



## Camp Nurse Application Handbook 2020



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[www.campranchoframasa.org](http://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; two offices, two staff resident homes, guest houses, 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" experience 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.

In exchange for volunteering Camp Nurses receive a campership (scholarship) for a child they choose! Many nurses come the same week as their child. Other nurses volunteer and donate their campership to a child they know and others simply donate it back to camp for a child in need. More information on how this works is provided in the interview.



## Camp Nurse Profile: *Josh*

**Current Job:** 17 year Firefighter with the City of Fishers - Ladder Company 93

**Interests:** Traveling, Camping, Kayaking, Fishing, Reading, Cooking, Building Things, History, Music, Architecture

**Why I volunteer at camp:** I really enjoyed my 4 years as a Rancho camper in the late 80's and volunteering allows me to relive some of those memories, make new ones and give a little something back to camp.

**Favorite thing at camp:** Watching kids be able to act like kids in an outdoor kid centered environment...it's like a safari. The counselors. They are the real heroes of camp. It gives you hope and faith in the next generation of fun, responsible and compassionate leaders. The "patients" ...They're mostly hilarious.

## The Camp Family...

At Camp Rancho Framasa, we are a family! Some of us live at camp, others live close by. By working at camp, staff members become a part of the 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  
Tom Gattuso, School Year Program Director  
Steve Connaughton, Summer Program Director  
Chris Parker, Facility Staff  
Lauren Owen, Assistant Camp Director  
Lauren Verhiley, Registrar  
Chris "CB" Bryan, Facility Manager  
Lyndsay Hill, Food Service Manager  
Gary Roberts, Assistant Facility Manager

## Summer Staff

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, youth ministry, human development, outdoor education, therapeutic recreation and more!

## Program Staff

Program staff is made up of 6 adults who have completed their studies in environmental education, outdoor recreation, education or a related field.

## ACA Member

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

## Typical residential summer camp day...

8:00	Wake-up
8:30 am	Prayer/Breakfast/Bead Time
10:00 am	Flag Up, Scripture, Group Capers
10:30 am	Activity with cabin group
11:30 am	Activity with cabin group
12:30 pm	Prayer/Lunch
1:30 pm	Rest Period
2:30 pm	Activity with cabin group
3:30 pm	Activity with cabin group
4:30 pm	Activity with cabin group
5:30 pm	Prayer/Dinner
6:30 pm	Cabin Time
7:30 -9:30 pm	Evening Game, Snack, Campfire, Chapel
9:30-10:30 pm	Cabin Prayer, Bedtime Routine and Stories
10:30 pm	Lights out



## Camp Nurse Profile: **SARAH**

**Current job:** Nurse Practitioner

**Interests:** Crafts, working out, gardening, and baking

**Why I volunteered at camp:** It was a great way for me to give back and it allowed me to be out in nature while meeting new friends. A breath of fresh air and it allowed me to relax and unwind while still being able to help out.

**Favorite thing at camp:** Ranch fest was awesome!

**Favorite Quote:** If your dreams don't scare you then they aren't big enough.

## 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 applying for a volunteer position; other guidelines and policies are covered during orientation.

**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 Catholic environment.

**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:**

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, Humility, and Stewards of the Earth).

**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 cameras, clocks or alarms; stored in backpacks, pockets or other bags when moving about camp.

# The Challenges of Volunteering at CYO Camp

While volunteering at camp is 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 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 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 people 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 keychain, camp shirt, nurse handbook, photos and song book that we consider benefits. However, you may be wondering about the more practical side of things which include: Comprehensive training, Room and board, Shared Wired & Wireless Internet access, Laundry Area.



## Camp Nurse Profile: *Dana*

**Current Job:** St. Vincent Emergency Dept. Pediatrics and Adult  
**Interests:** Traveling, cooking, gardening

**Why I ❤️ camp:** I love being in the great outdoors. It is so amazing to unplug and relish in the simplicity of camp.

**Favorite thing:** Watching the campers play, create, and make new friends

**Quote:** The only lasting beauty is the beauty of the heart. -Rumi-

# Position Description

## I. IDENTIFYING INFORMATION

Position Title: **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 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 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 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 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 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.

## **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!

**Please note that there is an orientation for Camp Nurses and it is mandatory.** We offer two, one at camp and one in Indianapolis. A poll will be sent to nurses who are selected to be a volunteer to help select specific days and times.

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

1. Complete the application online at <http://www.campranchoframasa.org/camp-nurses.html> which includes checking the session(s) you are interested in volunteering.

### **Residential Camp Sessions:**

**Session 1: May 31-June 5**

**Session 2: June 7-12**

**Session 3: June 14-19**

**Session 4: June 21-26**

**Session 5: June 28-July 3**

**Session 6: July 5-10**

**Session 7a: July 12-14** (shorter Sassafras session)

**Session 7b: July 15-17:** (shorter Sassafras session)

**Session 8: July 19-24**

### **Day Camp Sessions:**

**Session 1: June 15-19 at Roncalli High School**

**Session 2: June 22-26 at Roncalli High School**

**Session 3: June 29-July 3 at Cardinal Ritter High School**

**Session 4: July 6-10 at Bishop Chatard High School**

*Day Camp Nurses attend an orientation on the Sunday just prior to the session they are volunteering. Day Camp nurses volunteer from 8:30-4:30 Monday, Tuesday, Wednesday and Friday of their session and are not expected to volunteer on Thursday of their week.*

Please be honest; failure to fully disclose information can be cause for rejection of your application or withdrawal 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, 2020. Applying early can be important in securing a position.

2. Provide references: New Camp Nurse applicants are required to provide two references. List names and contact information on your application. Please list teachers, past or present employers or a member of the clergy. A reference link will be sent to those listed. References completed by co-workers, family members or friends will not be considered and will delay the application process.
3. Contact: 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.

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 this 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*