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BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Camp Nurse**
Job Status: **Seasonal**
Reports to: **Camp Director**

Departments: **Camp**
Revision Date: **September 2020**

POSITION SUMMARY:

The Camp Nurse shall be responsible for overseeing the well-being of both the camper population and the staff of Camp Knickerbocker. The Camp Nurse shall perform all duties relative to the design, coordination, supervision, management, and evaluation of all camp participants and camp staff during camp hours as well as before & after care hours.

JOB RESPONSIBILITIES:

- Review online camper medical forms each week.
- Perform initial screening for campers and staff (lice checks upon check-in, temperature checks, etc.).
- Distribute medication in accordance with standing orders of a physician for staff and campers.
- Ensure all medication is kept in a locked cabinet or refrigerator. Special medications require a double lock that will also be the responsibility of the camp nurse.
- Provide emergency care to campers or staff when needed.
- Always have an open line of communication during camp hours.
- Help maintain health facilities and front office, including equipment and supplies. Inventory should be taken weekly.
- Fill out accident/incident forms accordingly to Redwoods standards and give to the Camp Director.
- Ensures all health records are kept private (HIPAA) and that everything is in the clear for state inspections or Redwoods inspections.
- Acts as the point person on camp when the Program Director and/or the Camp Director are off-site.

JOB QUALIFICATIONS:

- Is certified in CPR/AED/First Aid through the American Red Cross or other valid organization.
- Have prior camping experience, working directly with campers as well as supervising staff (preferred).
- Certified in one of the following:
 - Physician
 - Registered Nurse
 - Licensed Practical Nurse
 - Emergency Medical Technician
 - Wilderness First Responder
 - Athletic Trainer certified through NATABOC
- Excellent public relations skills, communication skills as well as familiarity with computers.
- Ability to respond to safety and emergency situations, in a calm and professional manner.

PHYSICAL DEMANDS

- Provide essential care to campers and staff which may include but are not limited to: semi-reaching to full-reach overhead, crouching, kneeling, working in narrow/confining spaces, twisting at the waist, and general physical activity.
- Must have the ability to physically manage and support children when needed for safety in general camp activities (child weighing 50-200 pounds).

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

I have read and understand the duties and responsibilities of the Camp Nurse position and agree to abide by the spirit and intent of this job description.

Camp Nurse

Camp Director

Date

Date