

Camp Organiser
Camp Description
Job Description



# **Camp Organiser Job Description**

Job Title: Camp Organiser	Working Hours: Undefined
Location: Camp Office	Reports To: Manager - Outreach
Department: Camp	

#### **Prime Job:**

To plan and organize community outreach program in a defined area towards creating awareness in the community and clearing the backlog of blindness

## **Main Responsibilities:**

- 1. Planning and Targeting
- 2. Taking care of pre-camp, camp day, post-camp and follow up activities in association with community based social service organization (camp sponsor) clinical and non-clinical staff of Aravind Eye Care Systems.
- 3. To participate and help in Performance Appraisal activity.
- 4. To create awareness about eye diseases and facilities provided by Aravind Eye Care Systems.



# **Key Task**

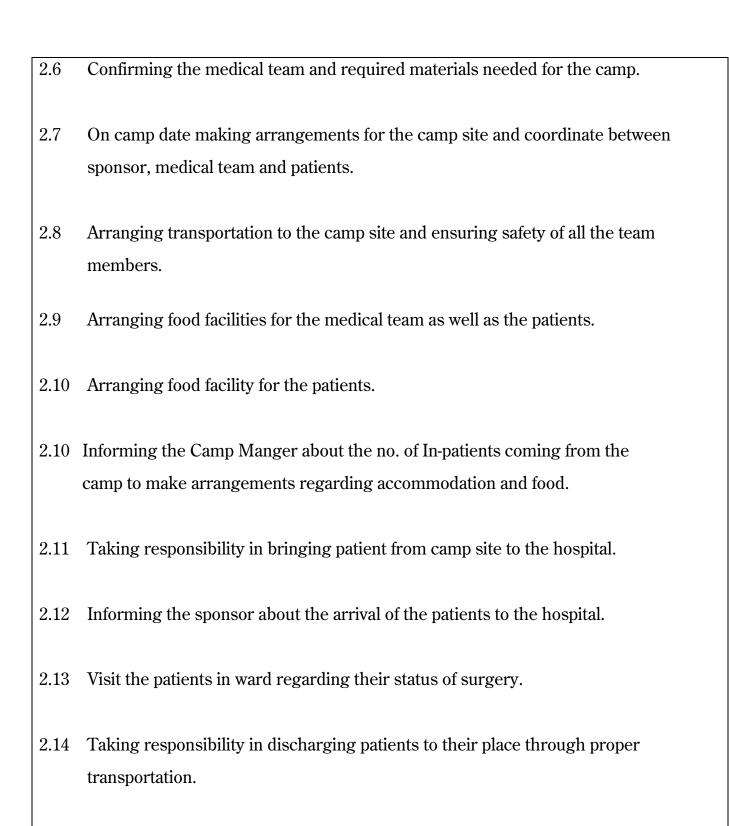
#### 1. Planning & Targeting

- 1.1 Analyzing the strengths and weakness of the potential sponsors, population, prevalence of blindness, previous years experience to decide a target of cataract surgeries through certain no. of camps in every year.
- 1.2 Drawing an action plan and present in annual plan meeting.
- 1.3 Ensuring micro level planning to compensate the decrease in the performance as per the proportionate target in the ensuring month.

## 2. Pre-camp, camp day and post-camp activities:

- 2.1 Identifying the right sponsor.
- 2.2 Motivating the sponsor and fixing the date for the camp.
- 2.3 Reporting to the camp manager regarding the camp fixing.
- 2.4 Giving information regarding camp through requisition form and send the confirmation letter through manager.
- 2.5 Assisting the camp sponsor for the camp planning and publicity.







- 2.15 Informing the sponsor about discharge and the name of pending patients.
- 2.16 Taking responsibility in informing & handing over the expired patient to their concerned family members & to the sponsor's during the stay at the hospital.
- 2.17 Informing the sponsor regarding review camps to be held at their camp site to make necessary arrangements.
- 2.18 Participating in the Sponsor's Day

#### 3. Performance Appraisal:

- 3.1 Attending camp office on every Monday to report the details of last weeks camps and current weeks estimated work load.
- 3.2 Analyzing the factors, which have influenced the outcome of previous week camp and present in the weekly meetings.
- 3.3 Responsible in making sure that the proportionate target is achieved every month.
- 3.4 Adhering to the revised eye camp policy.



## 4. Awareness Program

- 4.1 Taking responsibility in improving direct patients from the concerned working area.
- 4.2 Helping the patients recommended by sponsor in giving them eye care at the base hospital.

## Working Relationship:

Needs to work with staff in medical department, paramedical department, free hospital and camp hospital.

#### Freedom To act:

- ❖ To choose the service area and decide the place they want to organise eye camps.
- ❖ To select potential sponsors and work with them to reach the maximum level of productivity.
- ❖ To introduce innovative ideas in awareness campaign.

Approving Authority

Signature of the Receiver: