Reports to: Resident Director  
Position Status: Full-time, Temporary  
FLSA Status: Exempt  
Revision Date: November 2020

**Job Summary**
The Healthcare Supervisor is primarily responsible for ensuring the health and well-being of campers and staff during their stay at camp. This includes, but is not limited to: intake, distribution and return of campers’ prescription medications, providing general first aid and health care, aiding with homesickness, alerting and educating campers and staff to healthy practices and ensuring that timely emergency medical treatment is sought and/or delivered compliant with health and safety standards, and assists with ongoing staff training and development. The Healthcare Supervisor assures that health and safety needs are met as to assure that staff and campers may recognize a safe, fun, positive, fulfilling, and educational summer camp experience that supports membership growth and retention. This position promotes Girl Scouting in the community; and maintains a positive parent, public, and community relations.

**Essential Duties and Responsibilities**
- Provides a wide range of responsibilities relating to the health and well-being of the camp community in accordance with Girl Scout health policies
- Maintains and operates sanitary Health Center, including monitoring medical supply inventory and informs Camp Director when additional supplies are needed
- Maintain locked box for all medications
- Recognizes emergencies, directs and manages staff and campers in health, safety, and emergency situations
- Administers all medications and treatments and keeps records of all such treatments
- Responds to all medical situations
- Reports all treatments to Camp Director and Resident Director
- Cares for patients during illness/accidents
- Manages:
  - Health/medical records, including daily treatment log, medication log, health history forms, any other required reports as needed
  - Camper arrival health check, including health history form, temperature, lice, and medication/allergy check
  - Emergency drill procedures and conducts drills during the each resident camp session
Physical and emotional wellness of campers and staff

- Supervises the health, safety and cleanliness standards for camp, campers, and staff
- Attend and participate in pre-camp training, including leading specific topics pertaining to camp health and safety, CPR, first aid, medical equipment, and use of universal precautions for infection control
- Consults on safety of all camping programs, including high adventure activities
- Maintains first aid equipment for all areas of camps and provides first aid kits for out based hikes and off site programs
- Maintains contact and follows orders/guidelines from physician and nearest hospital, if necessary
- Prepare a summary and evaluation of the camp season including, but not limited to, inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season. Submits files to Camp Director at conclusion of camp
- Supports total camp community
- Fills in as a Unit Counselor, as needed
- Serves as backup driver for staff and campers, as needed
- Assists in opening, closing and inventory of camp
- Helps with dining hall cleanup, dishes, outdoor cookouts, and oversight of camper nutrition
- Other duties as assigned

**Supervisory Duties**
This position does not supervise staff, but does oversee the campers.

**Experience/Education**
- Experienced healthcare professional (RN, LPN, EMT, CNA, or upper level nursing/health sciences-related/athletic training/etc. student)
- Experience working with youth preferred
- Minimum of 21 years of age preferred

**Qualifications**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adult membership in Girl Scout organization
- Believe in the purpose and value of Girl Scouting
- Able to model behavior consistent with Girl Scout Mission, Promise, and Law and apply these principles
- Take pleasure in camping and living in a rustic outdoor setting and a camp community environment
- Organizational, planning and teaching skills
- Maintain positive parent, public, and community relations
• Able to work well, individually and in groups, with people of diverse knowledge and experience, and to enlist their cooperative effort
• Possess integrity, sound judgment, enthusiasm, patience, and self-control, and endurance to maintain awareness of the members in the camp community
• Able to make immediate decisions in a crisis. Able to deal with emergency situations
• Able to act wisely and assist campers and other staff in an emergency (fire, evacuation, illness, injury)
• Able to supervise campers
• Possess strong leadership skills
• Possess honesty, integrity and trust
• Possess organizational skills, analytical skills, and attention to detail
• Possess basic first aid and CPR certification
• Possess valid driver’s license and vehicle insurance
• Willingness to drive large passenger vans long distances on all types of roadways

WORKING CONDITIONS

Physical Demands
• Frequent sitting, standing and walking
• Use of fingers, hands and arms
• Reaching, bending, stooping
• Close, distance and peripheral vision
• Able to climb, crouch and walk on uneven terrain
• Able to actively participate in physical programming with participants
• Able to work indoors and outdoors in all types of weather
• Able to adapt to the changing demands of the position
• Exposure to potential electrical shock working with office equipment such as fax, copier, and camp equipment
• Possibility of driving in all types of weather conditions
• Able to lift and carry up to 50 lbs
• Able to stand for long periods, walk long distances, and bend and twist with or w/out carrying weight
• Visual and auditory ability to identify and respond to environmental and other hazards related to the program and/or site
• Work in a rustic camp environment at various GSMW camp locations

Environmental Conditions
While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. The environmental conditions result in access or very little access to cellular phone service, data, text, or internet

Mental Demands
There are a number of deadlines associated with this position, which may cause stress. The incumbent must also deal with a wide variety of people on various issues. The lack of cellular phone coverage and internet connectivity, among many resultant “discomforts”, may cause a sense of disconnection to home life and friends.

**Safety**

GSMW will provide safe working conditions for each employee. In return, GSMW expects each employee to recognize their obligation to conduct themselves with regard not only for their own safety, but also for the safety of their fellow employees/volunteers. Employee is expected to follow safety rules and procedures, including those specific to their position. Employee is expected to attend and participate in safety meetings or training, when required, and report unsafe circumstances to their supervisor or other specified individual. Employee shall perform all safety duties specific to their position.

Nothing in this position description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

I have read and received a copy of this job description.

__________________________________________

Employee Signature/Date

__________________________________________

Supervisor Signature/Date