



Girl Scout Council of the Southern Appalachians, Inc.
1567 Downtown West Blvd., Knoxville, TN 37919
800-474-1912 • Fax 865-689-9835
www.girlscoutcsa.org

GSCSA Summer Camp Job Description

Job Title: **Health Care Manager**

Classification: Exempt

Girl Scouting builds girls of courage, confidence and character, who make the world a better place. Here at GSCSA, we each consistently follow the Girl Scout Law and Girl Scout Promise in our daily lives. We thrive in a fast-paced and changing environment of go-getters, risk-takers, innovators, and leaders.

Position Purpose

The Health Care Manager is responsible for overseeing the health and safety of campers (rising 1st-12th graders) and staff (aged 17+). This position may work all six weeks OR serve one-week sessions.

Essential Job Functions

1. Provide health care to meet individual needs of camp staff and campers.
 - a. Collaborate with other medical staff to meet medical needs.
 - b. Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
 - a. Fill out inventory requests for additional medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state and American Camp Association Standards.
 - a. Ensure staff and camper health examinations are current and on file.
 - b. Prepare and utilize daily medical log for treatment and medications.
 - c. Prepare and record insurance and accident report forms.
4. Oversee First Aid procedures and supplies.
 - a. Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
 - b. Ensure supplies are well stocked and distributed as needed.
5. Screen all campers and staff who are arriving and departing camp.
 - a. Verify health history and examination.
 - b. Verify emergency authorization.
 - c. Identify any observable evidence of illness or communicable diseases.
 - d. Conduct a health assessment.
 - e. Keep all medications used by campers and staff.

6. Supervise sanitary conditions throughout camp.
 - a. Observe daily cleanliness in the living facilities and other areas throughout camp.
 - b. Report any health problems or symptoms of illness to the Camp Director.

Other Job Duties

- Perform any tasks beyond those assigned as help is needed.
- Provide leadership in the camp's risk management program.
- Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident.
- Be knowledgeable of outside health resources.

Equipment Used

Traditional over-the-counter medicines and first aid supplies are provided. An Automatic External Defibrillator (AED) is available at all times and it located in the Camp Office. Transportation while at camp is available to the Health Care Manager at all times.

Qualifications (Minimum Education and Experience)

- At least 21 years old, preferably over 25 years old.
- Must maintain current RN or MD license.
- CPR/AED certified.
- Valid Driver's license.
- Experience in both children and adult illness/injury care.
- Desire to work with children and young adults.
- Community health knowledge.

Knowledge, Skills, and Abilities

The Health Care Manager should relate well to groups of young people and enjoy outdoor activity, fresh air, and beautiful scenery! Her experience and temperament should have prepared her to function independently and accept the responsibility of the camp health care program.

Physical Aspects of the Job

- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone.
- Maintain written record system.
- Ability to quickly get to remote locations on camp property over uneven terrain.
- Observe and assess sanitation and safety conditions of the camp.

- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations.
- 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 dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing 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.

Drug Testing and Background Check are required.

Salary: \$750 per week