



Girl Scouts of Manitou Council
5212 Windward Court Sheboygan, WI 53083
(920) 565-4575

**Summer Camp Staff Job Description:
Health Supervisor**

Purpose: Responsible for overseeing and promoting the health and safety of campers and staff

Responsible To: Director of camp and program

Principal Duties:

- Maintain and operate the health center in accordance with State of Wisconsin health laws and Girl Scout standards.
- Take care of all cases of illness and injuries to campers and staff when necessary from the guidance of a licensed medical professional.
- Report to the director of camp and program all cases of illness and injury of campers and staff, including if transport to hospital or clinic is necessary.
- Notify parents of all cases of illness or injury of campers with director of camp and program's approval.
- Complete illness and accident report forms as soon as possible and return completed forms to director of camp and program.
- Conduct a health assessment of all campers and staff who are arriving and departing from camp for observable illnesses, communicable disease, and any other medical observations.
- Prepare and distribute first-aid kits throughout camp including all buildings, units, and activity areas. Ensure supplies are well stocked and distributed as needed.
- Maintain an adequate supply of first-aid supplies and purchase needed supplies with the approval of the director of camp and program; make camp supply town runs as needed.
- Review and verify staff and camper health information, treatment records, incident reports, and other health information daily; ensure all have appropriate paperwork on file.
- Provide ongoing communication with staff in regards to camper medications, allergies, and other health related information.
- Collect and dispense all medication and other necessities daily to campers and staff.
- Coordinate coverage of the health center during time off with director of camp and program.
- Keep a clean and orderly health center and living quarters.
- Ensure camp staff and campers know their role related to health care and first aid.
- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Attend pre-camp staff training and regularly scheduled meetings/trainings in order to ensure open and positive communication with all staff; assist in the planning and implementation as needed.
- Assist with check-in of campers on incoming day and check-out of campers on departure day.
- Be available to stay at camp on weekends on a rotating basis with other staff to provide adequate supervision and activities for campers.

- Assist in the opening, closing and end of session procedures of the camp.
- Participate enthusiastically in all camp activities, planning and leading those as assigned.
- Participate in lifeguard training and complete all certification requirements, as able.
- Help with pool, lake, archery and arts and crafts rentals as needed. If you are a certified lifeguard or archery instructor this will be your main duty. If not a certified lifeguard or archery instructor you will be asked to assist with watching, putting away of boats, and other duties as necessary.
- Complete other duties as assigned by the director of camp and program.

Qualifications:

- Minimum age: 21 years old.
- Currently a registered nurse, licensed practical nurse, physician, or physician's assistant in Wisconsin and/or an emergency medical technician, paramedic, certified athletic trainer, or first responder.
- Current adult, child, and infant American Red Cross or American Heart Association CPR certification.
- Submit a health history and physical examination form signed by a licensed professional indicating good physical and mental health prior to the first day of camp.
- Become a registered member of Girl Scouts of the U.S.A. and pay membership dues.
- Accept the beliefs and principles of the Girl Scout Mission, Promise, and Law.
- Submit and pass criminal background check.
- Ability to supervise others and have strong leadership qualities.
- Ability to work with and understand the developmental needs of youth of all ages levels.
- Have a genuine liking, interest and experience with working with children.
- Ability to relate to youth and adults in a positive manner.
- Display enthusiasm, flexibility, objectivity, and maturity of judgment.
- Ability to place needs of girls and camp above personal desires.
- Ability to manage time effectively, work independently, and handle several projects or situations at the same time.
- Ability to work in a camp setting and appreciate the outdoors.
- Valid driver's license, insurance, and access to vehicle preferred.
- Good judgment and ability to prioritize and problem solve under high stress situations.
- Camp experience and certified lifeguard preferred.

Essential Functions of the Job:

- Physical ability to respond appropriately to all medical situations including ability to access remote locations on camp property over uneven terrain.
- Must be able to react and respond to pre-set procedures in emergency situations involving campers and staff, including but not limited to fire, evacuations, illnesses, or injury.
- Must possess strength and endurance required to assist in supervision of campers.
- Visual and auditory ability to identify and respond to environmental and other hazards related to activities.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone and computer.

- Observe and assess sanitation and safety conditions of camp.
- Ability to communicate with parent and staff about camper health concerns.
- Ability to drive off-camp to a health provider, physician, or emergency treatment locations.
- Must be able to endure prolonged standing, bending, walking long distances, hiking, daily exposure to sun, heat, and other weather conditions, animals, and bugs.
- Willing to live in a primitive camp setting and work irregular hours with limited or simple equipment and facilities.
- Ability to set up, take down, operate camp program equipment and lift 50 pounds.