



## 2024 Board of Trustees – Open Positions

The MDSC Board of Trustees has the following open positions to support our summer camp and its operations. We ask for a minimum of a 2-year commitment. Please see the role descriptions and duties below:

### TREASURER

Under the direction of the Board Chairperson, responsible for the financial oversight and administration of the camp and its operations. Duties include:

- Attend Board meetings (1x per month, mostly virtual meetings), provide regular financial reports
- Provide estimated budget for camp season
- Maintain camp balance sheet and income statement, and manage camp financials using Quickbooks
- Issue payments to vendors and contractors
- Issue paychecks to camp caretaker and camp staff, and 1099s in January
- Manage camp bank accounts
- Maintain camp insurance (liability, worker's compensation)
- Time commitment: monthly 1.5 hour Board meetings; treasurer work estimated at 2 hours per month from October-April and 2 hours weekly from May – September.
- Experience preferred: degree in accounting, and/or equivalent experience in bookkeeping or board treasury roles.

### HEALTH COORDINATOR

Under the direction of the Board Chairperson, responsible for providing medical/health expertise to the camp to ensure compliance with camp licensing requirements, and maintaining the health/safety of the campers and staff.

- Attend Board meetings (1x per month, mostly virtual meetings)
- Ensure best practices, outlined by State of Michigan Licensing & Regulatory Affairs agency, American Camping Association and Alliance of Camp Health, are followed for all campers and staff.
- Review medical forms of campers/staff, through CampManagement system, and contact parents/staff member as necessary.
- Advise and support [Camp Health Directors](#) in their roles during the summer camp season, including maintaining medical supplies, making sure processes, standing orders and accommodations are followed and providing advice on issues as needed.
- Manage recruitment of professional medical staff to serve at camp with assistance of the Board.
- Work with Camp Cooks to make sure allergy and food restrictions are met.
- Time commitment: monthly 1.5 hour Board meetings; work estimated at 2 hours per month from September-February, 2 hours weekly from February-May and 2-3 hours weekly from June-August (during camp season).
- Experience preferred: degree/experience as an RN, NP, PA-C

**INTERESTED CANDIDATES SHOULD SUBMIT A LETTER/EMAIL OF INTEREST TO [GOMDSC@GMAIL.COM](mailto:GOMDSC@GMAIL.COM) BY OCTOBER 5th.**