girl scouts of montana and wyoming

Healthcare Supervisor -Resident Camp
Position Description

Reports to: Seasonal Camp Manager
Position Status: Full-time, Seasonal
FLSA Status: Exempt
Revision Date: October 2026

Job Summary
Oversee the health and well-being of campers and staff during their stay at camp to ensure a safe, fun, and positive 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
- Provide healthcare to meet individual needs of camp staff and campers
  - Facilitates a safe environment for participants focusing on mental, emotional, social, and physical health
  - Administers all medications and treatments and keeps records of all such treatments
  - Responds to all medical situations
  - Supports physical and emotional wellness of campers and staff
  - Supervises the health, safety and cleanliness standards for camp, campers, and staff
  - Cares for patients during illness/accidents
- Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff
  - Maintaining first aid equipment for all areas of camps and provides first aid kits for out based hikes and off-site programs
  - Set up the camp Health Center
  - Maintain locked box for all medications
  - Maintains contact and follows orders/guidelines from physician and nearest hospital, if necessary
- Maintain accurate and detailed medical records
  - Reports all treatments to the Senior Outdoor Program Manager
  - Health/medical records, including daily treatment log, medication log, health history forms, any other required reports as needed
- Oversee procedures and supplies
  - Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures
  - Recognizes emergencies, directs and manages staff and campers in health, safety, and emergency situations
  - Maintains and operates sanitary Health Center, including monitoring medical supply inventory and informs the Senior Outdoor Program Manager when additional supplies are needed

    - Ensure a staff orientation session is delivered on medical services so staff members know their role related to healthcare and first aid
    - Camper arrival health check, including health history form, temperature, lice, and medication/allergy check
- Emergency drill procedures and conducts drills during each resident camp session. 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 the Senior Outdoor Program Manager 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

Council

- Represents GSMW in a professional manner at all times, modeling behavior consistent with the mission and purpose of Girl Scouting
- Interprets the Girl Scout Leadership Experience philosophy and the council's policies, procedures and standards
- Promotes and assists with Council wide programs, activities, and public relations endeavors
- Optimizes technology to support customer service for volunteers
- Ensures Girl Scouting is open to all girls and adults by delivering the Girl Scouts message of pluralism and diversity to members of the council

Supervisory Duties

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

Experience/Education

- High School diploma or the equivalent; Experienced healthcare professional (RN, LPN, EMT, CNA, WFR, WFA, or upper-level nursing/health sciences-related/athletic training/etc. student)
- Experience working with youth preferred
- Must have two years of licensed driving experience in order to transport campers

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.

- 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

- 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 follow procedures and make decisions when working through emergency situations
- Able to assist the camp community in an emergency (fire, evacuation, illness, injury)
- Possess passion and willingness to learn and grow skills such as risk management, leadership, and communication
- Possess the recognition that mistakes are learning opportunities
- Possess the ability to resolve conflicts between self and others
- Possess a valid driver's license, vehicle insurance, and clean driving record
- Minimum of 21 years of age in the calendar year and ability to transport campers in a 12 passenger van required
- Must be able and comfortable driving campers in a 12 passenger van
- 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
- Possibility of driving in all types of weather conditions
- Able to lift and carry up to 50lbs
- 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
- Possibility of driving in all types of weather conditions on different types of roadways

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 stressors associated with this position. 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.

Core Competencies

Accountability: Acts with a clear sense of ownership. Takes personal responsibility for decisions, actions, and failures. Establishes clear responsibilities and processes for monitoring work and measuring results.

Communication: Communication refers to the ability to inform orally and in writing, with clarity and good effect. It means to understand clearly and quickly when instructions or orders are received. It means judgment about what information is important and what is not, and what should be communicated, how, to whom and when.

Innovation: Applies original thinking to improve processes and services.

Integrity and Trust: Widely trusted and seen as a direct, truthful individual. Able to present the truth in an appropriate and helpful manner. Keep confidences and does not misrepresent for personal gain.

Teamwork: Works with and helps others to accomplish goals.

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