

Position Description

P POSITION: Health Supervisor
CAMP LOCATION: Cloud Rim or Trefoil Ranch
CLASSIFICATION: Seasonal Staff Member
RESPONSIBLE TO: Camp Director

JOB ACCOUNTABILITIES:

- Provide health care to campers and staff
 - Manage all medications for campers and staff in accordance with standing orders.
 - Provide first aid and care to sick and injured campers and staff.
 - Provide weekly health screening for all campers who arrive at camp; collect medications and verify all information on health forms.
 - Report all serious cases of illness or injury to Camp Director.
 - Make appointments for campers and staff at the clinic or other health service facilities.
 - Assist with transportation of campers and staff to the clinic or other health service facilities.
 - Assist in providing a staff orientation to health services at camp.
 - Ensure that coverage is available in the Health Center at all times.
 - Teach effective self-care techniques to campers and staff.
 - Ensure dietary restrictions of campers and staff are being met and they are provided with well balanced meals.
- Manage the Health Center records and facilities
 - Ensure that staff members have current health forms on file prior to the beginning of camp.
 - Set up the Health Center during staff training and break it down at the end of the season.
 - Collect, review, and file all health forms. Call parents as needed for missing paperwork or other health concerns.
 - Ensure that the Health Center meets American Camp Association standards and state & local health codes.
 - Maintain a record of all visits to the Health Center.
 - Provide kitchen with a dietary needs list each week.
 - Provide Unit Leaders and Program Area Directors with a health concerns list each week.
 - Brief Unit Staff on individual needs of campers in unit.
 - File all insurance forms (worker's compensation insurance and Girl Scout insurance).
 - Fill out and keep on file all accident forms.
 - Keep the Health Center clean and organized.
 - Maintain Health Center and first aid supplies; submit requests for equipment and supplies when needed.
 - Keep all confidential information locked at all times.
- Assist with business operations.
 - Manage the camp laundry and laundry room.
 - Assist with assembly and organization of take home packets.
- Assist in general camp program and operations.
 - Assist with unit and camp housekeeping, sanitation, and care of supplies and equipment.



- Assist with camp-wide programs including workshops, all camps, campfires, camper's choice activities, and flag ceremonies.
- Attend and participate in staff training and the closing of camp.
- Assist in the kitchen, units, and in other areas of camp as needed.

- Perform and maintain a log book of daily health and safety inspections of camp facilities and program areas.
- Understand and implement safety guidelines and standards as outlined by Girl Scouts of the USA, the American Camp Association, and any state and local codes.
- Perform additional duties as assigned.
- Job duties may be subject to change pursuant to the activities of the camp, camp needs, and the organization as a whole.

CAMP STAFF ROLE IN MISSION EFFORTS:

- As a camp staff member, you are a representative of Girl Scouts of Utah. People form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council, and thus, these impressions can influence their actions.
- As a staff member, it is your accountability to work collaboratively and cooperatively with other staff members, volunteers, parents, and community representatives to ensure results for mutually acceptable goals.
- All staff members are required to join the Girl Scout movement, accept the belief and principles of the Girl Scout movement, and have the ability to work with diverse populations.

QUALIFICATIONS:

- Several years of relevant experience.
- Have extensive CPR & First Aid experience and training (EMT, paramedic, or nurse preferred).
- Hold a current Utah Food Handler's Permit.
- Possess good organizational, leadership, and teaching skills:
 - Ability to schedule and manage time, and resources.
 - Strong decision making skills while exercising good judgment.
- Ability to follow direction from Team Leaders, adhere to policies, and follow camp procedures.
- Ability to communicate and work with groups of girls ages 6-17, and provide necessary verbal instruction to campers.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations, and apply appropriate behavior management techniques.
- Ability to respond in a crisis situation.
- Have the council required health forms and documentation completed by a physician to ensure the well being of living and working in an outdoor camp setting that includes:
 - Ability to bend down and move, lift, stock, and carry boxes, program materials, and supplies (up to 50 pounds).
 - Ability to walk, stand, and work on feet up to 8 hours a day.
 - Ability to live in a high elevation (up to 9200') and outdoor setting.
 - Have visual/auditory ability to respond to environmental and other hazards related to summer camp activities.