



Dear Camp Nurse Applicant,

Greetings from CYO Camp Rancho Framasa! Thank you for your interest in CYO Camp! As we prepare for summer we are focused on putting together the best staff for summer camp 2010 which includes Camp Nurses!

Volunteer Camp Nurses spend one engaging week at summer camp, experiencing all of the fun and wackiness, while providing an invaluable service to our community of campers and staff. In exchange camp nurses receive a session of camp for a child of his or her choosing.

Camp Nurses bring not only their medical expertise to camp but also experience in calming children and adults when they are hurt or sick. They bring a fresh outlook and willingness to care for and support the camp community. We truly value the women and men who have been our camp nurses!

If you are interested in this type of experience please review the information in this link. You will find information on CYO Camp, the camp nurse position description & a step by step description on "how to apply" to become a camp nurse. Individuals who are interested in volunteering as a camp nurse must submit an application (includes a background check), references and interview.

We hire two Camp Nurses for each of our camp sessions. We have 12 camping sessions available. The availability of sessions for Camp Nurses will change quickly. To have the opportunity to volunteer on your preferred dates we ask you to apply as soon as possible. In the past individuals have missed out on the volunteer Camp Nurse experience due to applying "too late." It is also possible to be hired as a Camp Nurse but not get to come to camp on your preferred dates. Please apply early!

Feel free to contact me with any questions you may have. Have a great day!

Peace,

Angi

Angi K Sullivan
CYO Camp Co-Director



Camp Nurse Application Handbook



2230 N. Clay Lick Rd. Nashville, IN 47448

phone: 888-988-2839 x25

fax: 888-988-4842

angi@campranchoframasa.org

www.campranchoframasa.org

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ACA Accreditation

CYO Camp Rancho Framasa is proud to be accredited by the American Camp Association. Developed exclusively for the camp profession, this nationally recognized program focuses on program quality, health and safety issues, and requires us to review every facet of our operation.

CYO Camp Rancho Framasa has voluntarily submitted to this independent appraisal done by camp experts and has earned this mark of distinction.

About CYO Camp Rancho Framasa



CYO Camp Rancho Framasa, established in 1946, facilitates a residential, inclusive Summer Camp, Outdoor Education, and Retreat program. It is located on 296 acres in Nashville, Indiana, just 65 miles south of Indianapolis. The site is very rural with steep hills, many trees, a small lake, trails, pastures, and fields. Camp facilities include 8 rustic cabins; health care center, an outdoor program center/dining hall; an amphitheater; an activity pavilion; summer, administrative, and program staff offices; and 2 staff residences. Camp Rancho Framasa serves youth ages 7-18 during summer camp, and serves people of all ages during the rest of the year. Many of our participants come from Catholic schools and parishes throughout the Archdiocese of Indianapolis and surrounding areas.

The mission of CYO Camp is to enhance the physical, emotional and spiritual development of youth through experiences in the outdoors. Summer camp sessions are typically 6 days long, with approximately 200 campers attending each session. Campers are grouped with 7 to 10 of their same-aged peers and live together with staff in cabins. Campers participate in swimming, canoeing, campfires, parables, horseback riding, handicrafts, low challenge, high challenge, climbing tower, faith services, drama, archery, games, sports, social events, Mass, environmental studies, campcraft, and sleeping/cooking out. Camp Rancho Framasa is inclusive of campers of all abilities. Trained staff members provide support as needed to campers with support needs. School year programs run August-May. Various groups from the Archdiocese of Indianapolis attend programs to supplement their curriculum and/or ministry.

CYO Camp Rancho Framasa is inclusive of all abilities, and trained staff members provide support to participants as needed. All programs are guided by 5 core values: Catholic, Inclusive, Stewards of the Earth, Staff Development, and Participant Centered. These 5 values are integral in the way camp is organized and run on a daily basis. Camp Rancho Framasa is a program of the Catholic Youth Organization (CYO), Archdiocese of Indianapolis.

The Camp Family

At CYO Camp Rancho Framasa, we are truly a camp family! Some of us live at camp year round, others live close by. By working at camp, all staff members become a part of the extended camp family. Those who are devoted to camp year round spend much of the year planning and organizing for the 12 very exciting months of the camp calendar.

