

JOB DESCRIPTION FOR CAMP NURSE

POSITION: Camp Nurse

RESPONSIBLE TO: Program Team Supervisors

QUALIFICATIONS

1. Has accepted Jesus Christ as Saviour and Lord and is pursuing a growing relationship with Him.
2. Minimum 18 years of age
3. Standard First Aid / CPR
4. Minimum second year completed in post-secondary nursing program.
5. Police Record Check is required upon application.

RESPONSIBILITIES

General:

1. Actively pursue and encourage a Christ-centered, discipling focus.
2. Care for the needs of his/her job.
3. Broaden the campers' interests.
4. Co-operate with and assist other staff members.
5. Participate in all staff meetings and general sessions.
6. Keep accurate records and report as required.
7. Be an example by following camp rules and regulations.
8. Welcome, encourage and help volunteers.

Specifics:

1. You will be sharing responsibilities with the Advance Care Worker
2. Inventory and order supplies prior to the beginning of the summer.
3. Participate in the CPR Training offered to summer staff at the beginning of the summer.
4. Complete the "Medical Concerns" portion of the Camper's Registration form prior to registration days.
5. On Sunday camper registration, set-up the Nurse's Table and then sit at the table to accept camper medication and to be made aware of any further or special conditions that may exist with the campers.
6. Following registration, ensure all Camper Registration forms are brought to you by the counselors.
7. Throughout each week, make certain that camper medications are dispensed at the proper times, and kept in a locked cupboard at all other times. Staff medications must also be locked up.
8. Return all leftover medications to campers on Saturday before they leave.
9. Attend to the medical needs of all campers and staff as they arise and keep record of ALL treatments in a Medical Log Book (bound ledger with numbered pages). Fill out an Incident Report for all major cases. Ensure that medications administered on out trips are recorded in the wilderness medication book. All medical record must be kept locked up.
10. Read through and become familiar with the camp's Emergency Response Manual.
11. Report to the Program Manager any and all cases requiring services of a physician and/or the notification of parents.
12. Promote general camp safety, i.e. sunscreen, hats, water, etc.

13. Watch for and report to the Program Manager, activities that in your estimation are too great a risk to the health and safety of the campers.
14. Update and keep complete all First-Aid kits belonging to the Program Team, counselors and Wilderness Team.
15. During Sunday's Focus on the Week meeting, give the counselors instructions and orientation.
16. Keep an inventory of supplies and order supplies as necessary.
17. In addition to the "End of Summer" evaluation, make a written report to include: equipment and supply inventory, items needed for next week or year, along with the Medical Log Book and Incident Reports.
18. Administrate and check cabins daily for the "Clean Cabin" contest.
19. Assist the Program Manager and/or Secretary with administrative tasks.
20. Give leadership and/or help in the children's program during Family Camps.
21. Assist with drama and worship team according to skills and giftings.
22. Assist in Saturday camper pick-up as assigned.
23. Support, train, disciple and give leadership opportunities to LDTs assigned to the nurse station.
24. Be present and available during all Evening Specials to view and treat any injuries. Attend all Campfires, unless involved in other camp duties. Work with other staff to maintain an effective atmosphere at these activities.