

OPPORTUNITIES AT CARVER CENTER

Carver has an immediate need for Summer Camp Health Director. We are seeking candidates who are available July 5th through August 18th, Monday through Friday, for our Summer Camp program. Candidates with experience working with young people and families are urged to apply.

Who we are: The Port Chester Carver Center builds brighter futures by serving, educating, and empowering Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years.

The Village of Port Chester's demographics reflect that of large urban cities. The ethnic makeup of Port Chester is 59.4% Hispanic/Latino, 31.6% White, 6.5% African American, 2.1% Asian and 2.1% other. Our community is home to the highest percentage of Latinos (59.4%) and the lowest per capita income of the 44 communities in Westchester County. 67% of children in Port Chester are eligible for free lunch, the fourth highest rate in Westchester County.

In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center's programs and services are crafted to meet the holistic needs of people at every stage of life.

Carver Center's programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services for immigrants (citizenship classes); programs for senior citizens; aquatics and more.

What we believe in: We measure success one individual at a time, as we are passionate and hyper-focused on improving and transforming lives across all stages of our learning continuum; an ideology that we embrace and practice within our staff, board of directors, and all other members of the Carver family. We intend to continuously elevate

our standard of excellence across all facets of the organization, while maintaining our belief in outcome measurement and collective results. We are a culture of 'YES' which encourages free-thinking, risk-taking, and innovation as we strive to meet our mission every day. For more information about Carver and its services, please visit www.carvercenter.org.

Position Overview:

- Ensure the health, safety and well-being of all children
- Effectively organize and manage space, equipment and students

Position Specific Duties/Responsibilities:

The Camp Health Director works with the Camp Carver staff and campers to provide a safe summer program experience including:

- Review campers' physicals, immunizations, allergies, and any other medical issues prior to first day of camp
- Maintain a list of any existing medical condition or type of restriction (i.e. food, activity, etc.) and discuss these restrictions as necessary with parents and group leaders at orientation prior to camp opening.
- Maintain an "infirmary" area which includes a cot, phone, first aid equipment next to a bathroom with hot and cold running water.
- Contact parents when necessary.
- Maintain daily medical log which includes any and all visits, complaints, injuries and illnesses with date, time, and treatment and follow up.
- Store any and all epi-pens and inhalers that are not carried by campers with the appropriate paperwork. These are the only medications dispensed during camp hours.
- Discuss first aid procedures and any other medical plans with all staff members at orientation.
- Contact parents/911 in case of emergency.
- Submit serious injury or illness report and County Health Department within 24 hours.
- Report any signs of physical or sexual abuse to proper authorities and notify Westchester County Department of Health within 24 hours
- Attend all camp trips
- First aid for minor injuries and caring for sick/injured staff
- Ensuring the health and safety of campers and staff
- Daily sick call
- Communicating specific camper health needs

- Communicating with the camp director

Position Qualifications:

- RN, NP, PA, LPN, Dr. Or EMT certification required
- Successful experience as a Camp Health Director or Nurse (preferred)
- Excellent bedside manner and communication skills
- Ability to explain treatments and conditions to children of all ages
- Working knowledge of health care laws and regulations
 - A genuine interest in youth development in physical recreation and healthy lifestyle practices
- Ability to communicate effectively and respectfully with a broad range of people including Carver Camp Staff and Managers
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: Bilingual in Spanish a plus

All staff are subject to The Westchester County Department of Health rules and regulations. This includes two letters of reference and the completion of a full background check prior to hiring. **Position is contingent on funding.**

Training Requirements to Maintain Position:

- Attend required staff orientation and trainings

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit,

competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Pay Rate: \$50/hour

How to Apply: Email resume and optional cover letter to Erica Mason (Program Consultant) at emason@carvercenter.org

PORT CHESTER CARVER CENTER

400 Westchester Avenue, Port Chester, NY 10573