



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

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**POSITION:** Health Care Supervisor (Medic)  
**STATUS:** Hourly, Non-exempt  
**LOCATION:** Exploring New Horizons at Sempervirens, Scotts Valley, CA  
**SUPERVISOR:** Program Director  
**SALARY & BENEFITS:** \$24/hour; 40 hours a week plus one night on call (\$50 stipend/night); HSA account with employer contribution; housing not provided  
**START DATE:** November 15, program starts January 3, 2022

**WHAT IS EXPLORING NEW HORIZONS?** Exploring New Horizons (ENH) engages 3<sup>rd</sup>-8<sup>th</sup> grade students in residential outdoor education programs at our Loma Mar, Pigeon Point and Sempervirens sites south of San Francisco, CA. Founded as a non-profit in 1979, ENH partners with over 80 Northern California schools. The Sempervirens program consists of 4 and 5-day residential programs for 160-230 5th and 6th grade students and their classroom teacher, utilizing either high school student or parent cabin leaders.

**POSITION OVERVIEW:** Under the direction of the Program 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 outdoor 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. ENH will operate our Sempervirens site with 2 Health Care Supervisors who will work closely in coordination. Both positions schedules are flexible based upon applicants with an evening shift 1-3 days a week 2:30-10pm and daytime shifts 2-4 days a week depending.

ENH encourages a "speak up" environment at all levels and encourages staff to communicate with ENH leadership and participate on projects and committees with the ENH Board. Many of our staff stay on year after year becoming an integral part of the ENH community.

#### **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 and on site one night per week to respond to any nighttime emergencies.
- 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.
- Communicate with parents regarding student medical concerns and dietary concerns.
- Other duties as negotiated.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Valid Wilderness First Responder certification or EMT
- Current advanced First aid and CPR certifications from an authorized organization.
- Ability to manage multiple tasks at one time.
- Bilingual speakers are a plus.
- Capability to assess and manage crisis situations.
- At least 1 year familiarity of residential outdoor school management and programming.
- Patience with students while dealing with discipline issues.
- A Bachelor's degree or equivalent experience.
- Experience working with Microsoft Word, Excel and Google Drive, Docs and Sheets in a professional setting
- 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.

We especially encourage applicants of different backgrounds, cultures, genders, experiences, abilities and perspectives to apply as we are actively working to increase the diversity of experience and perspectives on our team. No one comes with the entire complement of skills, so please don't let a lack of experience/skill in one specific area deter you from applying.

**To apply:** Send cover letter and resume to: [jacob@exploringnewhorizons.org](mailto: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.*