

**Girl Scouts of Central Maryland  
Resident Camp Position Description  
Camp Conowingo**

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**Date:** September 2017

**Title:** **Health Coordinator**

**Department:** Membership, Volunteerism and Programs

**Reports to:** Camp Director and/or Outdoor Program Specialist

**Position Summary:** The Health Coordinator supervises and coordinates the health and safety of the campers and staff. The Health Coordinator provides leadership in cleanliness of the girls, staff and camp living units. The incumbent also oversees the medical needs and medications of the girls and staff. As a member of the administration team, the Health Coordinator helps oversee the successful operation of camp from a health and safety standpoint.

**Essential Duties and Responsibilities:**

- Performs health check on all incoming campers.
- Using CampDoc reviews and maintains Health History and Examination Forms for campers and staff; disseminates pertinent information to appropriate staff.
- Records in the medical log daily all treatment to campers and staff.
- Completes all needed reports and maintain files; submits reports to Resident Camp Director throughout the summer and at the close of camp. Adheres to practices in completing incident reports as per the standards of GSCM and the DHMH.
- Establishes and maintains contact with the physician on call and the local hospital.
- Facilitates emergency crisis medical issues for initial medical assessment and triage.
- Performs first aid, nursing care and dispensing of medications under the guidance of the signed Standing Orders or original prescription mandate.
- Maintains first aid supplies and equipment for each unit, dining hall, waterfront, stables, off camp trips, vans and any other location that is deemed necessary and appropriate with weekly maintenance checks.
- Provides a list of health/medical supplies that need to be purchased prior to camp and throughout the summer in a timely manner.
- Supervises, maintains and/or recommends health, safety and sanitation practices of the camp; including making periodic inspections of units, staff house and specialty areas of camp.
- Maintains and implements procedures which uphold **Volunteer Essentials** standards, Maryland Youth Camp Regulations and American Camp Association accreditation standards.
- Ensures that all prescriptions and medicines are properly labeled and locked up in medicine cabinet or locked box in the refrigerator.
- Develops and maintains accurate inventories of supplies and equipment. Submit an ending inventory at the close of the camping season.
- Attend weekly staff meetings.
- Help maintain campgrounds.
- Assists in the smooth functioning of the Resident Camp by performing other duties as assigned.

**Skills, Education and/or Relevant Experience:**

- Current Maryland State license as a EMT, paramedic, physician, registered nurse or nurse practitioner.
- Ability to recognize and deal with potential health and safety hazards. Working knowledge of medication dispersal.
- Knowledge of American Camp Association and Maryland Youth Camp health regulations.
- Certification in First Aid and CPR.
- Ability to nurture the emotional and physical needs of the campers and staff.
- Ability to keep accurate records of treatment, procedures and phone calls.

- Must be able to lift 30 pounds and physically meet the demands of camp life. (i.e. 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.)
- Must be able to work with individuals and groups of diverse backgrounds
- Visual, auditory and physical ability to identify and respond to environmental and other hazards related to the activity and emergencies on camp
- Must be able to pass background and fingerprint check as well as drug screening.

**Expectations**

Camp staff work as a TEAM to insure campers and staff enjoy their participation and employment in a fun and safe manner. The following responsibilities are shared by the entire staff:

- Accept and live by the Girl Scout Promise and Law while employed at summer resident camp.
- Use the Promise and Law as guidance in working with campers and staff.
- Serve as a positive role model to the campers and other staff by abiding by the policies, procedures, and rules at camp.
- Practice respect, appreciation, and acceptance for all people ensuring all campers and staff feel welcome and part of the group.
- Be flexible and open to spontaneity in programming to assure that unforeseen changes to established schedules, camp guidelines, and procedures create minimum disruption to the experience of the staff and campers.
- Be prompt and encourage promptness among campers and staff.
- Consult your supervisor when you have questions, concerns or problems.
- Encourage and set the example for reasonable neatness and cleanliness in camper and staff tents, latrines, shower house, and grounds. Assume responsibility for keeping staff house and staff shower house clean.
- Actively monitor health situations and general hygiene of campers and self and keep the Camp Health Supervisor aware of needs and problems.
- Report any maintenance needs that cannot be handled on the spot to the Camp Ranger by completing a maintenance request form.
- Participate in pre-camp cleaning and set up and post-camp close out as assigned.
- Maintain an alcohol and drug free environment on camp premises at all times.

**The Girl Scout Promise**  
**On my honor, I will try**  
**To serve God and my country,**  
**To help people at all times,**  
**And to live by the Girl Scout Law.**

**Girl Scout Mission Statement**  
**Girl Scouting builds girls of courage,**  
**confidence, and character,**  
**who make the world a better place.**

**The Girl Scout Law**  
**I will do my best to be**  
**honest and fair,**  
**friendly and helpful,**  
**considerate and caring,**  
**courageous and strong, and**  
**responsible for what I say and do,**  
**and to**  
**respect myself and others,**  
**respect authority,**  
**use resources wisely,**  
**make the world a better place, and**  
**be a sister to every Girl Scout.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_