Infirmary Support Job Description

Job Requirements

- Must be at least 18 years of age.
- Physically and mentally capable of handling the care of campers.
- Be familiar with and enforce all safety, emergency and Camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commitment to foster a community that celebrates inclusivity and our camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by Camp leadership.
- Self-motivated and directed, strong communication skills required.
- All positions are residential and are hired for the duration of our summer program. The time commitment is from June through August.

Job Summary

The Infirmary Support staff will be an integral member of the Medical Team. Working alongside our Medical Team, this role will support the clerical and administrative functions to ensure efficient operations of the Infirmary. The Infirmary Support staff will maintain an organized, welcoming waiting area that offers games, toys and other activities to Campers, work to ensure all office and medical supplies are stocked and assist with a variety of other tasks to support the Infirmary.

Job Responsibilities

- Serve as clerical support for Infirmary operations.
- Work to ensure that the Infirmary is kept clean, organized, and fully stocked with office and medical supplies across its various functional spaces.
- Maintain a clean and welcoming waiting area that offers games, toys, and other activities to campers. Work with Program Team to arrange, gather and return items whenever necessary.
- Prepare the Infirmary for check-in and closing days, including the set-up of all check-in locations (i.e. ensuring necessary work surfaces, seating, and other related materials and supplies).

- Welcome camper walk-ins, bringing them to treatment room and notifying appropriate medical team members.
- Maintain Camp standards of confidentiality with regard to camper medical records.
- Support medical team with other duties, as assigned.

Reports to

The Infirmary Support Staff are directly responsible to the Medical Team Administrative Assistant and Director of Nursing.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.