

Job Descriptions

CAMP NURSE

Immediate Supervisor: Assistant Camp Director



1. To be the health manager for the camp; supervise health cleanliness standards; work with Camp Director and staff; and help provide adequate physical health conditions for all.
2. Be available at all times for emergency situations.
3. Ensure each staff member and camper has on file a health history and examination form, as required.
4. Read prescriptions and health exams from physicians.
5. Set up system for health screening for arriving campers and staff.
6. Conduct inventory of supplies and place orders when necessary.
7. For each cabin, list for the counselors, all camper medications or medical problems that they need to be aware of.
8. Administer first aid to all staff and campers as necessary.
9. Administer all prescription and non prescription drugs to Campers and Staff at proper times.
10. Keep daily log of all treatments, medications administered and activities from the nurse's station.
11. All medications are to be kept lock up at all times.
12. Make arrangements for campers and staff to go to the doctor or to the hospital as necessary.
13. Must be able to lift or assist campers or staff for medical treatment
14. Stock and issue first aid kits for cabins and camp activity areas.
15. Fill out the proper insurance forms for doctor and hospital visits. In the case of staff injured on the job be sure Workman's Comp forms are filled out. Please be sure that Office Manager has a copy of all forms.
16. Report any serious injuries or conditions to the Camp Directors. Notification to the parent will be done by the Camp Directors or by the nurse at the Camp Director=s discretion.
17. Certify all staff members who are to ill to perform their duties. Notify the Camp Directors and the staff members Immediate Supervisor.
18. Clean and disinfect infirmary daily.
19. Wash all linens used in the infirmary.
20. Make arrangements for meals for any sick camper or staff member.
21. Be available to assist in any way needed as directed by the Camp or Associate Directors.

