



Job Title:	WellNest Coordinator
Location:	Mount Gilead, OH
Job Class:	Seasonal, Temporary
Job Timeline:	May-August 2023
Reports to:	Nursing Coordinator

WellNest Coordinator

The WellNest Coordinator provides support to the medical team and helps manage the readiness of the WellNest and medical team to prioritize safety in our care of campers.

Team Overview:

The Medical Team ensures our campers, volunteers and staff thrive in a physically and emotionally safe environment by delivering quality medical care and psychosocial support. This team caters to the specific diagnoses we serve by welcoming talented volunteer doctors, nurses and specialists to support our campers each session. In adherence with laws and camp governing bodies; they develop, plan and implement emergency medical procedures and policies.

Responsibilities:

- Attend Seasonal Staff Training (May 30 - June 8)
- Manage reception duties in the WellNest including camper intake/greeting, phone coverage, visitor arrival/departure and housekeeping tasks
- Perform administrative duties including office supply inventory, camp preparation, file organization and data entry
- Coordinate and train WellNest volunteers on procedures and basic equipment
- Collaborate with the Camper & Family Liaison and Admissions Coordinator on arrival and departure procedures
- Serve as communication hub with the Big Red Barn and all other camp teams
- Fill role on the emergency staffing table as needed

Required Skills, Qualifications & Experience

- Demonstrate flexibility, creative problem-solving and optimism in the face of obstacles and when working with others
- Understand the importance of professionalism and confidentiality in all communication. Adhere to all policies
- Demonstrate meticulous systems-based organizational skills and attention to detail
- Ability to proactively seek and execute new projects in the WellNest
- Ability to manage tasks and workload in a fast-paced environment
- Ability to work for extended periods of time on a computer
- Ability to live on site

Preferred Skills, Qualifications & Experience

- Administrative Experience
- Medical Field Experience (Nursing student, etc) preferred
- Valid Driver's License

Expectations & Requirements for all Flying Horse Farms Staff

We live our Values. We are each responsible for knowing our values and nurturing our culture:

- We are All In. We demonstrate a willingness to do what it takes to get the job done, we are supportive and loyal, show up present and ready and we are passionate about "Campers First."
- We have an Attitude of Optimism. We find what is working and make more of that happen, demonstrate adaptability within ambiguity, spread joy and hope and ensure everyone we interact with feels "Welcomed Home."
- We are Trustworthy. We are consistent, dependable, and steady, truthful and operate with transparency, take ownership for our work and "See the Best" in others.
- We Take Initiative. We are driven, work towards goals with fortitude, pay attention to details and find innovative solutions with "Fearless is Free" attitudes.

How to Apply:

<https://flyinghorsefarms.org/get-involved/seasonal-positions/>

Flying Horse Farms provides magical, transformative camp experiences for children with serious illnesses and their families - free of charge. Located on 200 acres in Mt. Gilead, Ohio, camp first opened its gates in 2010 and hosts about 900 children and families each year.

Flying Horse Farms is the first camp in the Midwest to become a full member of the SeriousFun Children's Network. Founded in 1988 by actor, philanthropist and Ohio native Paul Newman, the Network is a community of independently managed and financed camps and programs creating opportunities for children with serious illnesses and their families. The Network has evolved from one camp to a global community serving one million children and families across five continents.

The children who attend camp have illnesses including cancer, heart conditions, rheumatoid arthritis, blood disorders, asthma, gastrointestinal disorders and facial anomalies.

At Flying Horse Farms, for a weekend or week at a time, being sick takes a backseat to being a kid. And fun is priority number one. Campers participate in activities like swimming, boating, fishing, archery, high ropes and arts and crafts. Campers receive first-rate care at our on-site health center, staffed 24/7 by medical professionals from children's hospitals across Ohio and beyond.

Flying Horse Farms is an ACA-Accredited Camp with the American Camp Association.