



## **JOB DESCRIPTION CAMP KOREY**

Job Title: CAMP ADMISSIONS COORDINATOR  
Department: MEDICAL

### Position Summary:

This position is responsible for managing the process of sourcing and enabling eligible children with chronic illness to experience camp sessions in a medically safe environment.

Reports to: Nursing Director

### Responsibilities:

- Serves as liaison with parents and social workers, physicians, medical teams and Medical Advisory Board to recruit and include appropriate campers to Camp Korey's year-round programs.
- Update and coordinate the process for all camper applications (both off-season and summer season programs) This includes working with families to ensure applications are complete, reviewing and distributing to medical team for approval, and communicating approval/denial. All statuses are to be updated on a spreadsheet throughout the process.
- Work with the Camp Director, Nursing Director and Medical Director to create, and maintain, strong relationships with medical partners (to include individual clinics, nurses, social workers, physicians, health organizations and community partners).
- Maintain accurate database of contact lists for all Medical partners (hospitals, physician/nurses, campers).
- Be the main point of contact for all camper families throughout the program application process- be available to answer questions, confirm session acceptance and assignment, and any/all general camper communications.
- Design and coordinate all camper mailings year-round
- Schedule transportation and travel arrangements for campers during the summer season
- Work with Camp Director and Nursing Director to assign camper session dates and make cabin assignments for our summer program
- Coordinate the camper arrival, registration and departure process for each summer session, and family weekend program
- Ensure all special requests are adhered to: personal care needs, dietary restrictions, etc.
- Generate and distribute computer based reports for summer program
- Maintain accurate computer and paper data records of all camp participants
- Collect and analyze camper data for yearly reports

### Public Relations:

- Develop written literature to include general information, session programming, and policies
- Design promotional display/kiosk for hospitals, clinics, social work departments
- Organize program meetings for social workers, doctors, child-life specialists for participating groups as well as new institutions

- Assist the Camp Director, Nursing Director and Medical Director in identifying new camper populations and diagnosis groups each year, and help to facilitate their recruitment and application process

#### Office Management

- Coordinate general and bulk mailings
- Assign general correspondence requests
- Perform other duties as assigned (i.e. requests to assist in speaking engagements, tours, party prep/cleanup may be initiated by other staff)

#### Training and Experience:

- Previous camp work experience preferred
- Medical knowledge and experience is preferred
- Accurate database entry

#### Education:

- Bachelor's degree in related field (i.e. health services, education, social work, human resources)

#### Key Competencies:

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 and relay bad news when necessary
- Ability to maintain professional composure under difficult circumstances

#### Certificates/Licenses and Registrations:

- Valid driver's license
- Immunization record
- Current CPR and First Aid
- Back ground check

#### Working Conditions: (percentages are approximations)

- 40% in environmentally controlled office
- 30% in travel and off-site meetings and presentations
- 30% in on-site meetings and participation in camp activities

#### Physical Demands:

- Able to lift, carry, push and pull up to 20 lbs. occasionally
- Time standing and sitting based on job requirements
- Must be able to traverse long distances over uneven terrain during inclement weather

