



**Title:**  
**Immediate Supervisor:**  
**FLSA Status:**  
**Salary Range:**

**Benefits:**

**Revised:**

**Healthcare Director**  
*Executive Director*  
*Full-Time, Salary, Exempt*  
*\$60,000 - \$70,000 annually, commensurate with*  
*experience / licensure*  
*Medical (70% Employer Paid; Employee and Children);*  
*Paid Holidays; Discretionary Unlimited PTO; Flexible*  
*Schedule*  
*December 2025*

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## WHY JOIN THE CAMP HO MITA KODA FOUNDATION TEAM?

Joining the Camp Ho Mita Koda Foundation (CHMK) team means becoming part of a historic, mission-driven organization that has been transforming the lives of children with Type 1 Diabetes since 1929. As the nation's first and oldest continuously operating diabetes camp, CHMK is a recognized leader in pediatric diabetes care, outdoor education, and youth development.

Team members contribute to a nationally accredited, award-winning program that prioritizes safety, innovation, and excellence while fostering confidence, independence, and lifelong community among campers. With strong partnerships across leading healthcare systems, a deeply empathetic and diverse staff—many with lived T1D experience—and a commitment to broader social impact through mission-aligned partnerships, CHMK offers a unique opportunity to do meaningful work, grow professionally, and make a lasting difference in the lives of children, families, and communities.

## WHAT IS THE PURPOSE OF THE HEALTHCARE DIRECTOR AT CHMK?

The Healthcare Director serves as an integral member of a modest year-round leadership team, responsible for developing, implementing, revising, maintaining, and evaluating all healthcare-related programming needs for Camp Ho Mita Koda Foundation (CHMK), while always ensuring the safe and effective operation. This individual will work directly with leadership daily, and the volunteer Medical Director and Advisory Committee often.

## PRIMARY RESPONSIBILITIES

### T1D RESIDENTIAL AND WEEKEND SUMMER CAMPS:

- ✓ Lead development, review, and implementation of Type 1 Diabetes (T1D) management policies, procedures, and protocols.
- ✓ Communicate with parents/guardians regarding camper healthcare concerns, as needed.
- ✓ Maintain all healthcare manuals and resources in electronic and print formats.
- ✓ Build and sustain relationships with individuals, families, community partners, healthcare systems, and medical organizations to support comprehensive T1D education across CHMK programs.
- ✓ Serve as leadership and seasonal staff liaison to the Medical Advisory Committee, overseeing meetings, training, education, technology, data, and impact initiatives.
- ✓ Schedule and manage a balanced licensed and unlicensed medical team for CHMK programs, ensuring adequate staff coverage and breaks.
- ✓ Prepare and submit an annual departmental budget to the Executive Director.
- ✓ Recruit, hire, train, supervise, and evaluate healthcare staff and trainees.
- ✓ Collaborate with healthcare systems to engage providers and recruit program participants.
- ✓ Partner with the leadership team to strengthen camp culture and align field and medical staff.
- ✓ Identify and expand opportunities to recruit and engage on-site medical providers from regional and national healthcare systems.
- ✓ Procure donated or purchased medical and pharmaceutical supplies to support programming needs.
- ✓ Oversee planning and delivery of educational programs and support groups, including speaker recruitment and resource development.
- ✓ Maintain required reports and data, sharing outcomes with leadership, governing bodies, and the community through the Annual Impact Report and related materials.

## SECONDARY RESPONSIBILITIES

### COMMUNITY OUTREACH:

- ✓ Pursue ongoing professional development through relevant training, courses, and educational resources.
- ✓ Lead outreach and advocacy efforts by organizing volunteers and materials for on-site and off-site programs, tabling, and fundraising events.
- ✓ Gather feedback from parents/guardians through surveys and direct communication.
- ✓ Support general administrative needs, including assisting with the main phone line during peak camper season.

### PREFERRED TECHNICAL QUALIFICATIONS:

- ✓ Associate's degree or higher in healthcare management or a related field.
- ✓ Active medical licensure (e.g., LPN, RN, RD, Pharmacist).
- ✓ Certified Diabetes Care and Education Specialist (CDCES) credential.
- ✓ Degree or certification in mental health management or a related discipline.
- ✓ Proficiency in Microsoft Office and related online applications.

### ATTRIBUTES OF INTEREST:

- ✓ Communicates transparently and diplomatically while maintaining strict confidentiality.
- ✓ Effectively supervises diverse teams and collaborates well in group settings.
- ✓ Demonstrates compassion for the CHMK mission and respect for individuals and families affected by T1D across diverse backgrounds.
- ✓ Brings personal or close relational experience with Type 1 Diabetes and a willingness to share that perspective.
- ✓ Exhibits maturity, sound judgment, integrity, and professionalism.
- ✓ Shows initiative, creativity, and resilience in a fast-paced, mission-driven environment.
- ✓ Highly dependable with strong time-management and adaptability skills.
- ✓ Builds and maintains positive, collaborative relationships with staff and volunteers.
- ✓ Communicates clearly and warmly in both written and verbal formats.
- ✓ Practices active listening and empathy while fostering a supportive community.
- ✓ Demonstrates strong attention to detail, organization, and follow-through.
- ✓ Works independently and accurately while managing multiple priorities.

### PHYSICAL WORKING CONDITIONS:

- ✓ Willingness to reside on-site during training, residential sessions, extended programs, and select partner events (housing and meals provided).
- ✓ Ability to support overnight medical leadership shifts.
- ✓ Capacity to work indoors and outdoors at any time of day.
- ✓ Direct camper contact requiring use of personal protective equipment and potential exposure to illness.
- ✓ Physical stamina to stand, walk, lift, perform fine motor tasks, and manage a high-stress environment.

### PLEASE NOTE:

This position description is not intended to be all-inclusive and may be revised at any time to meet the needs of Camp Ho Mita Koda and the CHMK Foundation. Additional duties consistent with the role may be assigned as required.

Camp Ho Mita Koda is an Equal Opportunity Employer and does not discriminate based on any legally protected status.

### HOURS / WEEK:

Full-time (40 hours/week), including occasional evenings and weekends. Hours may increase during peak summer programming and decrease during off-peak seasons. Schedule includes a flexible mix of field, office, remote, and community-based work.

**CONTACT:**

Kristine Frankenberry, Executive Director at [kristine@camphomitakoda.org](mailto:kristine@camphomitakoda.org) or 440.739.4095.

**TO APPLY:**

Submit a letter of interest, resume, and references upon request to Kristine, or through [indeed.com](https://www.indeed.com). Resumes accepted until the position is filled. Respectfully, no phone calls unless requested.

**EMPLOYEE ACKNOWLEDGEMENT:**

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Employee Signature

Date

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Executive Director Signature

Date