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<b>Position Title:</b>	<b>Health Supervisor- Day Camp</b>
<b>Reports To:</b>	<b>Camp Director</b>
<b>Department:</b>	<b>Camp/Property/Outdoor</b>
<b>Status:</b>	<b>Exempt</b>
<b>Location:</b>	<b>Summer Day Camp – Piperwood/Windy Meadows</b>

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### JOB DESCRIPTION

#### **ABOUT GIRL SCOUTS:**

Are you mission-driven, looking to work in a dynamic team environment, and influence the lives of girls? If so, take the time to check out Girl Scouts of Western New York.

Since 1912, Girl Scouts has empowered girls to develop the skills and the voice to become successful and productive citizens. Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

If you'd like to be part of this exciting, empowering, and valuable experience, we encourage you to apply. We look forward to hearing from you!

#### **POSITION SUMMARY:**

Responsible for recommending and providing appropriate care to all staff and campers. Must provide care and administer treatment in accordance with the NYDOH, GSUSA, HIPAA.

#### **ESSENTIAL FUNCTIONS:**

- Develops professional goals for the summer that will help support and meet GSWNY's mission and camp goals.
- Maintain health records for each camper and staff member.
- Administers first aid as necessary.
- Dispenses medication prescribed by physician to all campers and staff.
- Provides first aid in case of an accident and follows individual camper standing orders in case of illness.
- Takes responsibility for calling camper's parents and/or physician when warranted.
- Maintains accurate records in bound notebook of all sick calls.
- Maintains and secures confidentiality of all health forms in compliance with HIPAA. The health supervisor and the Camp Director/Director of Camp Administration have the only access to these securely locked medical records. Decisions to release medical information to other staff members will be based on the camper's needs and parents' authorization.
- Models and teaches good health practices for all staff and campers.
- Supplies and maintains first aid kits for specified areas in camp and for out of camp trips and hikes.
- Refers campers and staff to physician's care at clinic or hospital, with approval of Camp Director.

- Confers with parents as necessary.
- Screens incoming campers for any illnesses, infections, bruises, rashes and other health concerns.
- Notifies the appropriate staff members of camper allergies, medications and health concerns.
- Establishes a system for health screening for arriving campers and staff, as well as a system for health screening for trips out-of-camp.
- Conducts an inventory of supplies and places orders when necessary, ensuring the timely arrival of supplies.
- Participate in and lead specific areas of staff training pertaining to camp health and safety, including, but not limited to standard precautions, how to administer aid and what type of aid needs more than general first aid.
- Responsible for the safety and well-being of campers and staff while in the infirmary.
- Responsible for maintaining a clean and sanitized infirmary at all times.
- Expected to stay on camp property while camp is in session, including pre-camp training and closing of camp.
- Assists in the Wednesday overnight coverage when deemed necessary
- Participates in camp activities when possible and helps with pre-camp training, open house and post camp.
- Apply behavior management techniques to conflicts with children.
- Report incidents/accidents to supervisor immediately.
- Report suspected child abuse to supervisor immediately.
- Accepts other responsibilities as deemed necessary by the Camp Director.

**ADDITIONAL REQUIREMENTS:**

- Ability to handle sensitive information and maintain confidentiality;
- Strong analytical skills and problem-solving abilities;
- Ability to project a high level of professionalism at all times;
- Ability to articulate organizational mission and its importance with passion and conviction, and in a manner that resonates with the listener;
- Commitment to diversity and ability to interact with diverse populations;
- Strong time management skills with ability to work independently and effectively prioritize duties and tasks.
- Capacity to manage stress effectively and work well under pressure;
- Excellent oral and written communication skills and the ability to communicate clearly;
- Proven capability to work in a collaborative, service-focused environment;
- Capacity to work well with others in a congenial and effective manner;
- Ability to effectively manage and foster relationships with council staff, volunteers within the camp community;
- Subscribe to the principles of the Girl Scout Movement and become a registered member of GSUSA;
- Successfully pass the required background checks at hire and thereafter;
- Maintain reliable transportation to and from home and work;
- If travel is required, must possess a valid driver's license, meet minimum state auto insurance requirements, and meet the insurance carrier's requirements for coverage.



- Assist the campers in emergency situations.
- Lift 35 pounds.
- Possess strength and endurance required to maintain constant supervision.
- Demonstrate sensitivity to the needs of campers.
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations.
- Participate in structured and unstructured activities.
- Accept and follow directions both in verbal and written form.

#### **HOURS & TRAVEL:**

- REQUIRED TO STAY ON THE PROPERTY DURING HOURS OF OPERATION (MONDAY 8:00AM TO FRIDAY 5:30 PM)
- Must be willing to work in an outdoor setting and in inclement weather.

#### **COVID 19:**

Given the nature of the COVID-19 pandemic health crisis, GSWNY has yet to determine whether or not the 2021 Summer Camp program will be in person or virtual. We will continue to monitor and communicate any and all information as it becomes available. The Council has the right to make changes as it deems necessary to the terms as outlined here in and in accordance with federal, state and local laws

#### **EXPERIENCE & QUALIFICATIONS:**

- Willingness to abide by the policies and practices of the Girl Scouts of Western New York Inc.
- High school diploma or equivalent.
- Current **New York** certification in one or more of the following is a must: EMT, LPN, RN or PA (New York State code part 7-2 8A).
- Must have certification in First Aid and CPR prior to camp or willing to attain at designated training day.
- Certified Sex Offender Registry and Criminal Background Checks will be completed for personnel file.
- Desire and ability to work with and relate to children and peers in an outdoor environment.
- Prior camp experience and/or interest in the Girl Scout Camping program.
- Willingness to place the needs of girls and camp above personal desires.
- Good health and stamina necessary to work in the camp setting.
- The acceptance of irregular work hours including attending the weekly Wednesday overnight program.
- The acceptance and understanding that employment is at a day camp.

#### **GIRL SCOUT MEMBERSHIP:**

All Employees of Girl Scouts must maintain an active, annual membership in Girl Scouts of Western New York. This membership must be renewed annually, and all newly hired employees are expected to enroll with GSWNY within the first 30 days of their employment.



**BENEFITS:**

*[SEASONAL EMPLOYEES]*

Girl Scouts of Western New York seasonal camps are subject to the Federal and New York State exemption laws under Section 13(a)(3) of the Fair Labor Standards Act. Seasonal staff working at camp may be paid in accordance with this exemption. Seasonal employees are not eligible for company-sponsored group benefits.

GSWNY is also very grateful to have many partnerships offering special deals and incentives at local businesses to GSWNY employees throughout Western New York.

**HOW TO APPLY:**

Interested parties should submit their resume and application by visiting the Girl Scouts of Western New York application system website at: *[ATS LINK]*.

**EQUAL OPPORTUNITY FOR ALL:**

Girl Scouts of Western New York celebrates diversity in all forms and is committed to creating an inclusive, collaborative and supportive environment for all. All employment decisions are based on qualifications, merit, performance and the needs of the organization. As an equal opportunity employer, GSWNY does not discriminate on the basis of any qualified applicant's race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, military or veteran status or any other groups or persons protected by federal, state or local law.

**EMPLOYEE ACKNOWLEDGEMENT:**

I have received, reviewed and fully understand the job description for *Health Supervisor* I further understand that I am responsible for the satisfactory execution of the essential functions described herein.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

