



Job Title: Infirmery “*Marp*” Administrator
Status: Full-time June - August / Part-time (approx. 20% time) from September - May
Supervisor: Chief Operating Officer

Infirmery “*Marp*” Administrator

Camp Ramah in the Berkshires, a vibrant overnight summer camp in the New York area that serves children grades 3 - 11, is seeking an Infirmery Administrator. This is a full-time position from June through August, and part-time (approx. 20% time) from September through May. The Infirmery Administrator is fully responsible for maintaining the day-to-day operations and activities of the camp infirmery (“*Marp*”) to ensure that health and safety standards are met and maintained. Responsibilities include managing hours and shifts of medical staff, inventory and ordering supplies, overseeing hours of operation and patient intake, managing medical records, and communicating with patients (children and staff college-age and above) and parents, as necessary. This position is under the supervision of the Chief Operating Officer and works closely with the off-site Medical Director. A level of medical certification and experience in health care required.

If you are interested in applying for this position, please send a cover letter and resume to info@ramahberkshires.org with the subject line: Infirmery Administrator Position.