

TOWER HILL CAMP AND RETREAT CENTER

Health and Wellness Assistant

JOB DESCRIPTION

The ideal candidate for our Health and Wellness Assistant is one who is interested in careers in Health, Wellness, Social Work or Mental Health. This person will work with summer youth camps and adult/intergenerational retreat groups on site. They will have the opportunity to acquire new skills in areas of healthcare, hospitality, programing and day to day operations of Tower Hill Camp and Retreat Center.

PRIMARY RESPONSIBILITIES

1. Health Care Officer for 3 1 week-long youth camps which includes but is not limited to:
 - a. Collecting, storing, tracking and administering meds for youth and counselors
 - b. Providing First Aid for burns, cuts, bruises, illness and homesickness.
 - c. Record keeping of all illnesses and injuries
2. Dining Hall host-promoting healthy eating, engaging with guests and being aware of any emotional/mental health warning signs
3. Promoting and Supporting Camper Social, Emotional, Mental and Physical Development
4. Uphold the mission, policies, and standards as set by the Outdoor Ministry Committee and applicable State of Michigan and American Camp Association regulations
5. Other duties as assigned by Director of Tower Hill Camp and Retreat Center.

PROGRAMATIC RESPONSIBILITIES

1. Assist in Archery and Team Building activities. Training provided
2. Adapting new program ideas, creating new & innovative ways to enhance our Summer Camp Weeks

HOUSEKEEPING RESPONSIBILITIES

- Assist in cleaning and preparing Retreat, Youth Facilities
- Assist other members of the camp staff in fulfilling needed tasks

DINNING HALL RESPONSIBILITIES

- Ability to interact with the guests in a positive and friendly manor
- Delivering evening snacks & assisting with campfires upon group request
- May assist in maintaining food service areas and dining hall in a clean and orderly condition
- Follow all standards and regulations established by the Michigan Department of Public Health plus those deemed necessary by the camp management

DIRECTLY RESPONSIBLE TO

- Tower Hill Director

COMPENSATION/BENEFITS/EMPLOYMENT CATEGORY

- Hourly \$15/hour plus housing, and meals while camp is in session
- Training in CPR, First Aid, Camp Health Care Officer, "Safe Church" procedures, ServSafe Food handler, Archery and Low initiatives & Tower Hill Summer camp policies and procedures.
- Non-Exempt Status Employee

CAMPER/STAFF RIGHTS AND DIGNITY

Tower Hill Camp and Retreat Center is an Outdoor Ministry Site of the Illinois Conference of the United Church of Christ. As such, we believe that all people are created in the image of God and are to be treated as whole and worthy.

Our staff and volunteers will treat each person they encounter with respect.

We specifically affirm our LGBTQI+ and BIPOC (black, indigenous, people of color) siblings and welcome them as campers and staff.

We specifically acknowledge the ways that we have inherited a society where people of color have been systematically disadvantaged, and we will work to become anti-racists.

CAMPER DEVELOPMENT

Mental health: Each evening, campers and their counselors have time in their cabin to talk over the day. This is a time for counselors to hear about any issues that campers may be struggling with. Counselors are encouraged to bring any larger issues to the attention of the Event Director, Health Care Officer, or Camp Director. We also ask on the camper registration form if there is anything that we need to know about the camper to help make their camp experience successful.

Emotional health: Each evening, campers and their counselors have time in their cabin to talk over the day. This is a time for counselors to hear about any issues that campers may be struggling with. Counselors are encouraged to bring any larger issues to the attention of the Event Director, Health Care Officer, or Camp Director. We also ask on the camper registration form if there is anything that we need to know about the camper to help make their camp experience successful.

Social Health: The culture of our camp is inclusive, and our schedule/programming allows multiple opportunities for campers to meet new people and make new friends. They have cabin groups, mealtimes, activity groups, and small groups that offer these opportunities, all under the supervision and guidance of counselors and leaders.

Physical Health: Our schedule of activities is designed to give campers plenty of sleep (a minimum of 8 hours every night) and 1 hour of rest/flat on back each afternoon. We intentionally offer a well-balanced menu with plenty of fruits and vegetables, in addition to a snack before bedtime. Campers are asked to bring a refillable water bottle so that they can stay hydrated. Our schedule also provides a variety of fun activities to get kids moving! (Sandy volleyball, basketball, archery, soccer, frisbee, tether ball, swimming, hiking, team building games, playground, and a large playing field with access to a variety of outdoor toys and games).