



PORTER'S CENTER FOR GLOBAL LEADERSHIP

POSITION DESCRIPTION

Title: Director of First Aid

Department: Porter's Center for Global Leadership (PCGL)

Job Status: Seasonal Camp

Reports to: Director of Summer Programs

Travel: During Summer Programs (as needed)

POSITION SUMMARY:

The Director of First Aid for Porter's Summer Programs oversees all medical operations, ensuring the health and safety of campers. They manage the First Aid Office, administer care for injuries and illness, manage and distribute medication, and coordinate with external medical services when needed. Additionally, they train camp staff on basic first aid procedures and maintain health records and supplies in accordance with camp and state policies throughout camp sessions. The Director of First Aid is responsible for servicing campers in both Daisy Days and Summer in Farmington (June 23, 2025 - August 1, 2025).

The Director of First Aid is expected to be on campus in the First Aid Office on weekdays from 8:00 a.m. - 4:30 p.m. The Director of First Aid is responsible for preparing and distributing morning and afternoon medications to campers, responding to first aid and care needs for campers, communicating with families regarding their child's medical needs, and preparing medications for evening, bedtime, and weekend distributions. In the evening and on weekends, the Director of First Aid remains on-call and is accessible by phone to advise the Leadership Team and the Administrator on Duty on first aid and medical questions.

During the weekend, the Director of First Aid is a critical member for the registration and pick-up process. They are required to be on campus during registration to meet with families, ensure proper documentation and forms are completed, obtain medication and review care plans, and store medication, in accordance with state policies. The Director of First Aid is also required to present at camper pick-up at the end of each session to meet with families, return medication and proper documentation to families, and provide any additional information to families.

To learn more about Summer Programs at Miss Porter's School, [visit our website](#).

ESSENTIAL FUNCTIONS:

Pre-camp:

- Remain up to date with CT State regulations regarding first aid and medical care for campers, assuring compliance with state policies.

- Support the Auxiliary Program Coordinator to organize, understand, and maintain campers' health forms, Health Binder, and State Regulation Binder.
- Communicate with families, as necessary, about questions and concerns regarding missing or late paperwork, required documentation and vaccinations, and additional information.
- Prepare the First Aid Office in anticipation for the Summer Programs.
- Prepare first aid kits for dormitories, Program Directors, and members of the Leadership Team.
- Obtain, organize and train others on Individual Care Plans from Parents for campers with special health care needs or a disability.
- Attend staff orientation and provide training and health protocol review.
- Train and retrain individuals on our allergy policies, medication procedures, and safety protocols as needed.

Program weeks:

- Administer appropriate first aid and approved medications while ensuring that all incidents are responded to, recorded, and reported appropriately throughout the day/program.
- Prepare and administer morning and afternoon medications.
- Support the social-emotional needs of campers, ensuring a safe and nurturing environment; this includes providing guidance on emotional well-being, helping campers navigate social-emotional challenges, and promoting a supportive atmosphere where all campers feel valued and cared for.
- Prepare evening, bedtime, and weekend medications for staff administration. Work with staff to ensure proper administration and documentation.
- Prepare first aid kits for program field trips that comply with state camp licensing codes and meet with Program Directors to review necessary medical procedures.
- Be "on-call" via camp cell phone at all times during camp.
- Maintain an up-to-date and accurate log of all health-related incidents and procedures.
- Oversee all health procedures and policies and ensure participants receive appropriate care under all circumstances.
- Safeguard all confidential participant information.
- Maintain an inventory of supplies and needs. Be certain that program is always stocked with all necessary equipment/medications as per the Standing Orders.
- Communicate health updates to parents and Directors, as needed, with care, concern, and compassion. Call parents as seen fit regarding medical issues or because a child may need to go home due to illness.
- Contact local doctors or hospitals to receive information or secure appointments for participants as needed.
- Meet daily with the Director of Summer Programs to review participants' needs.
- Participate in Camper Support Meetings every other day with members of the Leadership Team to review participants' needs and care plans.
- Project and maintain a professional demeanor representing Miss Porter's School and the Porter's Summer Programs in a positive manner.

Post camp:

- Communicate with families, as necessary, about medication pick-up, documentation, care plans, etc.
- Clean First Aid Office, disposing of and returning medication to the Colgate Health Center, as necessary.
- Meet with the Director of Summer Programs to provide feedback for the following year.

QUALIFICATIONS:

- CPR/Med certified.
- Physician, APRN, or nurse preferred.
- CT STV License Endorsement (A).
- Proficiency in collection of health forms.
- Has a sincere desire to work with youth grades 3-9 from all backgrounds.
- Willing to actively pursue and fulfill the goals and mission of Miss Porter's School Summer Programs.

REQUIREMENTS:

- At least 21 years of age.
- Holds current certification in First Aid by the American Red Cross, the American Heart Association, the National Safety Council, American Safety and Health Institute, or Medic First Aid International, Inc.
- Holds current certification in cardiopulmonary resuscitation appropriate to the population served by the cam and issued by the American Red Cross, the American Heart Association, the National Safety Council, American Safety and Health Institute, or Medic First Aid International, Inc.
- Attends all mandatory spring staff trainings, dates TBD.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Interested candidates should send a resume, cover letter and references electronically to careers@missporters.org attention. Please include "Director of First Aid" in your subject line.