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**Girl Scouts Western Pennsylvania**  
– *Camp Staff Job Descriptions* –  
**Healthcare Manager**

**Reports To:** Director, Member Health & Safety

**Supervises:** N/A

**Employee Name (Print):** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Purpose**

Under minimal supervision, the Healthcare Manager oversees the health and safety standards of the camp through close collaboration with the Camp Director and Director, Member Health and Safety. This role is responsible for ensuring comprehensive medical supervision for all staff and campers throughout their stay. The Healthcare Manager is responsible for managing medication administration and delegating appropriate health-related tasks in addition to providing on-site health management in compliance with GSUSA and ACA health and safety guidelines. The Healthcare Manager must be available for camp check-in to provide health screenings and accept camper medications. During camp sessions, the Healthcare Manager must be available to make daily visits to camp to oversee the health and safety of campers and staff.

## **Essential Functions**

### **Administrative**

- Medication intake, distribution, and record-keeping in Camp Doc
- Complete Accident/Incident form as needed and manages record-keeping
- Inventory of healthcare center
- Collaborating with the Camp Director to purchase necessary equipment and resources for camp health purposes
- Works in conjunction with Unit Leaders and Unit Counselors to manage the daily healthcare needs of campers including medication, medical needs (epi-pen or inhaler, diabetes, etc.), and any additional healthcare needs as needed

### **Camper/Staff Support**

- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, programs, campers, or staff members
- Interact daily with campers and work to provide a safe and consistent environment
- Understand and know staff and campers—help them to respect the diversity of others and appreciate differences and similarities so that campers get the most out of their stay at camp

### **Health and Safety**

- Instruct staff and campers in established emergency procedures such as fire drills, evacuating the cabin, etc., and ensure staff understand their role in crisis management
- Ensure that all activities are carried out in accordance with safety standards set forth by GSUSA
- Ability to observe camper and staff behavior, assess, and enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques

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- Knowledge of common camper illnesses and proper sanitation in group living communities
  - Manages daily and weekly cleaning and sanitation of the healthcare center
  - Assist with medicine intake and distribution, where needed
  - Adhere to procedures related to medication storage, distribution, and delegation

### **Positive Relationships**

- Contributes to the diversity of the council by ensuring that all materials, activities, and programs are sensitive to and reflective of the interests, values, and needs of people of all racial /ethnic groups, cultures, belief systems, and abilities.
- Provides support to campers and staff for a large variety of needs including medical, physical, emotional, etc.

## **Requirements and Desired Qualifications**

### *Requirements –*

- Minimum 21 years of age
- Required Training- RN, CRNP, PA
  - A licensed physician, licensed physician assistant, registered nurse, or certified registered nurse practitioner
- Willingness to adhere to principles of Girl Scouting, Girl Scout Law, and Girl Scout Promise
- Ability to think and act calmly in a crisis
- Ability to keep accurate, legible records
- Ability to learn and use online health history/registration system for participants
- Ability to prioritize the needs of campers and communicate with and provide direction to campers and staff of varying age and skill levels
- Ability to provide supervision of campers and help campers navigate emotional well-being during their time at overnight camp
- Ability to function as a camp staff team member and work effectively with peers
- Ability to identify, respond, and adapt to environmental or other hazards related to camper supervision
- Ability to establish and maintain boundaries with campers and fellow staff
- Ability to endure prolonged standing, bending, walking, hiking, sun exposure, heat, and other weather conditions, and have an understanding of and be comfortable navigating around wildlife animals (insects, reptiles, mammals, etc.)
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manner

### *Desired Qualifications –*

- Experience working with youth in a healthcare capacity
- Desire and ability to teach, work, and relate successfully with campers and fellow staff members
- Passion and excitement for the outdoors, programs offered (climbing, horseback riding, sailing, archery, hiking, etc.) and providing an exceptional overnight camp experience to each camper
- Demonstrated maturity, sound judgment, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

### *Physical Working Conditions –*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the:

- Ability to endure prolonged standing, bending, reaching, walking, and hiking
- Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, humidity, etc.
- Understanding of and being comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
- Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds
- Noise level is usually minimal to moderate