

Natural Resource Instructor/Medical Coordinator, Green Mountain Conservation Camp Temporary Seasonal Position with the VT Fish and Wildlife Department

The Camp Natural Resource Instructor/Medical Coordinator involves aspects of being both a Natural Resource Instructor and a Camp Medic. The NRI/Medical Coordinator will work under the supervision of the Camp Director and Camp Coordinator. The position involves teaching courses at a residential camp ranging from first aid education, hunter/firearm safety, fishing, forestry, ecology, fish and wildlife management, and outdoor recreation. Also, supervising and staying in the back of a cabin with 8-10 campers, ages 12-16 on a weekly basis. This position is also responsible for overseeing the medical needs of the camp program. Responsibilities include mentoring campers regarding medical and personal matters, dispensing medications to campers, ensuring health regulations are adhered to, and assisting all staff members in carrying out camp goals, objectives, and the Vermont State Fish & Wildlife Department's mission. Please note: this is a residential position at either the Edward F. Kehoe Camp in Castleton, VT or the Buck Lake Camp in Woodbury, VT.

Specific NRI Responsibilities:

1. Live near with campers and be available for adolescent counseling, medical needs, and helping each camper adjust to other campers and camp life.
2. Encourage and lead each camper in their participation in camp activities and interactions with other campers.
3. Teach courses independently and co-teach all courses with other staff members (teach 3-5 classes a day).
4. Oversee and interact with cabin of 8-10 campers. Facilitate wake up and nighttime cabin activities. Sleep in the back of the camper cabins during designated weeks.
5. Check with the Director and Assistant Director to see if any work projects need to be completed before taking personal time off when not teaching classes.
6. Be 'on call' to needs and responsibilities of camp and the campers 24 hours a day.
7. Be a positive role model and leader for the campers and volunteer staff.
8. Deal with medical and discipline issues in an appropriate and sensitive manner.
9. Cooperate fully with the Director, Assistant Director, other Instructors, volunteers, and all Vermont Agency of Natural Resources Staff.

Specific Medical Coordinator Responsibilities:

1. Monitor the health and safety of residential campers and staff (80 people/week).
2. Dispense/administer prescribed medications and treatments to campers. Designate/train another staff member each week to dispense camper medications on your day off.
3. Maintain the camp infirmary and medical supplies/medications. Create med kits for each building/staff member and check in with staff to make sure they are being restocked throughout the summer.
4. Communicate to other staff/kitchen staff and JC's about pertinent medical information on Sunday when campers arrive.
5. Accompany sick or injured campers to the hospital or ER and prepare accident and illness reports on proper SOAP note form.
6. Ensure appropriate procedures are followed regarding medical issues and that camp programs meet appropriate health and safety regulations.
7. During camper registration on Sunday's, check in with parents to collect medication, health insurance information/medical certificate, and any pertinent medical information regarding that camper
8. On Friday's or if camper leaves early, medication must be returned to camper's guardians in graduation packet or before camper leaves camp property.

Applicant Criteria

1. Must hold a valid certification as a Wilderness First Responder, Emergency Medical Technician, Paramedic, or Advanced Paramedic.
2. Minimum one year of college, preferably in Natural Resources, Wildlife, Environmental Education, or similar field. Willingness to work with and teach adolescents 12 to 16 years old is a must. Must be able to provide general guidance and leadership to campers. Leadership, teaching, and mentoring experience are highly desired. Applicants with camping, fishing, wilderness, hunting/firearm experience, and a valid driver's license, are preferred.

Additional Information: Positions are open until filled. Early applicants are encouraged. Application review begins early February. Room and board are included

Position Dates: Monday, June 8th – Sunday, August 16th

To apply:

Applications are accepted via: email (*preferred*) or mail.

Send **resume** and **letter of interest** along with a **State of Vermont Temporary Employment Application***

Scanned copy of **valid medical certification** (WFR, EMT etc.)

See attachment for SOV Temporary Employment Application

Send to:

E mail: Hannah.Phelps@vermont.gov

Phone: 802-249-4199

Mail: GMCC Camp Coordinator (Hannah Phelps)

Vermont Fish & Wildlife Department

1 National Drive, Dewey Building

Montpelier, VT 05620

*Please note that applications will only be considered complete and reviewed when all three forms have been sent together.

Equal Opportunity Employer/Affirmative Action