



Job Title:	WellNest Administrative Assistant
Location:	Mount Gilead, OH
Job Class:	Seasonal, Temporary
Job Timeline:	May-August 2017
Reports to:	Nursing Program Coordinator

WellNest Administrative Assistant

The WellNest Administrative Assistant will provide administrative support to the medical team during the summer camp season (8am-6pm camp arrival days, 8am-10pm camp days, scheduled breaks daily).

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 Leadership Training (June 3-12, 2019)
- Manage reception duties in the WellNest including phone coverage, visitor arrival/departure, camper intake 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
- Understand basic medical terminology

Preferred Skills, Qualifications & Experience

- Ability to work non-traditional work schedule including evenings and weekends
- Nursing student - 3rd or 4th year (preferred)
- Administrative Experience
- Valid Driver's License

Expectations & Requirements for all Flying Horse Farms Staff

- We live our Core Values - we are each responsible for knowing our values and nurturing our culture
- We practice Safety First - we are each responsible for knowing and adhering to the policies and procedures as described in the FHF staff manual
- We See the Best in Each Other - we are each responsible for ensuring our working relationships with co-workers, volunteers, Board members, families, campers and other stakeholders are positive and professional
- We show up - we are each responsible for our schedules, meetings and any other duties

Why work at Flying Horse Farms? Quotes from the team:

- *“Camp doesn’t just change the lives of the campers for the better. It also changes the lives of every person involved. It helps us see the value of the human person, spreading a culture of acceptance to every person who passes through the gates.”*
- *“This was one of the most cohesive staffs I have been a part of. I felt comfortable around everyone and thought the team did a great job of supporting one another. I enjoyed the opportunity to work with a variety of staff members and felt welcomed right away.”*

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.