



Nutritional Coordinator

Position Purpose:

- To provide nutrition services to benefit the well-being of campers and staff.
- To provide a safe, enjoyable, and educational environment for campers with diabetes.
- To ensure the health and safety of all campers.

Essential Job Functions:

- Prior to the camp season:
 - Review the full menu with balanced meals in consultation with a dietitian.
 - Assist with ordering food
 - Complete carbohydrate counts of food that is ordered
- Work with the Kitchen and Clinic Staff as a liaison
- Meet consistently with the Food Service Director to review menus and menu changes, including before, during, and after each meal.
- Identify campers with dietary restrictions and food allergies prior to check-in and assist with the care of special dietary needs of campers (Celiac, peanut-free, tree nut-free, dairy free, Kosher, vegetarian, etc.)
- Coordinate and participate in staff supervision of meal line (portion control and education on carb counting).
- Provide camper diabetes education in small teachable moments as possible
- Follow protocols outlined in the Medical Manual.
- Follow staff policies and procedures.

Other Job Duties:

- Participate in pre-camp clinic training, and optimally field-staff training as well.
- Report all incidents and accidents immediately to the Medical Director, Healthcare Manager, and Camp Director, and cooperate in the completion of required follow-up/documentation.
- Other duties as assigned by the Healthcare Manager, Medical Director, or Camp Director, including, but not limited to, some duties of a Clinic Assistant during activity sessions.

Qualifications: (Minimum Education and Experience)

- Bachelor's degree or higher in nutrition or other related science.
- CDCES preferred.
- Type 1 diabetes experience preferred
- Pediatric experience preferred.
- CPR certified (can be obtained after hiring and before camp begins)
- First aid and emergency management experience required

Physical Aspects of the Job:

- Ability to use our EMR System
- Ability to communicate with parents, staff, and administration about camper dietary concerns.
- Ability to work with and educate campers ranging from K-12.
- Ability to take part in physical activities related to a summer camp.