



## **YMCA Camp Bernie** **Summer Camp Job Description**

**Job Title:** Camp Nurse

**Reports To:** Executive Director

**Position Purpose:** The Camp Nurse furthers the mission of YMCA Camp Bernie by overseeing the health and wellness of all camp participants. The Camp Nurse ensures and provides for adequate physical conditions for all.

### **Essential Job Functions:**

- 1:** Oversee the management and operations of the Wellness Center.
  - a. Be present at the Wellness Center or available on-site during daytime hours.
  - b. Review medical logs each morning and arrange to follow-up with any campers or staff of concern.
  - c. Review a camper's health form and standing orders prior to treating each medical issue. Log all medical interactions thoroughly.
  - d. Properly dispense medication at med calls, treat medical issues at health calls, and respond to any emergency medical situations.
  - e. Safeguard medications in storage in the Wellness Center.
  - f. Coordinate with Maintenance Team to ensure cleanliness of the facility and bedding.
  
- 2:** Maintain Documentation & Communication
  - a. Communicate with staff whenever their campers need to remain in the Wellness Center or be transported off site for treatment.
  - b. Communicate with parents in accordance with established conditions to inform them of significant injuries, illness, or visits to off-site facilities. Log these communications.
  - c. Ensure proper sign-out procedures for campers being picked up by parents in the Wellness Center.
  - d. Complete and submit incident reports for significant injuries.
  - e. Create lists for camp staff of their campers' allergies, med calls, and special dietary needs.
  - f. Prep medication for off-site trips and coordinate with Trip Leader.
  - g. Monitor inventory of medical supplies and communicate purchase needs to the Executive Director in a timely fashion. Complete an end-of-summer inventory.
  - h. Maintain files for camper paperwork returning from outside medical facilities.

- 3:** Promote healthy habits within the camp community.
- a. Encourage staff and campers to have healthy habits such as frequent hand-washing, hydration, and tick checks.
  - b. Review all camper health forms prior to the start of a new session to identify any questions or concerns to clarify with families.
  - c. Meet with families during Overnight Camp Check-in to collect medications, clarify special medical needs, and answer questions.

**Other Job Duties:**

- a. Be an engaged member of the Camp community.
- b. Be available for quick response in the event of a health emergency at camp. Keep camp issued walkie-talkie charged and available, monitoring calls at all times.
- c. Attend meetings as requested by Summer Camp Directors, Senior Program Director and/or Executive Director.
- d. Any and all other added responsibilities as requested by Summer Camp Directors, Senior Program Director and/or Executive Director.

**Qualifications:**

- a. Must be licensed in New Jersey as an RN or LPN.
- b. Experience with children and young adults is desirable
- c. Ability to originate, updates, and/or monitor health care, maintain records, and implement the health care plan
- d. Current CPR and First Aid certifications
- e. Desire to work and live in a camp community
- f. Ability to communicate clearly with staff and campers

**Physical Aspects of the Job:**

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

*Some physical requirements of this position could be endurance including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs; willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc. dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing*