**TITLE: Outdoor Program Health Supervisor**
**REPORTS TO: Executive Camp Director**
**STATUS: Full Time Salaried**

GENERAL PURPOSE:

* Provide health services for year-round outdoor programs & summer resident camp.
* Work with the Assistant Health Supervisor, Wellness Supervisor, Outdoor Camp Directors and Managers, and the technical supervision of a licensed physician who is on call to provide health care for staff and campers.
* Work plans are developed with the Executive Camp Director in conjunction with camp plans and policies, the budget, and this job description.

ESSENTIAL DUTIES/RESPONSIBILITIES:

1. Provide year-round on-call and/or in-person advice/assistance to outdoor program and property opportunities, retreats, and site users.
Supervise the care of all cases of illness, incidents, and accidents to registered summer campers and summer staff & volunteers.
* Implement, perform yearly reviews, and edit as necessary, health and emergency procedures as written within the GSCO Outdoor Program & Property Health Plan, Medical Standing Orders, Site Emergency Procedures, and Communicable Disease Plan, all in accordance with the Colorado Dept. of Human Services, Colorado Dept. of Public Health & Environment, and American Camp Association (ACA) standards.
* Facilitate in the development and maintain routine health procedures and emergency action plans in consultation with the Executive Camp Director and Outdoor Program and Property Teams in keeping with established guidelines.
* Provide 24/7 on-site care during the May-August at one of the GSCO summer resident camps.
* Provide 24/7 on-site care or on-call assistance during September-April at one of the GSCO camp properties or Outdoor Programs when requested.
* Provide care for all persons are confined to the health center, including meals, rest, general care, and supervision.
* Administer advanced first-aid care, going to other locations both on-site at properties and off-site at locations throughout the state as needed.
* Instruct and provide training to staff in their health responsibilities, specifically reviewing first-aid procedures most likely to occur.
* Arrange for medical advice and treatment according to procedures.
* Make emergency transportation arrangements when required. Help provide transport patients to health care facilities if necessary.  Give instruction to others who may transport campers.
* Talk to camper guardians to obtain health and treatment information and to inform them when medications, trips to health facilities or overnights in the health center are necessary. Keep Outdoor Directors, Managers, and Assistant Health Supervisors informed of all cases of illness and/or injury, need for medical transportation and of all persons who stay at the health center.
* Establish new and maintain current working relationships and partnerships with medical/health and emergency service providers.
* Maintain written letters of agreement and Medical Standing Orders of health providers throughout the state.
* Keep Seasonal Resident Camp Health Supervisors and Executive Camp Directors informed on all health policy and procedural recommendations and changes needing to take place, in accordance with new and current best practices.
1. When on-site, operate health center and maintain supplies and equipment.
* Implement procedures for dispensing routine medications and charting of all medication when working under Child Care Licensing.
* Arrange for qualified health center and first aid coverage when on time off or out of camp.  Instruct qualified first aiders as health center backups.
* Prepare first-aid kits for specified permanent areas and for checkout.  Resupply when necessary.
* Follow up to assure campers receive medications as directed. Follow up on treatment.
* Always maintain the health center and personal living quarters in clean and presentable condition.
1. Supervise the general health and safety of campers and staff.
* Edit and maintain all Outdoor Program and Property health, vaccination, physical, and medication forms.
* Review health history, vaccination, health examination, and medication records for all summer camp personnel and campers, making sure that required consents are signed.
* Contact guardians if essential information is missing.
* When applicable, transfer care of all summer camp personnel and campers to Seasonal Health Supervisors who oversee additional Outdoor Camp Programs & Properties. Communicate all reviews and findings with Seasonal Health Supervisors upon the transfer of care.
* Maintain a good working relationship with Seasonal Health Supervisors throughout the state.
* 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.
* Oversee the screening of the physical condition of campers and staff as directed in the Medical Standing Orders daily and upon arrival of all individuals.
* Inspect sanitation and safety practices throughout the camp at least weekly.  Submit written reports to the Executive Camp Director.
* Advise staff on accommodations for special needs.
* Work within the communicable disease plan to ensure proper practices and measures are taken to help mitigate the spread of illness.
1. Complete written reports.
* Submit completed injury, illness, incident reports immediately after each occurrence.
* Record routine and necessary treatment and medication administration in a daily log.
* Submit supply and equipment requisitions when necessary.
* Submit properly completed insurance claim forms as directed immediately after each occurrence.
* Collect and record first-aid report forms and Trip & Travel medication administration forms.
* Send written first-aid or illness reports home with campers if unable to upload into camper health profiles.
* Prepare accurate inventories and reports.  Submit written recommendations.
* Make written recommendations for supply/equipment 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.
* Supervise, provide training, and maintain positive working relationships with Seasonal Assistant Health Supervisors.
* Present a positive image to the community 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 and staff when needed.
* Attend and participate in other camp program such as campfires and activities.
* Always adhere to all safety and security procedures.
* Prepare on-site health center for the general use of care.

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 Girl Scouts of Colorado.
* 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 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.
* During the summer, 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 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 children 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 state license (minimum of an RN) (NP or physician assistant or MD accepted).
* Current 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

* PPE
* First-aid supplies and equipment such as first-aid kits, stretchers, etc.
* Health records and forms, reports, insurance claim forms, etc.
* Vehicles.
* Office machines: Laptop, iPad, copier, audiovisual equipment, telephone, handheld radios.

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.
* Activities are completed outdoors and are often strenuous.
* Equipment for specialized activities is stored centrally and often must be carried to the activity site.
* Health Staff may at times need share quarters depending on space.
* 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 a rate of 55K to 60K depending on current Colorado State license held, certification, experience, and degree.
* Additional compensation when required to live on-site:
	+ Room & Board
	+ Meals
* Benefits provided during dates of employment:
	+ Optional provided childcare and resident camp programming based upon availability.
	+ Health Insurance - Cost shared by GSCO.
	+ Dental Insurance - Cost shared by GSCO.
	+ Vision Insurance - Optional
	+ Life Insurance – fully paid by GSCO, 2x annual salary up to $300,000.
	+ Accidental Death and Dismemberment - fully paid by GSCO, 2x annual salary up to $300,000.
	+ Optional Life Insurance – Employee paid – for additional employee coverage and dependents.
	+ Long Term Disability – Fully paid by GSCO.
	+ Employee Assistance Program
	+ Flexible Spending Accounts (Medical/Dependent)
	+ 403(b) Retirement Plan – GSCO matches 100% of employee contribution up to 2% of pay.
	+ Vacation – Employees are provided 10 vacation days per year upon employment.
	+ Sick Leave – Employees earn one day per month.
	+ Holidays – pro-rated based upon start date

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.