



101 Cooper Street
Santa Cruz, California 95060
www.exploringnewhorizons.org

JOB POSTING

POSITION TITLE

Medic

POSITION SUMMARY

Medics at Exploring New Horizons (ENH) work with incredibly diverse groups of students from across northern California. In this role you will provide support for participants coming to our program by providing care for illness, injury, and other emergent situations. You will also work with the ENH staff, highschool and parent cabin leaders, participating classroom teachers, and site partners to build a great ENH community for all our students.

Under the direction of the Program Director, the Medic performs a variety of health care activities involved in administering first aid, dispensing medications and providing medical treatment and emergency care services to students enrolled in the outdoor education program. The Medic will also assist in administrative duties in the office, behavioral issues with students, talking with parents about health concerns, coordinating with the dining hall around food allergies, and making sure that the staff is prepared for all health and behavioral concerns for the participating schools. The start date is August 12th, 2024 and will continue until May 30th, 2025

ABOUT EXPLORING NEW HORIZONS

Exploring New Horizons engages school groups in outdoor education programs that empower students, build environmental literacy, and strengthen school communities. Founded as a nonprofit in 1979, ENH partners with over 100 schools annually, and in its 45-year history ENH has served more than 225,000 students. Each year, 8,000 Northern California students participate in 3- to 5-day programs at its Pigeon Point and Sempervirens sites. ENH's Medics help manage risk and provide care for students in these unique settings, making our programs possible.

ENH encourages a "speak up" environment at all levels and encourages staff to communicate with ENH leadership and participate on projects and committees with the ENH Board. Many of our staff stay on year after year becoming an integral part of the ENH community.

LOCATIONS

Scotts Valley, CA

EMPLOYMENT STATUS & WORK SCHEDULE

This position is hourly, non-exempt and works 40 hours per week, 4-5 days per week (Monday–Friday) with occasional overtime. Expected to be on-call and stay overnight once per week and to work 1-2 evenings per week.

Training begins August 12th. Programs tentatively begin on Sept. 9, 2024 and end on May 30th, 2025 (excluding holiday breaks).

WHO YOU ARE

ENH does not expect every applicant to have every skill and qualification listed here. We are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role will possess at least 75% of the following qualifications. If this is you, then we strongly encourage you to apply.

KNOWLEDGE & SKILLS

- Passionate about ENH's mission
- Have a deep understanding and personal commitment to equity and inclusion in the outdoors
- Compassionate & effective communicator
- Ability to work independently and on a cooperative team in remote settings
- Demonstrate experience problem solving in the workplace
- Able to prioritize multiple objectives simultaneously
- Be positive and enthusiastic when working with youth, cabin leaders, adult chaperones, and teachers in an experiential learning environment
- Ability to remain calm and demonstrate leadership and decision making through emergent situations
- Experience providing health services at camps or in schools

JOB REQUIREMENTS

Education & Work Requirements

- Advanced certifications such as but not limited to, Registered Nurse, Paramedic, EMT, WFR
- Bachelor's degree and/or 1-2 years of experience in education or camp settings.

Physical & Mental Requirements

- Participate in moderate physical activity, including but not limited to hiking, navigating over rocky terrain, working in a variety of inclement weather, and lifting 40 lbs
- Maintain positive outlook and make good decisions even in persistent adverse conditions, such as unexpected schedule or staff changes, long working hours, inclement weather, or crisis
- Must have transportation
- Possess a valid driver's license and clean driving record
- Satisfactory background check and TB test

DUTIES & RESPONSIBILITIES

Program: UPDATE

- Screen and evaluate health forms to find behavioral and medical conditions of students in the weeks before they attend outdoor school; contact parents and teachers regarding med forms
- Examine sick or injured students and identify illnesses, injuries and medical emergencies; coordinate response to emergency situations.
- Dispense medications to students according to physician instructions; maintain medication logs and records; review student medical forms to verify completeness and identify student health care needs; implement services to assure health care needs are being met.
- Monitor students with specialized health conditions and dietary needs; assure students receive adequate medical services to assure optimal health; advise students, parents and staff concerning special medical and dietary needs among students.
- Communicate weekly with the kitchen staff regarding any dietary restrictions and supplements for participating students and/or teachers.
- Monitor and maintain adequate inventory levels of first aid and emergency medical supplies; order, receive and assure proper storage of supplies. Manage annual medical supply budget.
- Assist the Program Director with office paperwork such as assigning cabins and naturalists.
- Be on call overnight one night per week to respond to any nighttime emergencies.

- Assume roles and responsibilities of Health Supervisor when they are not on duty, including decision making, discipline, and emergency response. This could include making decisions about student health and discipline, making calls to emergency services and communicating with the Executive Director.
- Assist in the day to day program and site operations, including but not limited to naturalist trail support, driving camp vehicles and procurement of program supplies.
- Facilitate conflict resolution sessions among students.
- Other duties as negotiated.

COMPENSATION

- Pay range: \$32–\$34 per hour
- 10 paid sick days annually
- Up to \$250 per month for health, dental, and vision insurance reimbursements
- \$1,500 annual stipend for Spanish fluency
- Professional development opportunities, such as conference attendance

HOW TO APPLY

Send a resume with “Medic” in the subject line to jobs@exploringnewhorizons.org. Positions open until filled.

For more information, please visit www.exploringnewhorizons.org or contact Danny Beutler, Program Director, at daniel@exploringnewhorizons.org or 831-252-7868.

All applicants are considered for all positions without regard to race, religion, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage, or any other protected classification, in accordance with applicable federal, state, and local laws. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact the Executive Director.