



## SAMPLE CAMP POSITIONS

- **Non-Medical.** Camp Coordinator, Program Director, Program Staff, Counselor, Counselor-In-Training (CIT) Director
- **Medical.** Medical Director, Staff Physician, Nurse, Nutritionist/Dietitian, Social Worker/Psychologist, Nursing Student, Pharmacy Student, Dietetic Student/Intern
- **Note:** Not all positions are open at every camp. Applicants must be 18 years or older.

Explore [Diabetes.org/Camp](https://Diabetes.org/Camp) to locate a nearby camp and discover the available roles and responsibilities.

## CAMP JOB DESCRIPTIONS: NON-MEDICAL

**Camp Coordinator.** At least two years of college education and/or equal experience in an office/camp setting. Familiarity with camp administration processes (using ACTIVE camp management system). Responsible to ADA staff, Camp Coordinator will be responsible for set-up of required systems and material production, including but not limited to contracts, brochures, web page. Process all revenue streams and expenses and submission to appropriate ADA Home Office departments. Tracking all camper applications, payments, and financial assistance requests. Participate in general camp schedule of activities, pre-camp staff training, camp set up and closing procedures, and staff meetings during camp.

**Program Director.** College graduate preferred, at least three years of camping experience. Under direction of the Camp Director, program director is responsible for complete program schedule for camp, including scheduling of all campers and staff. Develop master schedules for, Camper activity group assignments, staff activity area assignments, and plan and carry out daily activity schedule. Setup the overall camp schedule and individual counselor schedules during pre-camp with camp leadership. Work closely with the camp director before, during and after camp carrying out all duties as assigned. Participate in general camp schedule of activities, pre-camp staff training, camp set up and closing procedures, and staff meetings during camp.

**Head Counselor/ Unit Leader.** Minimum 1-2 years of college and/or equivalent experience in camping. Additional formal education preferred. Under supervision of camp director, head counselor will be responsible for instructing, guiding, motivating and inspiring the counseling staff to provide at all times the best possible camp environment for the campers. Provide both subjective and objective observation/feedback to the Counselors. Be available to problem-solve regarding counselor roles and responsibilities as needed. Assist Program Director in educating counselors as to how they can best work with the activity directors during camp. Participate in general camp schedule of activities, pre-camp staff training, camp set up and closing procedures, and staff meetings during camp.

**Program Staff.** Must be at least 18 years of age. Under the direction of the program director and camp Director, program staff will be required to hold necessary certification in area of specialty (i.e. ropes course, archery, etc.). Develop, coordinate, and evaluate the assigned area of specialty programming. Coordinate program area schedule. Maintain high standards of health and safety in all activities for campers and staff. Be a role model to campers and staff in your attitude and behavior. Participate in general camp schedule of activities, pre-camp staff training, camp set up and closing procedures, and staff meetings during camp.

**Counselor.** Must be at least 18 years of age. Under supervision of Head Counselor, Program Director, Camp Director, counselor will serve as the primary caregivers for each camper. The Counselor is responsible for planning, teaching, coordinating, and carrying out activities and guiding campers in their personal growth and daily living skills. Participate in the development and implementation of program activities for campers within the mission and outcomes. Be a role model to campers and staff in your attitude and behavior. Participate in general camp schedule of activities, pre-camp staff training, camp set up and closing procedures, and staff meetings during camp.

**Counselor-In-Training (CIT) Director.** Must be at least 18 years of age. Under direction of the Head Counselor, CIT Director will prepare teens between the ages 13-17 to become effective camp counselors, including the transition from camper to staff, and supervised hands-on experiences. Familiarize CITs with; planning and leadership of activities, behavior management techniques, all aspects of camp operations, the importance of maintaining their own health during the demands of camp life and increased diabetes education opportunities. Participate in general camp schedule of activities, pre-camp staff training, camp set up and closing procedures, and staff meetings during camp.

## **CAMP JOB DESCRIPTIONS: MEDICAL**

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**Medical Director.** Licensed physician. Review and update standing orders and health plan, develop implementation plan for medical policies, procedures, and emergency protocols. Provide input into medical training through medical staff, and all staff as it pertains to blood glucose monitoring, blood borne pathogens and exposure control plan. Oversee all medical personnel in conjunction with lead medical staff and conduct daily chart review. Serve as subject matter expert for talking with families regarding diabetes management.

