



**GIRL SCOUTS OF GATEWAY COUNCIL, INC.
SEASONAL JOB DESCRIPTION**



TITLE: Health Supervisor

REPORTS TO: Camp Director

PURPOSE: Supervise and be responsible for the general health and safety of campers and staff.

ACCOUNTABILITIES

1. Actively supports and promotes the council's and GSUSA's affirmative action plans and their commitment to diversity throughout the organization.
2. Actively supports and promotes all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls.
3. Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of her/his supervisor in a timely manner.
4. Demonstrates and promotes a climate of courtesy and professionalism to co-workers, the volunteers served by this Council and others with whom her/his job puts her/him in contact.
5. Ensures that materials prepared and produced for Gateway Council's internal and external publics reflect the highest standards of excellence.
6. Consistently seeks to improve the effectiveness and efficiency of all Council operations by demonstrating positive and creative approaches to the delivery of service.
7. Demonstrates sound time management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner.
8. Maintains strict confidentiality when handling sensitive information.

PRINCIPAL DUTIES

1. Establish and maintain contacts with physician and with local hospital facilities; provide first aid; provide nursing care in cases of illness and accident as directed by physician; take responsibility for calling physician when advisable.
2. Acquire requisitions, necessary equipment, and supplies before and during the camp season.
3. Maintain first aid equipment for units, dining hall and kitchen, waterfront, and key locations in camp; provide first aid supplies for trips.
4. Initiate health education and safety practices; develop and maintain health emergency procedures.
5. Establish and maintain regular health center hours.
6. Check incoming campers; collect, review, and keep health forms, record all treatment and other health information; collect and maintain all medications under lock and key, notify staff members of health precautions of campers (and other staff) when indicated.
7. Notify Camp Director when parents should be advised of serious illness or accident.
8. Complete and keep on file necessary reports such as daily treatment log, insurance claim forms, health department reports, and council files at close of camp.
9. Supervise sanitation and safety practices throughout the camp, including the kitchen and dining hall on a regular basis.
10. Conduct daily unit inspections of all living quarters.
11. Supervise health staff; evaluate at mid-season and end-of-season.
12. Assist in the opening and closing of camp as directed.
13. Take precautions to ensure personal health.
14. Attend, participate, and assist in leading staff meetings on time and in uniform.

15. Actively participate in all camp events, activities, and programs.
16. Be a role model for campers in words, deeds, and actions.
17. Establish and maintain good working relationships with campers, parents, and staff.
18. Provide a safe and fun atmosphere for campers to explore, learn, and create while developing personally.
19. Responsible, thorough, and timely completion of assigned tasks.
20. Complete end-of-season report and update Health Supervisor Binder throughout the summer.
21. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

QUALIFICATIONS:

1. Acceptance of and adherence to the principles of Girl Scouting as embodied in the Promise and Law, and as demonstrated by membership in the Girl Scout movement.
2. Interest, knowledge, and/or skill in the Girl Scout program in the camp setting.
3. Desire and ability to work with children and adults in camp setting.
4. Integrity, good character, good judgment, calmness.
5. Enthusiasm, sense of humor, patience, problem solving skills, and self-control.
6. Ability to place needs of girls and camp above personal needs acceptance of people from diverse backgrounds and ability to live and work with girls and adults of different backgrounds and abilities in a semi-primitive environment.
7. Ability to accept guidance and supervision.
8. Ability to act wisely and make decisions in emergencies.
9. Have a current driver's license. Good driving record.
10. Must be at least 21 years old.
11. Training and experience: a.) RN, EMT, Physicians Assistant, LPN, Paramedic with first aid training. (Registered in the state where the camp is located, if required by law.) b.) Experience as graduate nurse. c.) Public health education desirable.
12. Public health or school nursing experience desirable.

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
3. Abilities to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations, and emergency procedures and apply appropriate behavior management techniques.
4. Ability to respond quickly and calmly to a camp emergency.
5. Ability to maneuver throughout camp and carry 50 pounds.
6. Experience in conflict resolution. Ability to resolve conflict quickly to ensure the health and safety needs of campers are maintained.