

# Job Description

Position Title:	Camp Medic
Reports To:	Camp and Outdoor Programs Director
Status:	Exempt
Salary Grade:	On File
Minimum Age:	21

**PURPOSE:** Camp Fire Green Country is looking for fun and energetic people who are excited about working to provide a life changing summer for the leaders of the future. Camp Waluhili is a residential camp located in Eastern Oklahoma on 220 acres on Ft Gibson Lake. We focus our campers' experiences on building friendships and leadership skills, self-confidence, an appreciation for the outdoors, and an awareness of community responsibility – all in an inclusive environment. Camp staff achieve this by promoting active learning within small groups while progressively challenging campers as they grow older and gain experience.

## ESSENTIAL FUNCTIONS:

- Manage all aspects of camp health care.
- Ensure that each staff member and camper has the required health history forms on file.
- Conduct health history reviews and health screening for arriving campers and staff.
- Conduct beginning and ending inventory of supplies and place order with Camp Director when necessary.
- Establish and follow appropriate medical routines including record keeping in the daily medical treatment log, disposal of medical waste, managing and safeguarding medications, and utilizing approved treatment procedures.
- Complete and maintain all health care documentation and record keeping.
- Administration and organization of the camp infirmary.
- Administer first aid.
- Coordinate coverage of the infirmary.
- Oversee camp sanitation, hygiene and communicable disease control.
- Administer prescribed daily medications and OTC medication as needed.
- Keep all camper, staff and OTC medication stored in a locked area or container.
- Consult camp physician/medical advisor immediately if serious medical needs arise.
- Consult with Camp Director to make decisions to call EMS as needed.
- Check, issue, and restock first-aid kits weekly.
- Conduct staff training pertaining to camp health and safety and the use of universal precautions for infection control.
- Maintain accident/incident reports for risk-management assessment.
- Evaluate camp and make recommendations for the following summer.
- Monitor health of all staff and campers.
- Monitor/evaluate camp procedures, facilities, and conditions to maintain a healthy camp.
- Other duties as assigned.

DESIRED QUALIFICATIONS:

- 1-2 years in a related field
- Summer camp experience a plus

REQUIREMENTS:

- Licensed Physician, RN/Registered Nurse, LPN/Licensed Practical Nurse, CNA/Certified Nurse Assistant, EMT/Emergency Medical Technician, or First Aider.
- Current First Aid/CPR certification.
- Flexibility to work 1 to 8 weeks. Ability to live with staff and campers for the duration of the summer camp season.
- Physical ability to administer first aid and Cardiopulmonary Resuscitation (CPR).
- Physical ability to travel over uneven surfaces in extreme summer temperatures for 15 hours a day.
- Physical ability to carry and move objects weighing up to 50 pounds over uneven surfaces.
- Physical ability to reach, stoop, climb, kneel, and move freely in locations as outdoor camping sites and storage areas.
- Ability to meet Council employment requirements, including acceptable outcomes to background check and reference checks.
- (If utilizing personal vehicle for camp business) Provide personal auto insurance verification.
- (If needed to drive Council vehicle) Acceptance by Council auto insurance.

Issued: \_\_\_\_\_  
Date

Received: \_\_\_\_\_  
Employee Signature

NOTE: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.