



8 Mountain View Avenue, Albany, New York 12205

[www.girlscoutsneny.org](http://www.girlscoutsneny.org)

**JOB DESCRIPTION FOR RESIDENT CAMP**  
**HEALTH SUPERVISOR**

**PURPOSE:** Responsible for recommending and providing appropriate care to all staff and campers. Must provide care and administer treatment in accordance with the New York State Department of Health (NYSDOH), Girl Scouts of the USA (GSUSA), Health Insurance Portability and Accountability Act (HIPAA), American Red Cross (ARC) and the American Camp Association (ACA).

**ACCOUNTABLE TO:** Camp Director/Girl Experience Specialist, Director of Girl Experience

**JOB QUALIFICATIONS/REQUIREMENTS:**

- Willingness to abide by the policies and practices of the Girl Scouts of Northeastern New York, Inc.
- Desire and ability to work with and relate to children and adults in an outdoor environment.
- Current **New York** certification in one or more of the following is required: RN (Registered Nurse) 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.
- Background check will be conducted.
- Prior camp experience and/or interest in the Girl Scout Camping program.
- Good health and stamina are necessary to work in the outdoor camp environment.
- The acceptance of irregular work hours.
- The acceptance and understanding that employment is at a resident (overnight) camp.
- Required to stay on the property during hours of operation. Will share the responsibility with the other administrative team, for required on property weekend coverage.

**PRINCIPAL JOB RESPONSIBILITIES:**

1. Administers first aid in accordance with the safety plan and level of training.

2. Dispenses medication prescribed by physician to all campers and staff.
3. Provides first aid in case of an accident and follows physician standing orders in case of illness.
4. Take responsibility for calling physician and/or caregivers when necessary.
5. Maintains accurate records of all unwell campers, medication dispensing and incidents occurring on property and out of camp trip(s).
6. Maintains and secures confidentiality of all health forms in compliance with HIPPA. The Health Supervisor and the Camp Director/Director of Girl Experience 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 caregivers' authorization.
7. Models and teaches good health practices for all staff and campers.
8. Supplies and maintains first aid kits for specified areas in camp and for out of camp trip(s) and hikes.
9. Refers campers and staff to physician's care at clinic or hospital, with approval of Camp Director.
10. Confers with caregivers, as necessary.
11. Screens incoming campers for any illnesses, infections, bruises, rashes, and other health concerns.
12. Notifies the appropriate staff members of camper allergies, medications, and health concerns, which include the Kitchen Manager and other staff as deemed necessary.
13. Establishes a system for health screening for arriving campers and staff, as well as a system for health screening for trips out-of-camp.
14. Conducts an inventory of supplies and places orders when necessary, ensuring the timely arrival of supplies.
15. Conduct and submit a final inventory of all supplies within designated program area(s).
16. Participate in and lead specific areas of staff training pertaining to camp health and safety, including, but not limited to universal precautions.
17. Responsible for the safety and well-being of campers and staff while at the health center.

18. Responsible for always maintaining a clean and sanitized health center.
19. Required to stay on the property during hours of operation. Will share the responsibility with the other administrative team, for required on property weekend coverage.
20. Participates in camp activities when possible and helps with pre-camp training, open house, and closing camp.
21. Apply behavior management techniques to conflicts with children. Report incidents to supervisor immediately.
22. Report suspected child abuse to supervisor immediately.
23. Accepts other responsibilities as deemed necessary by the Camp Director/Director of Girl Experience.

**ESSENTIAL FUNCTIONS:**

- Assist the campers and staff 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.
- Must be willing to work in an outdoor setting and in inclement weather.
- Provide excellent customer service to other staff members, campers, caregivers, and visitors to camp.
- Accept and follow directions both in verbal and written form.

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

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