

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

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**Reports To:** Camp Director

**Supervises:** N/A

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

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

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## **Purpose**

Under minimal supervision, provide safe and effective healthcare for each camper and participant by directly supervising all healthcare needs, work with Camp Director, administrative team, and unit staff to monitor camper and participant well-being, and assists with parent communication in relation to the well-being and healthcare needs of each camper and participant.

## **Essential Functions**

### **Administrative**

- Medication intake, distribution, and record keeping
- Completes Accident/Incident form as needed and manages record keeping
- Inventory of healthcare center
- Purchasing and distribution of any needed supplies
- Works in conjunction with Unit Leaders and Unit Counselors to manage 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, program, 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 to 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 understand 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
- Knowledge of common camper illnesses and proper sanitation in group living communities.
- Manages daily and weekly cleaning and sanitation of healthcare center
- Manage and adhere to COVID-19 policies and procedures

### **Positive Relationships**

- Contributes to the diversity of the council by ensuring that all materials, activities and programs are sensitive to and reflective of the interest, 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...

## Requirements and Desired Qualifications

### *Requirements –*

- Minimum 21 years of age
- Required Certification(s) – EMT, LPN, or RN.
- 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 prioritize the needs of campers and communicate with and provide direction to campers and staff of varying age and skill levels
- Ability to provide constant supervision of campers and help campers navigate emotional well-being during their time at resident 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 share living quarters with other staff
- Ability to establish and maintain boundaries with campers and fellow staff
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manner
- Ability to go without electronic devices for several hours or days at a time while on duty (excluding medical necessary devices)

### *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 resident camp experience to each camper
- Demonstrated maturity, sound judgement, 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, and humidity, etc.
  - Understanding of and be 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