

# **Kiwanis Club of Windsor Sunshine Point Camp**

## **POSITION DESCRIPTION – ASSISTANT DIRECTOR MEDICAL**

Please submit resume and cover letter to [kiwaniscamp2018@gmail.com](mailto:kiwaniscamp2018@gmail.com)

### **About Sunshine Point Camp and the Kiwanis Club of Windsor**

The Kiwanis Club of Windsor has been incorporated for close to 100 years and has been operating Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County.

Kiwanis Sunshine Point Camp is a five day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over a seven week period beginning July 8, 2018. Five weeks are reserved for boys and girls ages seven to eleven. Weeks 3 and 7 are reserved for 12 – 14 year olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins with staff orientation and training July 2-6. Our staff spend the weeks on site and may sleep in a campers cabin and in some cases in a staff cabin. Staff is responsible to bring their own toiletries and linens. Our staff joins our campers for all meals.

### **Position Summary**

Reporting to the Camp Administer and Director, the Assistant Director Medical is responsible for the provision of medical aid to all campers and staff while assisting in ensuring a fun and safe atmosphere for all campers and staff. The Assistant Director Medical is also responsible to assist the Camp Director and Program Coordinators in the development of a comprehensive Sunshine Point Camp Program for the duration of employment.

### **Position Requirements**

- Registration in related college or university program (ie Nursing or Paramedic)
- Proven supervisory and teamwork skills necessary
- High energy level
- Previous residential camp leadership experience preferred
- Desire to work with, mentor, and teach children
- CPR and Standard First Aid required
- Current Police Clearance for vulnerable sectors is required
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults preferred
- Preference given to those currently enrolled in a post secondary school program and returning to school in the fall.
- Preference given to those in health care programs.

### **Position Responsibilities** (include but are not limited to)

- Ensuring all campers receive prescription medication at required time and recording such activity
- Completion of related Incident Reports for review by Camp Committee Chair
- Assist in planning, scheduling, implementation, and participation in all camp activities
- Interaction with campers and dealing with problems as they arise
- Attendance at, and participation in, regularly scheduled staff meetings
- Maintenance of safe environment for campers and staff
- Assist Camp Administrator in ensuring camp is left clean, safe, and in good order at end of camping season
- Other duties as assigned by Camp Administrator or Camp Committee Chair