



CYO Camp Rancho Framasa Position Description

I. IDENTIFYING INFORMATION

Position Title: **Camp Nurse**

Status: Seasonal; Volunteer~1 session

Reports to: Camp Director

Works with: Health Care Manager and 1 other Camp Nurse

II. PRIMARY FUNCTION

The Camp Nurse is responsible for providing daily health care services for camp staff and campers and managing medications for campers.

III. POSITION CONTENT

A. MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Provide basic health care services to approximately 250 campers and staff members.
2. Register, receive and administer camper medications.
3. Maintain and supervise the Health Center facility.
4. Check, maintain, and issue first aid kits.
5. Conduct inventory of supplies when necessary.
6. Follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved health plan and standing orders.
7. Make appointments with medical/dental personnel in the community when necessary.
8. Communicate with parents of campers regarding health care issues at camp.
9. Keep accident/incident reports that can be used for risk-management assessment.
10. Monitor the health of all staff and consult with administration regarding staff-related health issues.
11. Work with the Health Care Manager in the completion of duties.
12. Demonstrate a respect for individuals, respect for property, responsibility and good judgment, decorum, politeness, neatness of dress, and modesty.
13. Wash camper laundry daily.
14. Work to uphold the philosophies of the Archdiocese of Indianapolis, CYO, and Camp Rancho Framasa.
15. Other duties as assigned.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Ability and desire to live and work in a camp setting.
2. Leadership skills in teaching and motivating others.
3. Ability and desire to work with children aged 7 to 17.
4. Ability and desire to work alongside staff aged 19 to 25.
5. Good character, integrity, adaptability, and enthusiasm.

6. Ability to monitor the health care center, maintain records, and implement the health care plan.
7. Effective in developing and fostering positive professional relationships.

B. EDUCATION, TRAINING AND/OR EXPERIENCE

1. Licensed as a registered nurse in Indiana or other appropriate training as approved by the Camp Administration.
2. Nursing or health care experience with children and young adults is preferred.
3. Current CPR and first aid certifications.
4. At least 21 years of age.

V. WORKING ENVIRONMENT

- A. Regular evenings and weekends are necessary except for day camp.
- B. Requires some physical labor when assisting campers and staff.
- C. Physical exertion in moving from activity to activity as needed at camp.
- D. Some work performed outdoors with exposure to sun and other elements.