



## CENTRAL WISCONSIN ENVIRONMENTAL STATION

### HEALTH CARE COUNSELOR – SUMMER 2025

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The Central Wisconsin Environmental Station is a field station supported by the University of Wisconsin-Stevens Point College of Natural Resources and the UWSP Foundation, Inc. The Station is operated year-round by permanent staff and university students as an environmental education center for people of all ages.

#### **Description:**

The Health Care Counselor is the primary care provider for all CWES organized summer camps & Contract/Specialty Camps (see camp descriptions below). This position is responsible for providing individualized care and attention for campers, including dispensing and documenting all medication campers require. All camp staff are required to carry basic first aid kits with them while with campers. The Health Care Counselor is required to live on-site when camps are in session. The Health Care Counselor will also assist with or lead programs in other areas including recreational and educational activities, supervision of waterfront time, and camping overnight with campers/staff at a primitive camping site across Sunset Lake during assigned weeks. During the summer, CWES offers:

1. Residential Summer Camps: Campers stay overnight for anywhere from a few nights to a full week depending on the session. Some overnight sessions include off-site camping.
2. Day Camp: Campers join CWES staff for the day for nature-based activities and camp programming and return home each night.
3. Contract and Specialty Camps: CWES staff facilitate outside groups that come to use the property and our equipment. These groups come with their own leadership but CWES staff still have the opportunity to lead various programming.

#### **Daily/Weekly Responsibilities & Duties:**

- Report directly to the Summer Camp Director while overseeing the operation of the Health Lodge, including preparing for upcoming camps using registration information from CampDoc and making copies of camper health history forms. Review health history forms prior to camper arrival
- Maintain first aid kit inventory and prepare medical kits for all off site or overnight camping trips
- Provide and document first aid to both campers and staff in the case of injuries and illnesses
- Confidentially communicate with campers, parents, CWES leadership, and other staff about camper medical needs each week
- Document phone calls and medical incidents in the CWES incident log
- Dispense prescribed medications to campers during designated times (ie: breakfast, lunch, dinner, bedtime, etc)
- Follow mandatory Wisconsin State protocols for safe handling of medications, confidentiality, and dispensing/recording medication
- Perform health checks upon camper arrival each week (check for fever, lice and athlete's foot)
- Track medical inventory and provide a list of medical supplies that need to be ordered two weeks before running out to CWES Program Manager
- Assist with training staff in basic first aid and health care procedures during staff training and refreshers
- Act as lead lifeguard, supervising waterfront activities
- Be physically present when State and ACA personnel inspect the property and perform their annual health code check
- Other duties and projects, as assigned

#### **Essential Functions:**

- Work cooperatively with CWES summer camp and year-round staff to maintain a cohesive work atmosphere
- Live in a shared space with summer staff and/or campers as needed
- Serve as a positive role model to campers by following and implementing camp objectives and UWSP policies
- Work in other departments, as needed: maintenance, food service, camp garden
- Assist with food service and maintenance as needed
- Lift 30 lbs.

**Waterfront Responsibilities:**

- Supervise waterfront activities as head lifeguard
- Lead waterfront in-service trainings as needed
- Make campers aware of waterfront rules and policies and enforce appropriate safety regulations and emergency procedures
- Perform camper swim checks
- Maintain waterfront equipment, including waterfront first aid kits and boathouse

**Accommodations:**

When Counselor/Naturalists are assigned to a cabin during CWES residential camp, they will spend the night in the cabin with their campers. For the Health Care Counselor, we will try our best to accommodate you sleeping in the staff housing, but you may need to sleep in the same space as campers, at times. During other times (ie: contract or specialty camps), Counselor/Naturalists and the Health Care Counselor will be provided shared, staff housing on-site. Shared restrooms, showers, wi-fi, and laundry facilities are provided. When programs are in session, all staff will receive free meals from the dining hall. When programs are not in session, leftovers may be provided, but are not guaranteed.

**Schedule:**

Employment begins June 2nd and ends on August 15th. Mandatory training for all staff will be June 2-7th. A Youth Mental Health First Aid (YMHFA) training will also be planned and requires pre-online coursework.

**Compensation:**

- \$425 per week with lifeguard certification
- Lodging, meals, and laundry offered through contracted dates
- Experience in first aid supervision for a camp, along with knowledge and experience facilitating environmental education programming

**Requirements:**

- Employees must be at least 18 years of age or older
- Must successfully pass a background and reference check, conducted by UW-Stevens Point
- Wilderness First Aid, First Responder, Wilderness First Responder, or Responding to Emergencies certification required or willing to obtain before camp begins (*CWES will cover the cost of Wilderness First Aid. Other reimbursement to be determined*)
- CPR, AED and First Aid certification, or ability to obtain certification prior to employment (reimbursed at the end of summer)
- Obtain Wisconsin Boater Safety certification, or ability to obtain certification prior to employment (reimbursed at the end of summer)
- Lifeguard certification or willing to obtain before staff training
- Must maintain effective, appropriate, and sustained mental, emotional, and social interaction while working in camp's youth-centered and dynamic environment
- Must adapt to changing needs/environment, independently solve problems, and clearly communicate with campers/staff/community members
- Must live on-site at CWES and work a flexible schedule with long hours

**Qualifications:**

- Training or experience in giving first aid care
- Previous experience working with children and in a camp setting preferred (but not required)
- Training, experience, or significant interest in recreational activities, environmental education, camping, canoeing, arts and crafts, and hiking, is desired, but not required
- Maintain confidentiality and organization in dispensing and documenting the distribution of camper medication and tracking medical inventory
- Desire, commitment, and ability to work with kids and people of all ages, backgrounds, and abilities

- Flexible attitude while maintaining an appropriate level of energy despite long hours
- Exhibit characteristics of leadership, responsibility, patience, dependability, maturity, integrity, and ability to work independently and with a team

**Application Information:**

To apply, please submit a resume and 3 references (Name, Relation, Number & Email) to CWES (listed below). Applications are reviewed on a rolling basis, and interviews will be conducted as applications are received.

**Employment Contact:**

Please email your application to: [cwes@uwsp.edu](mailto:cwes@uwsp.edu)

CWES Phone: 715-346-2937