

Catholic Youth Organization



Camp Rancho Framasa

Camp Nurse Application Handbook 2017



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www.campranchoframasa.org

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About Our Camp Nurses

Individuals from various backgrounds choose to volunteer at Camp Rancho Framasa. As you read through this handbook you will see Profiles of camp nurses who volunteered at camp in the past. As you will see their passion and love for children are highlighted in their reflections of their personal camp experiences.

About Camp Rancho Framasa

Camp Rancho Framasa, established in 1946, facilitates a residential, inclusive Summer Camp; an Outdoor Education program; Leadership/Community Building programs and youth and adult Retreats. It is located on 296 acres in Nashville, Indiana, just 65 miles south of Indianapolis. The site is very rural with moderate to steep hills, deciduous forest, a small lake, trails, pastures and fields. Camp facilities include 8 cabins with attached shower/bathroom facilities; an outdoor program center/dining hall; an amphitheater; an activity pavilion; health care center; 2 offices, 2 staff resident homes, guest house, outdoor pool and climbing tower.

The mission of Camp Rancho Framasa 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, "traces," 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.

All programs are guided by 6 core values: Catholic, Inclusive, Stewards of the Earth, Staff Development, Humility and Camper-Participant Centered. These 6 values are integral to the way camp is organized and ran on a daily basis. Camp Rancho Framasa is a program of the Catholic Youth Organization (CYO), operated by the Archdiocese of Indianapolis and a United Way agency.

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 volunteering at camp is one that stays with you for a lifetime.

PJ

Camp Nurse Profile



Current job: Emergency Department nurse for Community Hospital East

Interests: Enjoying the outdoors no matter the season, spending time with friends and family, volunteering for a good cause.

Why I volunteered at camp: It has quickly become my favorite week of the year because of the spirit of camp. Favorite thing at camp: Watching the awesome young adults interact with the great kids and sharing their message of life. Oh, and tie dying.

Favorite Quote: "Never, never, never give up in anything great or small, large or petty, never give in except to conviction of honor or common sense." Winston Churchill

The Camp Family...

At 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, Camp Co-Directors
Anne Taube, Assistant Camp Director
Steve Connaughton, Summer Program Director
Scott Hartman, Program Manager
Jackie Barnes, Registrar
Chris "CB" Bryan, Facility Manager
Ruth Voils, Food Service Manager
Randy Brown, Assistant Facility Manager
Gary Roberts, Assistant Facility Manager

Summer Staff

Camp Rancho Framasa's summer staff is made up of 60 college age individuals. Many 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!

Program Staff

Camp Rancho Framasa's program staff is made up of 6 adults who have completed their studies in environmental education, outdoor recreation, education or a related field. Their job is to facilitate the school year camp calendar, August through May,

which involves outdoor education, retreats, community building & leadership programs.



ACA Accreditation

Camp Rancho Framasa is proud to be accredited by the American Camping 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. Camp Rancho Framasa has voluntarily submitted to this independent appraisal done by camp experts.

Typical summer camp day...

8:00	Wake-up
8:30 am	Prayer/Breakfast
9:30 am	Flag Up, Scripture, Group Capers
10:00 am	Activity with cabin group
11:00 am	Activity with cabin group
12:00 pm	Prayer/Lunch
1:00 pm	Rest Period
2:00 pm	Activity with cabin group
3:00 pm	Activity with cabin group
4:00 pm	Activity with cabin group
5:00 pm	St. John Bosco Bead Time
5:30 pm	Prayer/Dinner
6:30 pm	Evening Game Intro/ Cabin Time—get ready for the game!
7:30 -9:30 pm	All Camp Evening Game, Snack and Campfire, Campfire Closing
9:30-10:30 pm	Cabin Prayer, Cabin Time & Stories
10:30 pm	Lights out

Camp Nurse Profile



Kevin

Current job: I am a clinical Supervisor on 4 Medical (Med-Surge) at St. Vincent 86th Street Indianapolis

Interests: Being part of St. Michael the Archangel Parish, hiking, history, archaeology and spending time with my family.