YEAR ROUND STAFF

Kevin & Angi Sullivan, CYO Camp Directors
Ruth Voils, Food Service Manager
Mary Beth O'Brien, Assistant Camp Director
Steve Connaughton, Summer Program Director

Chris Bryan, Facility Manager
Sara Bouchard, School Year Program Coordinator
Shelle Hertz, Registrar
Andy Miller, Assistant Camp Director

PROGRAM STAFF

CYO Camp Rancho Framasa's program staff is made up of 5-6 adults who have either graduated from college or have work experience in environmental education, outdoor recreation, education or related field. Their job is to facilitate the school year camp calendar, Mid-August through May, which involves outdoor education, retreats, guest groups and leadership programs, community programs, facility development and curriculum development.

SUMMER STAFF

CYO Camp Rancho Framasa's summer staff is made up of about 60 college age individuals, 12 Camp Nurses & Food Service Staff. Many summer staff are in college studying a field that will enable them to work with children such as education, special education, human development and family studies, outdoor education, therapeutic recreation and more!

Why Volunteer at Camp?

At camp, amazing things happen! Lives are changed as friendships and relationships are formed, new skills are learned, and an appreciation for the natural world is emphasized. This is true for everyone! At camp, you will make a difference in individual's lives and have an impact on the greater community as you model our core values and help others grow.

You will be part of an environment where people can “get dirty” and explore things hands-on. “Camp” experiences encourage people to try new things and challenge themselves beyond what they thought they could do. This is only possible by the support of caring and knowledgeable staff made up of people like you.

Camp Nurse orientation focuses on the balance between safety and fun, education and recreation, individual accomplishments and teamwork. Philosophy, expectations, daily duties and schedules will be covered.

At the end of their stay, Camp Nurses leave camp with an increased appreciation of nature and human beings. In addition Camp Nurses leave camp with a stronger connection to the environment and the camp experience.

You will have made a difference in the lives of children. You will have been part of a team that truly lives in community. The benefit of working at camp is one that stays with you for a lifetime.



The Challenges of Volunteering at CYO Camp

While volunteering at camp is tons of fun and a great learning experience, you will also find challenges. We like to tell you about them so you can make an informed decision. Having strategies or the ability to work through these challenges can set you up for success.

Common Challenges:

Lack of privacy and “alone time.” Camp Nurses live in the camp Health Center (HC). You will share a bedroom and bathroom with another camp nurse. In addition the bathroom is the only bathroom for campers and staff to use when in the HC.

The need to always be “on.” Camp Nurses work long hours, busy with campers and staff members. You will be expected to provide positive and supportive care in every moment, providing the best and possible experience. Each person, whether camper or staff, deserves the same quality of care and support from our nurses. Camp Nurses are “on-call” throughout the night and receive only a short break off camp each day.

Difficult campers or staff. We work with people from a wide variety of backgrounds. Whether they come from the inner city, the suburbs, or a rural community, there are always campers and sometimes staff who will test your patience. You will work with those who are sick but won't admit it and those who aren't sick but seek care. In addition homesickness can run rampant. While it is not your primary job you will help campers work through this difficult time. You will learn strategies during orientation to help when issues arise.

**ARCHDIOCESE OF INDIANAPOLIS
CYO CAMP RANCHO FRAMASA
POSITION DESCRIPTION**

I. IDENTIFYING INFORMATION

Position Title: **Camp Nurse**
Status: Seasonal; Volunteer~1 week
Reports to: Assistant 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 and managing medications for all campers and staff.

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 and staff medications.
3. Maintain and supervise 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. Assist in training staff when necessary in topics such as camp health and safety, CPR, first aid, and use of universal precautions for infection control.
11. Monitor health of all staff and consult with administration regarding staff-related health issues.
12. Work with the Health Care Manager in the completion of duties.
13. Demonstrate a respect for individuals, respect for property, responsibility and good judgment, decorum, politeness, neatness of dress, and modesty.
14. Work to uphold the philosophies of the Archdiocese of Indianapolis, the Catholic Youth Organization, and CYO 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 health 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 Camp Administration.
2. Nursing 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

1. Regular evenings and weekends are necessary during 6-day sessions from Sunday through Friday.
2. Requires some physical labor when assisting campers and staff, or when assisting with cleaning, setting up camp facilities or lifting boxes of supplies.
3. Physical exertion in moving from activity to activity as needed at camp.
4. Majority of work performed outdoors with exposure to sun and other elements.