**Staff Physician.** Licensed physician. Under the direction of the camp director and medical director, ensure the health and safety of all campers. Provide meaningful and progressive diabetes education for all campers. Participate in pre-camp training. Assist with camper blood glucose testing, insulin administration, dosage adjustment, and medical needs. Assist with camper and staff health emergencies including accidents, high and low blood glucose. Participate in general camp schedule of activities and in staff meetings.

**Nursing Director.** Registered Nurse, CDE, licensed in the state camp operates. Under the direction of the medical director and camp director, nursing director is responsible for participating in and planning pre-camp training with camp leadership team. Provide supervision of nursing staff and assist with camper blood glucose testing, insulin administration, dosage adjustment, and all other medical needs. Respond promptly to medical concerns, including accidents and low blood glucose. Participate in general camp schedule of activities and in staff meetings.

**Nutrition Director.** Registered Dietitian, (CDE preferred) or master's degree in nutrition. Experience in diabetes management and education. Serve as Association liaison to host camp food services director during camp. Participate in and plan pre-camp training with leadership team. Review all camper and camp staff dietary forms and health records as they pertain to nutritional needs prior to camp. Provide supervision of nutrition staff including dietetic students/interns. Participate in general camp schedule of activities and in staff meetings.

**Staff Nurse.** Registered Nurse or LPN, (CDE preferred), licensed in the state camp operates. Under direction of the nursing director, staff nurse will participate in pre-camp training and in the review of camper and camp staff physical and health history forms as required. Assist with camper blood glucose testing, insulin administration, dosage adjustment, and medical needs of campers. Assist with camper and staff health emergencies including accidents, high and low blood glucose. Other duties as assigned by the medical leadership team.

**Nutritionist/Dietitian.** Registered Dietitian, (CDE preferred) or master's degree in nutrition. Under the direction of the nutrition director, the nutritionist will assist in planning all meals, snacks, food orders and any substitutions requested; reviews and accommodates all families and staff for food allergies or other food related issues. Serve as Association liaison with host site food service director; oversees nutrition staff; arranges food orders within established budget. Participate in general camp schedule of activities and in staff meetings.

**Staff Social Worker/ Psychologist.** Licensed Social worker/psychologist licensed in the state camp operates. Under the direction of camp director and medical director, staff psychologist will review all campers psychosocial and therapist forms prior to camper arrival. Consult with camper's therapist/psychologist prior to or during camp to clarify concerns in conjunction with Association. Provide individual counseling as needed (counselors and campers), conduct small group activities dealing with peer relations, diabetes, and other concerns. Report all incidents and accidents and behavioral incidents and actions taken immediately to the camp director and cooperate in the completion of required follow-up. Participate in general camp schedule of activities and in staff meetings.

**Nursing Student.** Completion of 3rd year in accredited BSN nursing program or 3rd semester of ADN nursing program. Recommendation from program instructor. Under the supervision of camp nursing director, nursing student must have the ability to reside on campsite 24/7. Participate in & successfully complete pre-camp training. Assist with the screening of campers during check-in process. Assist with medical tasks under direct supervision of licensed RN or MD. Participate in camper diabetes education sessions, general camp schedule of activities and participate in staff meetings. Other duties as assigned by the nursing director.

**Pharmacy Student.** Completion of at least 3 years of didactic work towards a Doctor of Pharmacy degree. Under direction of medical director, pharmacy student will assist with the screening of campers during check-in process that may include record medication history of all campers at check-in, record drug allergies, organize individual camper medications following camp procedure, refill camp medication boxes as needed. Collect prescription & over-the-counter medication from campers at check-in and review for required dosage instructions. Assist with medical tasks under direct supervision of staff physicians and medical director. Participate in general camp schedule of activities.

**Dietetic Student/Intern.** Completion of at least 3rd year in accredited dietetic program at an accredited university /college, recommendation from program instructor. Under supervision of nutrition director, dietetic student will participate in & successfully complete pre-camp training. Assist with the screening of campers during check-in process. Participate in camper diabetes education sessions and other duties as assigned by the camp nutrition director. Participate in general camp schedule of activities.