

## **Camp Boggy Creek Job**

### **Summary: Camper Recruiter**

The Camper Recruiter's primary responsibility is the recruitment and placement of campers with special medical care needs; including but not limited to, active recruitment through community outreach, collaboration with healthcare partners and coordination with the medical and programs teams on processing applications and acceptance of campers to support a safe and healthy intentional camp program for children with special medical care needs.

#### **Essential Duties & Responsibilities:**

- Active recruitment of campers through community outreach, speaking engagements and collaboration with healthcare partners and statewide pediatric treatment centers
- Creation and maintenance of a pediatric medical contact list including children's hospitals, treatment centers, and medical professionals
- Manage recruitment and application processing for Summer and Family Retreat sessions to reach established census goals; including preparation of weekly status reports
- Manage the camper application process; including but not limited to updating the application and promotional materials, maintenance of the database and reporting
- Process applications for assigned sessions, including working with referring medical professionals and parents to obtain complete and updated information
- In collaboration with the Medical Director and Nurse Manager select campers for attendance
- Professional, compassionate communicate with parents and referring medical professionals including acceptance status
- Coordination with the program team on camper placement, transportation and activity permissions
- Management of camper check-in and check-out process
- Preparation of reporting to support administration and fundraising requirements
- Coordinate with Nurse Manager on the medical center administration coverage, including filing, seasonal administrative staff, phone coverage and office supplies & equipment maintenance
- Understand and actively participate in established Camp Boggy Creek policies, procedures, training and team activities.
- Demonstrates Camp values, standard of conduct and maintains a positive professional relationship with staff, volunteers, families and campers.

- Complies with camp programming policies, procedures, American Camping Association standards, Seriousfun Children's Network criteria and all other laws, state and industry regulations.
- Perform other duties as assigned

Qualifications:

Education & Experience:

- Bachelor's degree
- A minimum of two years medical office administration experience or related experience
- Excellent communication and interpersonal skills
- Strong organizational and problem solving skills
- Strong Microsoft Office skills required; database management preferred
- Proven ability to manage multiple work tasks effectively

Physical/Mental Requirements:

- This is primarily a sedentary role; therefore, long periods of sitting are required
- Intermittent physical activity, including but not limited to bending and reaching
- Evening and weekend hours are required
- Working in a camp setting which requires exposure to environmental hazards including hot and humid temperatures, inclement weather, insects and natural Florida wildlife
- Work schedule includes weekdays and weekends/holidays as needed to support camp programs, events and other camp activities.
- Ability to lift and carry up to 25 lbs.

\*Immunizations are required for position\*

Job Type: Full-time

COVID-19 considerations:

COVID-19 protocols and precautions in place, including masks, social distancing and daily health screenings are required.