



COVID Administrator

JOB DESCRIPTION



Title: COVID Administrator
Reports to: Nursing Director
Status: Part time Summer 2022, Seasonal

Prior to applying to Camp Korey Seasonal Summer Staff please be ready to commit to:

1. Providing the safest camp environment possible. 2022 Camp Korey Seasonal Staff will be required to practice intentional COVID safety and consciousness for the entirety of their summer contract. All staff will be required to be vaccinated/boosted, tested weekly, and practice safe masking and hygiene protocols. Camp Korey is committing to doing whatever we can to provide the safest possible camp environment for campers, families, staff, and volunteers.
2. Frequent health screenings and commitment to all safety protocols for the duration of the summer. Masks are a requirement.

Position Summary:

The COVID Administrator is responsible for managing the testing process of families and volunteers before attending summer camp in 2022. This position is integral in enabling eligible children with chronic illness to experience camp sessions in a medically safe environment. It will include verifying mailing addresses of camper families and volunteers, creating personalized testing kits and instructions, creating detailed spreadsheets that the lab uses to process tests, managing the mailing process of test kits and maintaining the tracking database for test results with the Medical staff.

REQUIREMENTS

Should have knowledge of and/or experience in:

- Strong verbal and written skills
- Fluent computer skills; data management
- Excellent organizational and administrative abilities
- Knowledge of office systems
- Extremely high attention to detail
- Spanish speaking skills preferred
- Ability to hold private information confidentially
- Ability to have difficult conversations about highly personal issues
- Ability to maintain professional composure under difficult circumstances
- Ensure all camp programs support the mission, vision and values of Camp Korey
- Have the physical and mental capability of caring for Camp Korey's unique demographic of campers
- Commit to the entire length of the summer June 8-Aug 13, 2022
- Position requires a willingness to work within a flexible work schedule and staff are expected to be punctual in following the schedule
- Act in a professional manner as a role model for all campers, volunteers and fellow staff
- Strong collaboration, communication, and team building skills
- Be fully aware of all safety and emergency procedures, and execute procedures when required
- Integrate and support volunteers at camp and provide them with training and support as needed

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

- Must pass a thorough background check
- Must be free of any communicable illness and have current immunizations/vaccines including COVID

Physical demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this role.

While performing the duties of this role, the employee is regularly required to speak, talk and hear, and is frequently required to stand for long hours, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, twist and bend; lift, carry, move, push and pull up to 50 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have the ability and stamina to walk long distances, over uneven terrain, and in various weather conditions.

Camp Korey is an Equal Opportunity Employer. It is the policy of our organization that employment decisions shall be based on merit, qualifications, and competence. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, ethnic or national origin, genetic information, religion, sex, sexual orientation, gender identity or expression, marital status, pregnancy, age, military or veteran status, leave status, or the presence of any mental, sensory or physical disability, or any other status or characteristic protected by local, state, or federal law. In addition, Camp Korey will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. These policies govern all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment. Camp Korey is dedicated to building an inclusive, informed organization with opportunities for all. We value a diverse workforce. Any and all qualified applicants are encouraged to apply.

For individuals with disabilities who would like to request reasonable accommodations, please contact us at 360-416-4110 Monday through Thursday 9 a.m. to 6 p.m., Pacific Time.

Applications Applicants are asked to complete an online application.
The application may be accessed through our website at www.CampKorey.org

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