VOLUNTEER INFORMATION

It is imperative that we provide every person at camp with a comfortable and safe living environment. To do this, we have specific rules that govern the way we treat people and property at camp and during camp sponsored activities. Take a look below at some of the information and guidelines for Camp Nurses that would be important for you to know before accepting a volunteer position; other guidelines and policies are covered during orientation.

Orientation for Camp Nurses is mandatory. We offer 2 dates: one for those working the first half of the summer and one for those working the second half of the summer. The dates will be provided during interviews. If you cannot attend the training you cannot be a Camp Nurse.

Smoking, drinking and drug policies are in place at camp. Smoking is permitted on a limited basis. There are designated areas and specified times for smoking. Smoking should never occur around campers or have an impact on your work. We ask Camp Nurses to refrain from drinking alcohol during their camp session. Taking drugs while volunteering at camp is grounds for immediate dismissal.

Abuse or harassment of campers or staff will not be tolerated. If an incident involving physical, verbal, or sexual abuse of students, teachers, chaperones, or camp staff, occurs it will result in dismissal.

Faith programming is a strong component of our program and is based on the Catholic faith. However, you do not have to be Catholic to work at or attend camp. You should be comfortable working in a faith-filled/Catholic environment and willing to share your faith.

Dress code policies reflect our desire to positively reflect our mission at CYO Camp Rancho Framasa, and our role as models for young people. Each Camp Nurse will be given a camp staff T-shirt to be worn during check-in and check-out.

Dress code guidelines:

- Shirts, shorts and pants should be well-fitted (not too tight/short/low-riding/midriff-baring, etc.)
- Clothing should not display alcohol labels, sexual innuendos, curse words, or other slogans/graphics that could be offensive, pertain to a culturally divisive issue (such as recent wars, abortion, the death penalty, etc) or conflict with the values of camp (Catholic, Camper-Centered, Staff Development, Inclusive, Stewards of the Earth).
- All staff members must wear undergarments. Shorts or tank tops are not an acceptable substitution.
- Swimsuits (one piece suits for women) worn while at camp should be conservative and allow you to move easily (no bikinis or sporty Speedos).

Gossip and negativity among the staff community are not tolerated and are grounds for dismissal.

Pets may not be brought to camp.

Cell phones may be used at camp on a limited basis when campers are in session. Please note: Cell phones MAY NOT be visible to campers; used as clocks or alarms; stored in backpacks, pockets or other bags when moving about camp.



How do I apply?

We hope you like what you have read about CYO Camp Rancho Framasa. We invite you to complete the online application. If you need more information before doing so, please contact Angi Sullivan. Her information is below. We want you to make the best decision you can for an amazing volunteer experience!

The following are the steps to take to ensure your application/hiring process goes smoothly.

1. Complete the application online at www.campranchoframasa.org. Please be honest; failure to fully disclose information can be cause for rejection of your application or withdraw of any offer of this volunteer experience at any time. There is not a deadline for submitting an application however the majority of the positions will be filled by May 1, 2010. Applying early can be important in securing a position.
2. New nurse applicants are required to provide 2 references. Please send the camp's website address (www.campranchoframasa.org) to your chosen references so they can complete the online reference form. The online reference form is located on the opening page of the site. Please choose past or present employers or a member of the clergy. References completed by co-workers, family members or friends will not be considered and will hold up the application process.
3. Someone may contact you within one to two weeks to either arrange for an interview or to let you know the status of your application.
4. If you are offered a volunteer position, please take the time to think over what was discussed at your interview. You may even want to review the application handbook. Camp nursing is a big commitment. Please be sure this is the right experience for you before you accept a position.

Please direct inquiries to:

CYO Camp Rancho Framasa: Angi Sullivan,
812-988-2839, x25 or angi@campranchoframasa.org

