

## POSITION DESCRIPTION

# FIRST AID LEADER

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies, we are one of Alberta's premier year-round Christian camp and retreat centers.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Camp Caroline staff are recruited not only for their ability to perform their duties, but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

**Summer Camps have always been a critical piece of the ministry at Camp Caroline. Something significant happens in the lives of children and adults when they have the chance to step away for a week and have a life-giving experience in an exciting new setting. You will play a critical role as a staff member in our mission to foster first steps, next steps, and servant leadership in the lives of our campers and guests. As the First Aid Leader, you will be responsible for ensuring that campers, guests, and staff are well cared for throughout the summer ministry, helping to provide unforgettable, high impact experiences for each individual camper.**

**Department:** Ministries

**Reports To:** Admin Team Leader, Assistant Director of Summer Camps and the Director of Summer Camps

**Term:** 10 weeks, fulltime

**Start Date:** June 16, 2025

**End Date:** August 25, 2025

**Compensation:** \$475 / week

### Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, core values, and core commitments of Camp Caroline
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated ability to organize and plan well
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Minimum 18 years of age
- Standard First Aid/CPR certification
- Minimum 2<sup>nd</sup> year nursing student or equivalent experience
- Availability to work regular and irregular hours
- Good health and stamina
- Valid driver's license
- Completion of reference and background checks

### General Responsibilities:

- Uphold the mission, vision, core values, and core commitments of Camp Caroline with the highest standard of excellence

- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care as established by recognized authorities
- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs

#### **First Aid Responsibilities:**

- **Main Purpose:** To lead campers in the faith journey of becoming a disciple of Jesus Christ, accepting each one at whatever place they may be at spiritually, and helping them grow closer to Jesus Christ through encouraging them in:
  - First Steps – Beginning a life-long journey with Jesus
  - Next Steps – Following Jesus faithfully
  - Servant Leadership – Exemplifying Jesus' love and concern for others
- Coordinate first aid and healthcare with the volunteer RN's throughout the summer for all campers, guests, and staff
- Attend to minor injuries, illnesses, and health concerns of campers, guests, and staff
- Be available to welcome volunteer RN's and provide brief orientation to them as they arrive throughout the summer
- Support the summer volunteer RN's in the Sunday registration process
- Ensure the proper completion and filing of all medical incident reports and camper medication sheets
- Keep the healthcare station neat, clean, and orderly throughout the summer
- Take weekly inventory of all first aid kits and healthcare station supplies and replenish as needed
- Take full inventory of all healthcare equipment and supplies at the beginning and end of summer

#### **Summer Camp Responsibilities:**

- Participate fully in summer staff training, events, and chapels
- Regularly look for ways to extend hospitality and care to campers and guests
- Work consistently to keep Camp Caroline clean and guest ready
- Participate in all summer camp events, and assist with them as required
- Give leadership and/or help in the children's or youth program during family camps
- Coordinate access to first aid supplies for families as needed during family camps
- Participate in the "Adopt a Family" program during family camps
- Assist with drama and worship teams as desired
- Assist in Sunday camper registration and Friday camper pick-up as assigned
- Attend and participate in all Worship Times, Evening Events, and Campfires, unless involved in other camp duties
- Work with other staff to foster an effective atmosphere at all summer events and activities

#### **Time Management Expectation:**

- Providing first aid – 40%
- Coordinating with volunteer RN's – 20%
- Maintaining healthcare station and supplies – 20%
- Administrative healthcare work – 15%
- Staff meetings – 5%

#### **Key Working Relationships:**

- Admin Team Leader
- Director of Lead
- Director of Summer Camps
- Assistant Director of Summer Camps
- Summer Leadership Team
- Summer Staff

- Volunteer Staff Nurses