TITLE: Resident Camp Assistant Health Supervisor  
REPORTS TO: Camp Health Supervisor  
DATE: Updated September 2022  
STATUS: Seasonal

GENERAL PURPOSE:

* Provide health services for the camp in conjunction with Camp Health Supervisor.
* Work under the regular supervision of the camp health supervisor, wellness supervisor, camp director and the technical supervision of a licensed physician who is on call.
* Work plans are developed with the camp health supervisor and camp director in conjunction with camp plans and policies, the budget and this job description.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Assist in the care of all cases of illness and accident to campers and staff.

* Implement health and emergency procedures as written in Colorado Council's Health Supervisor's Manual, Medical Standing Orders, and in accordance with Girl Scout, Colorado Dept. of Health & Child Protective Services and American Camp Association (ACA) standards.
* Maintain routine and emergency health procedures in consultation with the camp director, camp health supervisor and in keeping with established guidelines.
* Provide care for campers and staff who are confined to the health center, including meals, rest, nursing care and supervision.
* Administer first-aid care, going to other locations on site as needed.
* Instruct counseling and program staff in their health responsibilities, specifically reviewing first-aid procedures most likely to occur in their areas of activity.
* Arrange for medical advice and treatment according to procedures.
* Transport patients to health care facilities.  Give instruction to others who may transport campers. Make emergency transportation arrangements when required.
* Talk to parents to obtain health and treatment information and to inform them when medications, trips to health facilities or overnights in the health center are necessary.
* Maintain good relationships with health and emergency service providers and the public.
* Keep the camp health supervisor and camp director informed of all cases of illness and/or injury, need for medical transportation and of all persons who stay at the health center.

1. Assist in the operation of the health center and maintain supplies and equipment.

* Implement procedures for dispensing routine medications and charting of all medication.
* Arrange for qualified health center and first aid coverage when on time off or out of camp.  Instruct qualified first aides as health center backups.
* Prepare first-aid kits for specified permanent areas and for checkout.  Resupply weekly during the season.
* Follow up to assure campers receive medications as directed. Follow up on treatment.
* Maintain the health center and personal living quarters in clean and presentable condition at all times.

1. Assist in the supervision of general health and safety of campers and staff.

* Review health history and health examination records for all campers and staff, making sure that required consents are signed.
* Contact parents/guardians if important information is missing.
* Inform cabin staff in writing of health conditions and needs of campers in their care.
* Collect, safeguard and administer medications for campers.  Return camper medications at session end.
* Consult with and advise campers and staff about health problems.
* Screen the physical condition of campers and staff as directed in the Medical Standing Orders within 24 hours of arrival at camp and before specific activities.
* Inspect sanitation and safety practices throughout the camp at least weekly.  Submit written reports to the camp health supervisor.
* Advise staff on accommodations for special needs.

1. Assist in completing written reports.

* Submit completed injury and illness reports to the camp health supervisor immediately after each occurrence and camper forms at the end of each session.
* Record treatment of campers in a daily log.  Include routine medications and treatment.
* Submit supply and equipment requisitions according to schedule.
* Work with camp health supervisor to submit properly completed insurance claim forms as directed immediately after each occurrence.
* Collect first-aid report forms from all unit and activity first-aid kits and record them in the logbook weekly.
* Send written first-aid or illness reports home with campers.
* Prepare accurate inventories and reports.  Submit written recommendations.
* Make written recommendations for supply needs, changes in general procedures and about site hazards.

1. Participate as a professional member of the total staff in providing effective staff service in all aspects of this job.

* Present a positive image to parents and visitors through attitude, dress and courtesy.
* Perform other duties to foster a cooperative climate and a smoothly operating camp.
* Participate in pre-camp and in-service trainings, attend staff meetings and contribute to the planning and coordinating of the work of the total staff team.
* Keep such records and files as are necessary to carry out the job.
* Participate in supervisory conferences and in the staff evaluation process.
* Respect the confidential nature of all information pertaining to staff, volunteers and campers.
* Assist in supervising campers at meals and all-camp activities.
* Attend and participate in other camp program such as campfires and activities.
* Adhere to all safety and security procedures at all times.
* Assist in preparation of the health center for the opening of camp and close at the end of the season.

