health services at camps or in schools

## **JOB REQUIREMENTS**

### *Education & Work Requirements*

- Advanced certifications such as but not limited to, Registered Nurse, Licensed Vocational Nurse, Certified Nursing Assistant, Paramedic, EMT, WFR
- Bachelor's degree plus 1-2 years of experience in education or camp settings, or commensurate experience

### *Physical & Mental Requirements*

- Participate in moderate physical activity, including but not limited to hiking, navigating over rocky terrain, working in a variety of inclement weather, and lifting 40 lbs
- Maintain positive outlook and make good decisions even in persistent adverse conditions, such as unexpected schedule or staff changes, long working hours, inclement weather, or crisis
- Must have transportation
- Possess a valid driver's license and clean driving record
- Satisfactory background check and TB test

## **DUTIES & RESPONSIBILITIES**

- Assist in organizing and setting up the Camp Health Office
- Maintain insurance forms and camper health forms
- Accept and store all prescription and over-the-counter drugs
- Dispense medications to students according to physician instructions
- Maintain medication logs and records of camper's office visits
- Assist in providing a staff orientation for the Camp Health Office
- 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 and their completeness

- Examine sick or injured students and identify illnesses, injuries and medical emergencies; coordinate response to emergency situations.
- Communication with parents and counselors of camper's illness or injury
- 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.
- Assist the Program Director with office paperwork such as assigning cabins and naturalists.
- Be on call overnight one night per week to respond to any nighttime emergencies.
- Assume roles and responsibilities of Health Supervisor 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 Program Director and 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.
- Other duties as negotiated.

#### **COMPENSATION**

- Pay range: \$32–\$35 per hour
- 10 paid sick days annually
- Up to \$250 per month for health, dental, and vision insurance reimbursements
- \$1,500 annual stipend for Spanish fluency
- Professional development opportunities, such as conference attendance

#### **HOW TO APPLY**

Send a resume with "Health Care Specialist" in the subject line to [jobs@exploringnewhorizons.org](mailto:jobs@exploringnewhorizons.org). Positions open until filled.

For more information, please visit [www.exploringnewhorizons.org](http://www.exploringnewhorizons.org) or contact Katherine Monroe, Program Director, at [Katherine@exploringnewhorizons.org](mailto:Katherine@exploringnewhorizons.org) or 831-252-7868.

All applicants are considered for all positions without regard to race, religion, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact the Executive Director.