

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2244600

Conservation Education Camp Director Health, NS

Brief Description of Class Series

Conservation Education Camp Directors Health are seasonal positions that monitor the wellbeing of both staff, volunteers, and hundreds of campers on a 24-hour basis at DEC summer camp programs. Incumbents in this title ensure that the State Department of Health Regulations, and the Camp Health and Safety Plan are followed. The Conservation Education Camp Health Director is a required position under the New York Department of Health State Sanitary Code, Subpart 7.2 and these positions are required for a camp to obtain an operational permit.

Positions in this title are only classified at DEC.

Distinguishing Characteristics

Conservation Education Camp Director Health: seasonal; provides health and safety assistance and guidance to all camp staff, volunteers, and campers.

Illustrative Tasks

Conservation Education Camp Director Health: maintains camp infirmary; retains records of all medications, injuries, and accidents as required by the Department of Health; makes first aid kits, and monitors supplies in kits; monitors camp living quarters for health and safety concerns; prepares illness and incident reports; follows up to make sure all accident reports have been properly filed by staff; is on call 24 hours during a camp session to deal with health and medical emergencies and the needs of campers and staff; maintains a secure storage area for all prescription medications and personal medical information of campers, volunteers, and staff; works with Conservation Education Camp Director to transport campers as needed to and from local urgent care, emergency rooms, doctor offices and field trip locations; notifies operations and maintenance staff of health and safety concerns; meets campers' parents and guardians during camper check-in to review medical forms; performs med calls to ensure the campers, volunteers and staff are receiving their medications; contacts parents and guardians when needed to keep them informed of a child's health and needs; maintains relationship with Department of Health, and informs them when there

is an illness or injury of a camper or staff that meets criteria requiring contact with the Department of Health; maintains and completes camp's Automated External Defibrillator (AED) inspection and training; informs Conservation Education Camp Directors, Conservation Education Camp Counselors and food service staff of specific camper needs, allergies, and required medications that effect campers; and assists the Conservation Education Camp Director with camper homesickness and evaluation of camper's ability to stay at camp when issues arise such as homesickness, inability to follow rules, and medication complications.

When camps are operating during a widespread public health crisis implements communicable disease plans; implements daily health screening protocols; rotates, cleans, and disinfects housing and program equipment between camp sessions; monitors that cleaning staff are following safety protocols and completing required tasks; updates camp administrator with daily status of camp safety measures; coordinates camper cabin cleaning and disinfection between camp sessions; coordinates with food service staff about preparing and distributing meals, drinks and snacks; and arranges weekly safety protocol review sessions with camp staff and coordinates improved or new safety protocols for campers and staff.

Minimum Qualifications

Conservation Education Camp Director Health

Open Competitive: A New York State licensed physician*, nurse practitioner*, physician assistant*, registered nurse*, licensed practical nurse*, emergency medical technician or other person acceptable to the Department of Health permit-issuing official (*to practice profession in New York State, must be NYS licensed); a Cardiopulmonary Resuscitation and AED certification acceptable to the Department of Health in its first year of certification; and a New York State Driver's license.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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