Why I volunteered at camp: The first year I wanted my daughter to experience camp. The next year, I volunteered because of the positive experience I had as the camp nurse and being able to minister to so many young people.

Favorite thing at camp: Seeing all the happy faces between the activities. You get a real sense of what the camp experience means to these kids.

Favorite Quote: "As for me and my household, we will serve the Lord." Joshua 24:15

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 control. All things at camp are “system” based. There is a reason for the way we do things and organized systems that helps things to run smoothly. While you will be looked to for your medical advice other areas will be “off-limits.” Camp nurses are asked to not intervene in other areas. This can also be frustrating. Your direct support person can help and take your suggestions for areas at camp you feel could improve.

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, 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.

Down time. Camp Nurses may experience a camp session that is very busy or not busy at all. It is possible for nurses to be finished with the list of things for the day and be looking for more to do. This can be frustrating for the busy professionals who fill our camp nurse roles. Being able to sit back and appreciate the “bigger” picture can be important when this happens.

The Benefits of Volunteering at Camp Rancho Framasa

Many of the benefits of working at camp are intangible, such as the stories, memories, laughter.... Then there are those tangible and priceless artifacts such as a lanyard key chain, camp shirt, nurse handbook, photos and song book that we consider benefits. However, you may be wondering about the more practical side of things.

- ✓ Comprehensive training
- ✓ Room and board
- ✓ Shared Wired & Wireless Internet access
- ✓ Laundry Area—soap provided

Camp Nurse Profile

Brigid



Current job: Regional Nurse Manager

Interests: Cooking, reading, sewing

Why I volunteered at camp: I love being around both the kids and the counselors as well. I love watching them interact. I enjoy getting to know them all and seeing them time and time again. It is one of my favorite weeks of the year.

Favorite thing at camp: Meal time and Campfire. It is when they are at their best. Love, love, love watching.

Position Description

I. IDENTIFYING INFORMATION

Position Title: **Residential Camp Nurse**

Status: Seasonal; Volunteer~1 session

Reports to: Co-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. Wash camper laundry daily.
15. Work to uphold the philosophies of the Archdiocese of Indianapolis, the Catholic Youth Organization, and Camp Rancho Framasa.
16. 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

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

Camp Nurse 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.

Residential Camp Sessions are as follows; most are 1 week sessions and are at Camp Rancho Framasa unless otherwise specified:

1. June 4-9
2. June 11-16
3. June 18-23
4. June 25-30
5. July 2-7
6. July 9-14
7. July 16-21
- 7a. July 16-18 (shorter Sassafras session)
- 7b. July 19-21 (shorter Sassafras session)
8. July 23-28

Day Camp Sessions are as follows; all are Monday-Friday sessions in Indianapolis.

Hours for the nurse are: 8:30-4:30; Day Camp Nurses are off on Thursday.

- Grasshopper Day Camp #1 – M, T, W, F @ Roncalli HS; R @ Rancho; 9 am – 4 pm; June 26-30
- Grasshopper Day Camp #2 – M, T, W, F @ Fatima Retreat Center; R @ Rancho; 9 am – 4 pm; July 10-14
- Grasshopper Day Camp #1 – M, T, W, F @ Chatard HS; R @ Rancho; 9 am – 4 pm; July 17-21

Please indicate in the application the session(s) you are interested in volunteering.

Smoking, drinking and drug policies are in place at camp. Smoking is not permitted. Camp Nurses may not drink 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 campers 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. 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 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:

1. Shirts, shorts and pants should be well-fitted (not too tight/short/low-riding/midriff-baring, etc.)
2. 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, Humility and, Stewards of the Earth).
3. 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 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, 2017. 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, friends or family 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 a phone 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,
angi@campranchoframasa.org

