

**Sanford Children's Hospital
Sanford Camping Program
Service Description**

Position Title: Sanford Children's Camp Program Specialist

Reports To: Camp Coordinator & Program Director

Purpose: The program specialist designs and delivers specialized programming as delegated by the camp program director and camp coordinator, while assisting in the overall management of camp operations and awareness and supervision of campers. The program specialist also promotes physical and emotional well-being of campers.

Days/Hours: Position typically serves around 96+ hours via 8 days of in-session camp programming and staff training, as well as 5+ hours for pre-camp planning and organizing of program specific activities and area during months leading up to camp.

Orientation and Training:

1. All hired camp staff members must complete a general orientation and staff training lead by the Camp Coordinator, Medical Director, and Program Director before the start of camp and camper arrival.

Special Requirements:

1. Must be 19 years of age or older
2. All offers are contingent upon a successful background check.
3. Previous camp experience preferred.
4. Demonstrate the ability to be responsible, accountable, and mature.
5. Committed to ensuring a fun, safe camping experience.

Responsibilities

1. Plans and implements engaging and safe programs for the campers.
2. Work with other camp staff to maintain constant awareness and supervision of all campers. Position will be assigned a cabin group to help supervise and assist as needed when not delivering specialized programming.
3. Teach campers respect, responsibility, and safety by modeling such behavior.
4. Remain flexible with camp and program schedules, including last minute alterations due to inclement weather or other unforeseen circumstances.
5. Ensure campers follow appropriate emergency and safety procedures in all camp areas.
6. Maintain equipment in good working order.
7. Have programming selected and items needed to be purchased/ordered at least one month prior to the start of camp and adhere to budget.
8. Communicates all pertinent issues affecting the programs to the camp coordinator in a timely fashion.
9. Communicates camper behavior concerns to camp coordinator and camp medical director.
10. Communicates any medical concerns immediately to camp nurses and/or medical director.
11. Other responsibilities as assigned by the Camp Coordinator & Camp Program Director.

PLEASE REVIEW PHYSICAL REQUIREMENTS BELOW

Physical Requirements:

1. Standing and walking frequently on tile or carpeted floors and outdoors on grass, pavement, and gravel.
2. Lifting and carrying of the following: occasionally 50lbs, frequently 25 lbs., and constantly 10 lbs.
3. Spending 10+ hours in outdoor conditions (sun, wind, etc.)
4. Apply 35 pounds of push/pull force (for patients in wheelchairs up to 180 pounds) occasionally to frequently. Two additional pounds of push/pull force is required for each additional 20 pounds of patient weight.
5. Ability to lift and transfer individuals in wheelchairs.
6. Ability to observe camper behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
7. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers

LEARNING, EDUCATION, AND DEVELOPMENT

| | Yes | No | <i>Details</i> |
|---------------------------------------------------------------------------------------------------------|-----|----|----------------|
| Work in building where camper/staff care is provided? | X | | |
| Provide camper/staff care? | X | | |
| Be required to check camper/staff identification bands? | | X | |
| Be required to take Basic Life Support (BLS/CPR) | | X | |
| Handle laundry contaminated with blood or other potentially infectious materials? | | X | |
| Potentially comes in contact with cytotoxic (hazardous) drugs which includes any of the following: | X | | |
| · Unpacking, storage or disposal of cytotoxic drugs | | X | |
| · Preparation or administration of cytotoxic drugs | | X | |
| · Interaction with camper/staffs for any reason | X | | |
| Potentially be exposed to blood, body fluids, or other biohazards, which includes any of the following: | X | | |
| · Housekeeping tasks in camper/staff areas. | X | | |
| · Trained and responsible for rendering first aid | X | | |
| · Clean, repair, or replace camper/staff equipment | X | | |
| · Clean blood spills | | X | |
| · Handle or dispose of contaminated sharps | | X | |

JOB FUNCTION DEMANDS

Frequency Definitions defined within an 8 hour shift:

Occasional = Occurs 31 minutes to 2.5 hours per shift; Frequent = Occurs 2.6 to 5.5 hours per shift; Continuous = Occurs more than 5.6 hours per shift.

| | <i>Occasional (1 - 33%)</i> | <i>Frequent (34 - 66%)</i> | <i>Continuous (67 - 100%)</i> | <i>Specific Requirements</i> |
|--------------------|---------------------------------|--------------------------------|-----------------------------------|----------------------------------------------------------|
| Lift - Carry | X | | | Move items into place. |
| Lift | X | | | |
| Push - Pull | | X | | Depending on campers needing mobility assistance. |
| Hand Grip | X | | | |
| Pinch Grip | X | | | |
| Hand Coordination | | | X | |
| Sit | X | | | Sitting at campfires, meal times, and low-activity time. |
| Stand/Walk | | | X | |
| Bend - Reach | | X | | Reach above shoulder level. |
| Low Level Activity | X | | | Kneeling - Duration 30 seconds. |
| Elevated Activity | X | | | |
| Climb | X | | | |

WORKING ENVIRONMENT

Frequency Definitions defined within an 8 hour shift:

Occasional = Occurs 31 minutes to 2.5 hours per shift; Frequent = Occurs 2.6 to 5.5 hours per shift; Continuous = Occurs more than 5.6 hours per shift.

| <i>Working Condition</i> | <i>Occasional (1 - 33%)</i> | <i>Frequent (34 - 66%)</i> | <i>Continuous (67 - 100%)</i> | <i>Specific Requirements</i> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|-----------------------------------|----------------------------------------------------------|
| Atmospheric | X | | | |
| Balance | X | | | |
| Concentration (Ability to concentrate on work tasks amidst distractions) | | | X | Consistently performing multiple tasks at the same time. |
| Exposure to Noise | | X | | |
| Hearing (Ability to actively listen; oral comprehension, to perceive and react to sonic communication or noise e.g. to receive instruction, to communicate via radio, cell phone, or telephone) | | | X | Walkie-talkies and person to person conversations. |
| Machinery | X | | | |

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| <i>Working Condition</i> | <i>Occasional (1 - 33%)</i> | <i>Frequent (34 - 66%)</i> | <i>Continuous (67 - 100%)</i> | <i>Specific Requirements</i> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Other (Unique aspects of work environment) | | | X | Wearing personal protective equipment especially during COVID-19 pandemic. |
| Self-Control | | | X | Must remain calm and collected dealing with campers and staff members. |
| Smell (Ability to sense odors, to make an assessment/judgement of a situation e.g. smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing) | | X | | |
| Speech (Ability to orally communicate information and ideas verbally so others will understand e.g. to verbally engage with customer base, to give instruction, to advise, to warn or to instruct) | | | X | Talk constantly - relaying all policies, procedures, programming. |
| Stress (Exposed to stressful situations) | | X | | Potential medical emergencies, complaints, and comments. |
| Temperature Change | | X | | South Dakota summers can contain a wide array of weather from cool to extremely hot. |
| Vision (Ability to distinguish objects e.g. to work safely in open areas with obstacles, to operate vehicles, machinery or equipment, avoid stationary objects, deduce space and apply spatial reasoning) | | | X | Reading small numbers, general reading skills, seeing what is happening on the campgrounds, the lake, and in camp buildings. |

Employee Statement of Understanding and Compliance

I have read and understand the job duties and working conditions/physical demands of my position as described within the job description. I am able to perform all of these duties. If I need any type of accommodation to perform any of these duties, I will contact my direct manager.

Employee Name (Print): _____

Employee Signature: _____

Date: _____