



# **Nurse/Health Supervisor Job Description**



## **Qualifications:**

- RN, LVN or EMT with current license to participate in the state of California.
- Demonstrate responsibility and accountability for your job performance.
- Experience working with children.
- Must be able to focus on job duties.
- Must be able to contribute to the peace and harmony of the camp community by caring for the well-being of campers, staff and yourself.
- Must have an attitude of a team player and work well with others.
- Must pass a background check and complete our Staff Training.
- Must be able to live at camp during camp sessions.

## **Responsibilities:**

- Discuss health and safety procedure, precautions and routines with the staff during staff training. Guide staff in regard to their responsibilities in noting and reporting illness, injury and unsafe practices and conditions that might contribute to camper or staff accidents.
- Be present at camper check in to receive all medications and discuss any issues with parents/guardians.
- Report all admissions to the infirmary to the Camp Director.
- Administer all medications and treatments to staff and campers according to physician's standing orders, and keep records of all such treatments.
- Prepare and maintain all first aid kits for emergency use by counselors for use on hikes and overnights. Keep records of first aid kits use.
- Conduct physical checks (health screening) of all campers and staff upon their arrival to camp and review all health records.
- Give Head Cook list of all camper food allergies and dietary restrictions and what cabin they are in.
- Be responsible for all medications brought to camp and make sure all medications are returned when campers go home. Keep all medications locked.
- Write reports to include inventory of all supplies and any recommendations.
- Be familiar with insurance forms, Camp Oliver policies and ACA standards.
- Participate in overall camp program.
- Be part of Ad-Staff when not performing Health Supervisor duties. Complete Ad-Staff Training.
- Take care of yourself, drink plenty of water, get adequate sleep and practice good hygiene.
- Ask for help when you need it.
- Other duties as assigned.

## **Responsible to:**

- Camp Director

PLEASE READ AND SIGN SECOND PAGE

## **Camp Oliver information**

**Camp Oliver is owned by the Sisters of Social Service and run by an all-volunteer Board of Directors. We are a non-profit, non-denominational camp that hosts up to 72 co-ed campers in ages ranging from 6 to 13. We have 6 cabins that will sleep up to 12 campers of the same gender with 3 to 4 staff in the same cabin but with private quarters. Sessions run from Sundays to Fridays and a typical season is 5-6 weeks. Camp Oliver hosts children that come from all backgrounds of religions, ethnicity, financial and family situations. Most of our campers would be considered “At Risk” youth from the inner city. We feel that these special children greatly benefit from an outdoor experience in a safe and caring natural environment where they can connect with their peers and counselors through educational and fun activities. We have a policy that no camper will be turned away regardless of their ability to pay the camp fee, as such we have many campers that come to camp on financial aid known as “camperships”. Our camp offers traditional camp activities which include swimming, hiking, archery, low elements course, basketball, arts and crafts, dance classes, nature studies and camp fires with s’mores. We have sleeping under the stars and show an outdoor movie that evening, everyone has a wonderful time. Camp Oliver has a long tradition, over 60 years, of being a special place where children come together and make memories that last a lifetime.**

**I have read and understand the above job descriptions. I agree to complete my duties as a seasonal employee to the best of my abilities. I agree to follow all camp rules and policies. If I break any camp rules or regulations I agree to speak to a camp Director and will comply with the consequences of my actions. I also agree to let the Ad-Staff of Camp Oliver know of any problems or concerns I have regarding my own job performance and/or well-being as well as that of my campers and other staff.**

**Signed\_\_\_\_\_**

**Date\_\_\_\_\_**