



MEDICAL MANAGER

(Full-Time)

Camp One Step (COS) by Children's Oncology Services is searching for a Medical Manager to join a team of dedicated professionals who support year-round camp experiences for kids with cancer and their families that foster joy, belonging, confidence, and lifelong friendships. As part of the team, this individual will be a key partner in achieving this non-profit organization's mission.

The Medical Manager works in collaboration with the Medical Director to ensure the health and safety of individuals while attending camps and programs. This individual is responsible for the day-to-day operational planning/execution for all camps and programs, working closely with the COS Programs staff and volunteer Program leaders.

The Medical Manager works remotely, but in-office time will be required at a minimum of one time per month. This role will require working outside traditional work hours, so this individual should be comfortable managing their own time and working both autonomously and within a small team setting. The Medical Manager will attend all in-person camps (as needed) and ensure medical support for Connected programming. This individual will interact with all members of Camp One Step's diverse community including volunteers, campers/camper families, Board of Directors, and donors so excellent organizational, communication, and collaboration skills are essential. The Medical Manager will report directly to the Medical Director and will work closely with COS's Programs staff and volunteer program leaders.

Key Responsibilities

- Provides operational leadership and oversight for medical care at all COS camps and programs, ensuring that care aligns with organizational policies/procedures.
- Assumes responsibility for the collection and review of camper files and the creation of the special needs report for all camps and Connected (digital) programs.
- Attends all in-person camps throughout the year (as needed). Ensures medical coverage for Connected programs and participates in those programs as needed.
- Prepares a medical summary at the completion of each camp or program, identifying trends and opportunities for improvement.
- Supports mental, emotional, social health (MESH) initiatives and implements MESH strategies on the ground at camp or during digital programs.
- Identifies potential medical risks and implements strategies to mitigate these risks.
- Participates in improvement initiatives that impact the provision of medical care.
- Implements strategies that prevent or reduce communicable disease at camp and ensures compliance to the organization's infectious disease standards.
- Implements strategies that promote/support the recruitment and retention of medical volunteers.
- Ensures that medical volunteers have the appropriate licensure, meet the professional and clinical standards set by the organization (clinical experience, competencies, and certification), practice within their scope of practice, and that their clinical knowledge and skills align with the medical needs of the campers. Manages medical volunteers' document collection and maintenance.

- Participates in the on-going training, support, and recognition of COS staff and volunteers.
- Strengthens and maintains relationships with referring hospitals and other outside agencies to support camper and medical volunteer recruitment. Participates in camper recruitment and networking events.
- Participates in the development/implementation of the medical strategic plan.
- Tracks cost of medical supplies/equipment/medications for budgetary purposes.
- Collaborates and communicates regularly with COS program staff members and camp leadership teams.
- Participates in marketing or fundraising opportunities as needed.
- Performs other duties as assigned.

Required Skills & Competencies

- Licensed as an Advance Practice Provider or Registered Nurse with a minimum of 5 years of clinical experience. Clinical background in pediatrics and/or oncology preferred and/or previous experience in the camp setting.
- Strong written and verbal communication skills.
- Excellent organizational and time management skills.
- Independent problem solving and critical thinking.
- Comfort working and collaborating in a small team setting.
- Strong work ethic and reliability
- Ability to work in a fast paced and physically demanding environment.
- BLS certified.
- Chemotherapy/Biotherapy certified through a credible organization or willing to become certified.
- Skilled in using Google Suite, Microsoft Office, and Zoom - willing to learn additional software used in the camp setting.
- Up to date on required immunizations (TDaP, MMR, Polio, Chickenpox) or history of having the disease.

About Camp One Step by Children's Oncology Services

Camp One Step by Children's Oncology Services is a leader in providing kids with cancer and their families year-round camp experiences that foster joy, belonging, confidence, and lifelong friendships. We are the only local organization to offer eleven in-person camps and additional Connected (digital) programming throughout the year. The Camp One Step team, comprised of eleven full-time individuals, work collectively to ensure success for all camper and volunteer participants across all camps and programs and countless other opportunities, including fundraising, social, and networking events. The work performed to bring camps, programs, and events to life for the community is truly rewarding both from a results and collaboration perspective.

For more information, visit www.camponestep.org. For specific information about camps and programs offered, visit www.camponestep.org/programs/.

Interested applicants should direct questions or send resume via email (with subject “Medical Manager Application”) to:

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