OTHER DUTIES/RESPONSIBILITIES:

1. Upon first day of employment you will be registered as an adult member of Girl Scouts of Colorado. In becoming a member of Girl Scouts, you will be expected to uphold the policies and guidelines set forward by Girl Scouts of U.S.A. As a role model and representative of Girl Scouts of Colorado you will be expected to:

* Participate as a professional member of the total staff in providing effective staff service to the Council
* Be an active member of the Girl Scouts of the U.S.A., demonstrating the principles of the Girl Scout Promise and Law in all activities of the job.
* Contribute to positive relationships between diverse racial, ethnic, and social groups in the Council as a whole, and between the diverse individuals employed by the Council or giving volunteer service.
* Support the efforts and commitments of Girl Scouts of Colorado in the area of pluralism.
* Demonstrate sensitivity to racial, ethnic, and social diversity of individuals and groups.

In accordance with the philosophy of Girl Scouts of Colorado, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

-**EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB-**

JOB QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY

* Maintain standards, camp policies and procedures.
* Adapt to living in the camp setting.
* Cope with emergencies with good judgment.
* Able to recognize potential health and safety hazards.
* Recognize common childhood illnesses.
* Talk to medical personnel and parents in person and on the phone.
* Provide 24-hour medical and first-aid care for campers and staff in rustic conditions.
* Maintains standards of Girl Scouts, Colorado Dept. of Health & Child Protective Services and ACA standards for health care and emergency procedures.
* Work with and understand children and young adults.
* Valid driver's license and driving record acceptable to the Girl Scout insurance company.
* Able walk to off-road areas in case of emergency, carrying equipment as needed.
* Flexible and adaptable dealing with changing situations and settings.
* Maintain the standards, carry out the purpose and adhere to the policies of the Girl Scout organization.
* Crisis management.
* Work with diverse adults and children.
* Ability to work within a budget.
* Keep accurate records.
* Ability to work under pressure.
* Physical ability to move equipment up to 30 lbs.
* Access to a vehicle.
* Valid driver's license and driving record acceptable to the Girl Scout insurance company.
* Pass a FBI/CBI criminal record check and driver’s license check.
* Have documentation for legal employment status.
* Membership in Girl Scouts of the U.S.A. and willingness to maintain the standards, carry out the purpose and adhere to the policies of the Girl Scout organization.
* Leadership and organization skills.
* Training/certification for specific activities if assigned.
* Experience working with girls in groups.
* Willing to take training.
* Knowledge of Girl Scout outdoor program or willingness to learn.
* Ability to give guidance to other adults and develop a team.
* Ability to meet emergencies with good judgment.
* Ability to act as a role model in accordance with the Girl Scout Promise and Law.
* Ability to work cooperatively and communicate with other adults for the benefit of the girls.
* Ability to organize content and methods to provide experiential learning opportunities for adults.

QUALIFICATION - EDUCATIONAL OR TRAINING

* Current Certified Nursing Assistant (CNA) or higher (LPN,NP).
* Current first-aid and CPR (cardiopulmonary resuscitation) certification.
* Medication Administration.
* Valid driver’s license.

EXPERIENCE

* Work with children.
* Camp experience in a supervisory position desirable.
* Experience in health care.

MATERIAL AND EQUIPMENT DIRECTLY USED

* First-aid supplies and equipment such as first-aid kits, stretchers, etc.
* Health records and forms, reports, insurance claim forms, etc.
* Vehicles.
* Office machines:  Calculator, copier, computer, audiovisual equipment, telephone, hand held radios and CBs.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

* Campers come from throughout the country from families with various incomes.
* Camp is at an altitude of 8,700 feet.
* Camp living and activity areas are spread over many acres. Staff can expect to walk several miles each day.
* Program activities are completed outdoors and are often strenuous.
* Equipment for specialized activities is stored centrally and often must be carried to the activity site.
* Staff shares quarters with other staff.
* Must be willing to submit to and pass a FBI/CBI background check and a driving record check.
* Must be able to provide documentation of legal employment status.

COMPENSATION & BENEFITS

* The position pays at a rate of $96 per day
* Additional compensation:
  + Room & Board
  + Meals
* Benefits:
  + Sick Leave (48 hours max)

**Girl Scouts of Colorado (GSCO) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: GSCO is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GSCO are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations where we operate. GSCO will not tolerate discrimination or harassment based on any of these characteristics. GSCO encourages applicants of all ages.**