



## Program Assistant

### **Job Description**

Under the supervision of the Health Services Coordinator, the Program Assistant will facilitate adventure activities, assist with program projects, and provide for the health, wellbeing, and facility needs of user-groups.

### **Responsibilities**

- Represent Pathfinder Ranch in a professional and positive manner at all times.
- Foster a health and wellness atmosphere aimed at fulfilling the expectations of user-groups.
- Perform all duties listed below and those presented during trainings and outlined in the written manuals.
- Make independent decisions based on industry best practices and in alignment with training.
- Work independently and make appropriate decisions based on policies and procedures.
- Effectively communicate with staff.
- Through written incident reports, communicate to the Executive Director all significant incidents affecting Pathfinder Ranch property, participants, and programming.
- Complete all required paperwork in a timely and thorough fashion.
- Other duties as assigned.

### **Medical Duties**

- Administer regularly scheduled medications in alignment with accompanying medication orders.
- Administer as needed over-the-counter medications as described in camp's standing orders.
- Administer first-aid as described in camp's standing orders.
- Maintain infirmary supplies, including staff first-aid kits, notifying the Summer Camp Coordinator of issues regarding inventory or expiration of medications.
- Maintain a clean and hygienic infirmary environment by performing basic housekeeping tasks.
- Conduct thorough patient assessments, determining a course of action under the guidance of the camp's standing orders, keeping detailed documentation.
- Communicate (written log and verbally) to the Summer Camp Coordinator all incidents affecting medication administration, participants' health and wellbeing, and any interventions provided to participants.

### **Program Duties**

- Assist with program supervision
- Assist in updating current and adding new curriculum (e.g. classes, activities, presentations).
- Participate in staff training sessions.
- Inventory and keep track of program supplies. Notify the Summer Camp Coordinator whenever supplies run low.
- Assist with the care of animals, garden, compost, and recycling when needed.
- Assist with keeping program areas clean, organized, and supplies are put away properly.
- Address basic facility issues if needed (e.g. bathroom supplies, cabin temperatures, plumbing issues, etc.).
- Facilitate emergency response procedures in case of an alarm or other emergency.
- Communicate clients' needs to Summer Camp Coordinator
- On-call hours overnight at least 2 nights a week

**Job Requirements**

- Must be at least 18 years of age.
- Must provide proof of legal ability to work in the U.S.
- Must have experience in supervision and/or program development.
- Must have excellent written and verbal communication skills.
- Must have at least 1 year of experience working with children.
- Must be able to appropriately prioritize tasks and responsibilities.
- Must be detail oriented.
- Must remain able and eligible to operate camp vehicles.
- Must reside on campus.
- Hold and maintain the following certifications issued by a nationally recognized provider: Lifeguard, C-PRO, Wilderness First Responder, or higher medical certification. Preferred additional certification: Small Craft Safety Instructor and Lifeguard.

**Physical Requirements**

- Must be able to lift and carry 30 lbs.
- Ability to work in excess of 10 hours per day.
- Ability to walk/hike up to 5 miles at a time on steep and uneven terrain in a variety of weather conditions.