**Leadership Conference of Regional Teens (LCORT)**

**Position Description: Health Coordinator**

**Description:** This is an unpaid volunteer position. The LCORT Health Coordinator is selected by the LCORT Planning Team. He or she will work cooperatively with the LCORT Coordinator and LCORT Youth Chairs in developing and implementing a quality 4-H conference where all youth will experience an opportunity to learn through appropriate leadership under the direction of the LCORT Coordinator and conference staff.

**Reports to:** LCORT Coordinator.

**Qualifications:**

* Valid California license as an Emergency Medical Technician (EMT), Paramedic, Physician’s Assistant (PA), Licensed Vocational Nurse (LVN), Registered Nurse (RN), or Nurse Practitioner (NP).
* Current approval as a California 4-H YDP volunteer leader. Preference will be given to applicants from the South Central Section member counties (Fresno, Kern, Kings, Madera, Mariposa, Merced, Monterey, San Benito, Santa Cruz, Stanislaus, Tulare, and Tuolumne).
* Current certification in CPR and First Aid.
* Ability to interact constructively with youth and adults from a wide variety of backgrounds.
* Ability to organize and maintain health records of all LCORT participants\*. Ability to assess and appropriately treat, or refer for advanced treatment, injuries and illnesses that may occur at LCORT.

**Responsibilities:**

* Observes and promotes all rules and regulations established by California 4-H YDP and LCORT leadership.
* Reviews medical forms of all incoming participants, and alerts chaperones and conference staff about any individuals who may require special attention. (Copies of medical histories will be provided several weeks prior to the conference.)
* Takes responsibility for total health program of conference and for standing medication and/or treatment orders.
* Establishes a location that will serve as the infirmary for the duration of the conference.
* Takes charge in situations requiring medical assistance.
* Keeps a "Daily Log" on all incidents involving conference participants (i.e. headaches, accidents, sickness, etc).
* Establishes procedures for dispensing, and documenting administration of, medications, as needed\*\*.
* Inventories all medical supplies.
* Assesses the status of any participants who leave the conference for medical reasons.
* Writes medical incident reports, as needed or as requested by the LCORT Coordinator.
* Supervises any special diets as needed.

**Compensation:**

* **LCORT registration fees (which include lodging and meals) will be waived.**

\*The term “participants” includes youth delegates, leadership team members, leadership team advisors, conference staff (whether adult or youth, paid or volunteer), and guests.

\*\*With the exception of medications requiring refrigeration (such as insulin), most medications brought to LCORT are kept and administered by participants. Chaperones are expected to supervise self-administration of medication by youth participants.

**Revised 11/2014**