



UW-MADISON EXTENSION

# Health Coordinator

WI 4-H Volunteer Position Description

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**Position Title:** Health Coordinator, or Volunteer Health Coordinator

**Purpose:**

- To provide leadership for the health and safety needs of participants
- To work cooperatively with youth and adult volunteers in providing a safe event for youth

**Responsibilities:**

1. Review all Youth Health Forms, Health Update Forms, and medication. Maintain confidentiality of all information. Ensure that every youth participant has a completed health form and health update form. Communicate with 4-H Youth Development Staff and parent/guardian for clarification of any concerns. Document communication.
2. Assemble or inventory first aid kit and supplies for infirmary or designated health area.
3. Communicate critical health information to volunteers and staff. All communication should be on a need-to-know basis.
4. At registration/check-in, collect all medication (exceptions allowed for medications that need to stay with the individual); ensure that it is properly labeled and stored in a locked unit.
5. Conduct orientation for participants regarding health station location and procedures in case of injury or illness.
6. Operate health station/infirmary. Set up procedure to dispense and document medication administration.
7. File a critical incident report on all accidents and injuries. Keep a log of all visitors, first aid treatments and medication treatments. Administer medications as directed on Youth Event Health Forms. Health coordinator should "make a record of the action in a bound book with preprinted page numbers, indicating the following information: name of the person receiving the medication or treatment; ailment; name of the medication or treatment; quantity given; date and time administered; initials of person administering; and comments." (ATCP 78.27(5) (b-c))
8. Administer basic first aid as needed. Call rescue squad and/or doctor in case of any accident that cannot be treated by basic first aid. Work with Program Director/Lead Advisor to complete incident report forms.
9. Return all medications at the end of the event.
10. Conduct inventory of supplies at end of event session.
11. Hand in all medical/medication/accident forms, program health log; health supply inventory; first aid kit and any evaluations/areas for improvement at the end of event.

**Qualifications:**

- Adults who are interested in working with youth and other volunteers
- Organizational, and communication (written & oral) skills
- Enthusiasm, patience, and understanding
- Enrolled as an active volunteer in 4-H Online (background check complete, and all required trainings completed)
- Specific training certifications:
  - Current certification for American Red Cross or American Heart Association First-Aid course and basic CPR and AED.
  - Health services staff administering medication and not holding licensure in one of these areas (Currently licensed (in Wisconsin) physician, registered nurse, physician assistant, practical nurse, national athletic trainers' association certified trainer, emergency medical services practitioner (as defined in s. 256.01(5), American Red Cross Responding to Emergencies Course (or equivalent), or person currently certified as completing a wilderness first aid course as approved by the department), shall annually take the [Wisconsin Department of Public Instruction online course, Medication Administration Principles](#) and shall maintain documentation of the assessment test and passing grade.

## Time Commitment:

- Event dates plus additional time in preparation for the event
- Participation in activity/event orientation training

## Training/Orientation:

- Required–
  - Enroll as a volunteer in 4-H Online, agree to Behavior Expectations and Conditions of Service.
  - Annual Volunteer Training (which includes Mandated Reporter and Sexual Misconduct in Youth Programs content)
  - Specific Health Training/Certifications as required above
  - Event/Activity orientation
- Recommended –
  - Grow Green Volunteer Orientation
  - Supporting Youth Mental Health Training – online (unless volunteer has taken other Mental Health training, then a waiver can be requested) – <http://symh.wi4h.org>
  - Essential Elements online training modules for volunteers – <https://4h.extension.wisc.edu/4h-resources/essential-elements-training/>
  - Volunteer training workshops (county, regional, state)

## Resources Available:

- First Aid Kit
- First Aid Manuals and Resources
- Program Health Log
- [Wisconsin ATCP 78 – Recreational and Educational Camps](#)
- Some events/camps have additional responsibilities and guidelines. These would be available from the 4-H Youth Development Educator and/or Program Director

**Accountable to:** Lead Advisor/Extension Staff for Educational Experience, 4-H Educational Experiences Specialist

Source:

Wisconsin ATCP 78.27 Camp Wellness and Health Staff -

[https://docs.legis.wisconsin.gov/code/admin\\_code/atcp/055/78/v/27](https://docs.legis.wisconsin.gov/code/admin_code/atcp/055/78/v/27)

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Extension

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