

## JOB DESCRIPTION

**TITLE:** HEALTH CARE SUPERVISOR/NURSE  
**STATUS:** PAID SALARY, FULL-TIME, ON-SITE



**PURPOSE:** To maintain the health and welfare of campers and staff.

**ACCOUNTABILITY:** The Health Care Supervisor/Nurse is immediately accountable to the Program Director or the Executive Director when the Program Director is not available.

### QUALIFICATIONS:

- ◆ A person of Christian faith, supportive of the camp program.
- ◆ Possesses at minimum current certification in CPR & First Aid, preferably an EMT, LPN or RN.
- ◆ Experience in dealing with children.
- ◆ Is cooperative, understanding and able to adjust to various situations.
- ◆ Successfully completes the application process which includes background and reference checks.

### RESPONSIBILITIES:

- ◆ Be in residence for training and throughout the camp season.
- ◆ Attend daily staff meetings as needed.
- ◆ Conduct an initial inventory of Health Care Station supplies, including the various site first aid kits and first aid fanny packs.
- ◆ Make arrangements for the purchase of needed supplies during Staff Training.
- ◆ Be familiar with emergency and insurance procedures prior to the start of camp.
- ◆ Review physician's standing orders prior to the start of camp.
- ◆ Conduct a brief and simple screening of campers arriving at check-in, including collecting and recording medication information and other conditions as noted on the medical forms.
- ◆ Be responsible for the camp's medical supplies and camper medications, ensuring that appropriate items are locked in cabinets.
- ◆ Maintain the cleanliness of the Health Care Center including the main waiting area and the bedrooms.
- ◆ Inform the Counselor of persons on behavior modifying medication to assist in the supervision of this person's activities.
- ◆ Administer all medications and treatments prescribed by physicians, keeping a log of all medications and treatments up to date according to ACA standards.
- ◆ Check living quarters and camp for health and safety conditions daily.
- ◆ Notify parents/guardians, along with Program Director, when camper is ill, seriously injured and in medical emergencies.
- ◆ Only leave camp property with approval of Program Director.
- ◆ Remain in contact through a portable radio while on-site.
- ◆ Participate in camp programs such as recreation, worship, arts and crafts, and/or nurturing campers.
- ◆ Provide on-site care for campers when Calvin Crest weekend events are scheduled.
- ◆ Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### BENEFITS:

- ◆ Room and board is provided during the summer camp season (valued at approximately \$208/week). Accommodations for children are negotiable.
- ◆ A salary, negotiable based on experience and education will be included.
- ◆ Mileage will be reimbursed for camp business.
- ◆ Days off will be granted according to the Calvin Crest Rules and Regulations.

**JOB REQUIREMENTS:**

Checklist for typical duties associated with Summer Camp Employment at Calvin Crest Camp. Please read through the list and ensure that you are able to meet the guidelines. If you have any questions, please contact the program director at (877) 795-7635.

The Physical activity of this position includes:

- Walking. Moving about on foot from one location to another.
- Talking. Expressing or exchanging ideas by means of the spoken word.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction.
- Standing. Remaining on foot for extended periods of time.

The Physical requirement for this position is considered:

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.

The visual acuity requirements including color, depth perception and field vision for this position is:

- The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

The conditions the worker will be subject to in this position include:

- Environmental conditions including a range of temperatures and weather systems. These include, but are not limited to, heat, cold, bright sunlight, rain and other environmental conditions associated with summer.