(Rev 2018)

**PREREQUISITES:**

* Mature individual, at least 18 years of age, who respects and is open to Christian values and beliefs.
* Must have minimum Standard First Aid
* Must have CPR level C
* Must have experience in emergency situations
* Experience with children is an asset
* Must complete a staff medical form, Child Abuse Registry and Criminal Record checks and comply with the “Leading with Care” policy of The Presbyterian Church in Canada.
* WHMIS Course an asset

**RESPONSIBLE TO:** Executive Director/Program Director

**DUTIES AND RESPONSIBILITIES:**

1. Clean and stock the Medical Center of the Camp. Insure that first aid supplies are in place and all medical equipment is in good working order. Make any recommendations regarding purchase and/or repairs needed at least one month prior to the first camp.
2. Provide for training sessions for all staff members for use of Epi Pen.
3. In consultation with the Executive Director, contact parents of campers with any medical needs to insure the camp can provide a safe environment for campers.
4. Become familiar with the Summer Bible Study.
5. Orient any volunteer nurses.
6. Prepare paper work for all necessary triage and medical reporting.
7. Become familiar with the general camp schedule and all aspects of the camp program and take advantage of every camp training opportunity possible. Attend all pre-camp training sessions for the camp staff.
8. Provide medical care for all staff and campers.
9. Administer all medications.
10. Complete documentation for each camper that receives medical care or medications.
11. Provide support to campers with special needs.
12. Be available at all times, in case of emergency.
13. Participate in regular program of the camp, as available.
14. Supervise the cleaning of washrooms.
15. Keep Medical Center and First Aid Kits stocked for both summer and year-round needs.
16. Meet with parents on opening and closing days, receive health forms and inform staff of any medical concerns that should be noted.
17. Be at the Medical Center for the dispensing of medications immediately before and after meals and treatment of minor illnesses for an hour following each meal and one hour before bedtime. A note will be displayed on the door of the Medical cabin at all times stating the whereabouts of the Medical Counselor.
18. If a volunteer nurse is available, provide orientation and support for the volunteer nurse.
19. If a volunteer nurse is available, be prepared to be assigned to another role in the camp.
20. Perform unrelated duties when asked to do so by the Executive Director/Program Director.
21. Live on the campsite during camps and be present at all pre-camp meetings.
22. Engage in an ongoing program to maintain personal level of fitness throughout the summer.
23. Expected to participate in the rest of the camp program as time permits.
24. Provide an appropriate example at all times to the campers. Lead by example and uphold the Camp Geddie philosophy of Christian camping.
25. It is recommended that staff keep a journal for reference purposes that will reflect all aspects of the program from day to day and which will document both successful and unsuccessful efforts and ideas during each camp session.
26. Complete the “End of Season” report on the Medical Center to include an inventory of equipment. The report should contain observations and suggestions regarding planning and delivery of the program. An evaluation of the entire camp program as it was experienced from the perspective of the Medical Counselor may be included. Please include recommendations for next year and submit the report before leaving on the last day of employment. All reports should be delivered directly to the Executive Director and will be confidential.

**TIME OFF:**

1. One block (morning, afternoon or evening) of camp arranged in consultation with the Executive Director and other health care providers.
2. From the closing time of one camp until the opening meeting of the following camp. All staff are required to leave the camp site for time off between camps.

**EVALUATION:**

* An evaluation will be provided by the end of the first half of the camping season and at the end of the employment term. An opportunity will be given to discuss each with the Executive Director.
* Less formal evaluations, either written or verbal will take place throughout the summer as the need arises.