

# MEDICAL ASSISTANT

**Dates:** June 21 - August 8, 2026 **Type:** Residential/Live-in Position **Compensation:** \$400 per week + bonuses

## About Camp Trotter:

VFW Camp Trotter is a non-profit residential camp in beautiful northern Michigan where kids are encouraged to try new things, stay true to themselves, and grow in confidence within the shared experience of community. Our mission is to cultivate **courage, community, and curiosity** in children and youth through outdoor programs that build resilience, foster belonging, and inspire hands-on learning.

**Important:** While we proudly prioritize military families, our doors are open to all youth who share a spirit of service and curiosity. **You do not need any military affiliation, VFW connection, or veteran background to work at Camp Trotter.** We're building an inclusive, welcoming community focused on child development, outdoor education, and creating meaningful summer experiences. Camp Trotter is a nonreligious program that celebrates diversity and welcomes staff and campers of all backgrounds and beliefs.

**This is a brand-new program.** While the camp has been around for 75 years, this is a brand new program. You'll have the opportunity to shape Camp Trotter's culture, contribute your ideas, and build a lasting legacy in the camp industry. We're looking for experienced, passionate camp professionals who want to be part of something meaningful.

**Location:** 5566 E 86th St, Newaygo, MI 49337 (on Bills Lake in northern Michigan)

**Camp Sessions:** 5 one-week sessions

- Week 1: July 5–11
- Week 2: July 12–18
- Week 3: July 19–25
- Week 4: July 26–Aug 1
- Week 5: Aug 2–8

**Campers:** Approximately 88 co-ed campers per session, ages 7-12

## Position Overview:

The Medical Assistant works under the direction of the Medical Officer to support all health and medical care at camp. You'll assist with medication administration, health screenings, first aid treatment, health center operations, and maintaining accurate records for approximately 88 campers and staff. This is a great role for someone pursuing a healthcare career or with experience in youth health settings who wants to be part of building a new camp program.

## Key Responsibilities:

- Assist Medical Officer with daily health center operations
- Help administer medications according to physician orders and parental permissions
- Provide basic first aid and comfort care to campers and staff
- Conduct daily wellness checks and health screenings as directed
- Maintain accurate health records and incident documentation
- Keep health center organized, stocked, and clean
- Communicate with Medical Officer regarding camper health concerns
- Support staff training in basic first aid and health protocols
- Assist with emergency response as directed by Medical Officer

## Required Qualifications:

- Minimum 17 years of age
- Current CPR and First Aid certification (or willingness to obtain—will train the right person)
- Strong communication skills with children and adults
- Organized, responsible, and detail-oriented
- Ability to remain calm and effective in medical situations
- Comfortable following medical protocols and direction
- Reliable and trustworthy
- Must pass background check
- Ability to lift up to 50 lbs and work on your feet

## Preferred Qualifications:

- Previous camp health center or medical assistant experience
- Experience working with children in healthcare settings
- Wilderness First Aid or Wilderness First Responder certification
- EMR, EMT, or other medical training/certification
- Interest in pursuing healthcare career

## Compensation & Benefits:

- **Base:** \$400 per week
- **Bonus Pay Available:**
  - Associate's degree: +\$15/week
  - Bachelor's degree: +\$25/week
  - Military veteran status: +\$25/week
  - 2+ years experience in camp/experiential/outdoor/youth education: +\$20/week
  - Camp Trotter returning staff: +\$20/week
  - Wilderness First Aid (WFA): +\$20/week
  - Wilderness First Responder (WFR): +\$20/week
  - EMR/EMT/Paramedic: +\$25/week

- Room and board provided
- All meals included
- Opportunity to gain valuable healthcare experience in a camp setting

**Training:**

2 weeks of paid staff training: June 21 - July 3, 2026

**To Apply:**

Submit resume and 3 professional references to: **Garrett Sieloff** [camptrotterdirector@vfwmi.vet](mailto:camptrotterdirector@vfwmi.vet)

Applications accepted on a rolling basis. Video interviews will be conducted. **Position will be removed once filled.**