

Position Title: Camp Nurse
Reports to: Camp Director
Classification: Seasonal / Full-Time



Position Summary

Responsible for the overall health and safety of all campers and staff in accordance with standards set forth by GSWESTOK, GSUSA, the American Camp Association, and the Oklahoma State Department of Health.

Principal Duties:

- Maintain and operate the health center in accordance with Oklahoma health laws and Girl Scout Standards.
- Take care of all cases of illness and injuries to campers and staff, when necessary, with the guidance of a licensed medical professional.
- Report all cases of illness and injury to Camp Director, including all relevant health center visits or first aid logged in CampDoc, as well as any transportation to a hospital or clinic.
- Notify parents of all cases of illness or injury of campers with Camp Director's approval.
- Complete illness and accident report forms as soon as possible and return completed forms to Camp Director.
- Conduct a health assessment of all campers and staff who are arriving and departing from camp for observable illnesses, communicable diseases, and any other medical observations.
- Prepare and distribute first aid kits throughout camp including for all staff and in all buildings, units, and specialized activity areas. Ensure supplies are well stocked and distributed as needed.
- Arrange for adequate supply of first aid supplies to be ordered with Camp Director and consistently maintain needed supplies; make camp supply runs as needed/directed.
- Manages and maintains records for daily and weekly inspections of AED machine(s) and first aid kits and any other equipment.
- Review and verify staff and camper health information, treatment records, incident reports, and other health information daily; ensure all camp participants have appropriate paperwork on file.
- Provide ongoing communication with staff in regard to camper medications, allergies, and other health-related information as needed.
- Collect and dispense all medication and other necessities daily to campers and staff.
- Keep an orderly and clean health center and living quarters, ensuring that the health center is not a gathering place or "hang out" area for campers and staff.
- Ensure camp staff and campers know and understand their role related to health care and first aid.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Assist in the management and care of facilities and equipment in all program areas; ensure these areas are kept free of hazards; oversee daily checks of area and equipment for safety, cleanliness, and good repair; report any issues to Camp Director in a timely and efficient manner.
- Assist with check-in and check-out of campers for each camp session.
- Attend entire pre-camp training (May 19-24 & May 28-31) and all regularly scheduled meetings/trainings; assist in planning and implementation of staff training as early as May 1.
- Assist in opening and closing procedures for each summer camp session, as well as finalization of closing camps after all sessions are complete.

- Must be available to work and/or stay at camp up to three designated weekends with other staff to provide adequate supervision and healthcare for weekend camp sessions.
- Complete other duties as assigned by Director of Camp & Outdoor Program, Camp Director, Assistant Camp Director, and other designated leadership staff.

Qualifications

- Must be at least 21 years of age.
- Currently a Registered Nurse, Licensed Practical Nurse, Physician, Physician's Assistant, and/or an emergency medical technician, paramedic, or first responder in the state of Oklahoma.
- Must be able to obtain certifications in Council "Let's Camp" Training, First Aid/CPR/AED, and Youth Mental Health First Aid.
- Become a registered member of Girl Scouts Western Oklahoma and pay annual membership dues; submit to a criminal background check and drug screen.
- Accept and model the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Ability to supervise others and have strong leadership qualities.
- Ability to work with and understand the developmental needs of youth of all age levels.
- Have a genuine interest in and experience working with children.
- Display enthusiasm, flexibility, objectivity, and maturity of judgement.
- Ability to place the needs of campers and camp program above personal desires.
- Ability to manage time effectively, work independently, and handle several projects or situations at the same time, ability to prioritize and problem solve in high-stress situations.
- Ability to work in a camp setting and appreciate the outdoors.
- Ability to drive off-camp for necessary supplies.
- Valid driver's license, insurance, and access to vehicle preferred.
- Camp experience preferred but not required.

Essential Functions of the Job

- Must be willing to work at a combination of day and overnight camp at both locations for the entire summer.
 - Camp E-Ko-Wah in Marlow, OK from May 19-June 30
 - Camp Trivera in Oklahoma City, OK from July 7-August 7
- Physical ability to respond appropriately to all medical situations including ability to access remote locations on camp property over uneven terrain.
- Must be able to react and respond to predetermined procedures in emergency situations involving campers and staff including but not limited to fire, evacuations, illnesses or injury.
- Must possess strength and endurance required to assist in supervision of campers.
- Ability to use a telephone and computer.
- Observe and assess sanitation and safety conditions of camp.
- Ability to communicate with parents and staff about camper health concerns after obtaining Camp Director approval.
- Ability to drive staff and/or campers off-camp to a health provider, physician, or emergency treatment location as needed.
- Must be able to endure prolonged standing, bending, walking long distances over uneven terrains, lifting 50lbs, and daily exposure to sun, heat, other weather conditions, animals, and insects.

- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- Attendance is required and is defined as having regular, consistent, reliable, punctual and predictable attendance, including the ability to work regular shifts, before and after hours, and on weekends when required.