



Camp Fire INW Employees Job Description

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other Information specific or unique to this position are outlined herein.



Position Title: Health and Wellness Assistant **Salary** **\$30 per day**
Name: _____ **Position Location:** Camp Sweyolakan, Coeur d'Alene, ID
Responsible to: Assistant Camp Director - **Camp Director:**
Operations

Special Notes Regarding Employment: Salary includes room and board, and free use of laundry facilities including laundry detergent. Additional Pay Opportunities if signed up for extra events.

Pre-approved Unavailable Dates:

GENERAL REQUIREMENTS OF ALL STAFF

- Current CPR and first aid certifications.
- Plan, participate in, and evaluate the program designed for individual campers, small groups, and unit groups, and all-camp activities that will follow the Camp Fire philosophy of camping and the objectives of Camp Sweyolakan.
- Visual, physical and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Be responsible for table in the Dining Hall, providing adequate supervision and follow Dining Hall procedures.
- Responsibly carry out bus and boat duty, as needed.
- Prepare for and participate in the meetings and conferences of the staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Be on time and participate in camp events, activities and meals.
- Abide by established procedures and policies covered during staff training, in Sweyolakan Employee Practices and Guidelines, and Code of Conduct.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Ability to observe and evaluate camper behavior, to enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Possess the strength and endurance required to maintain constant supervision of campers.

MINIMUM QUALIFICATIONS

- At least 21 years of age.
- Experience in healthcare field.
- Experience with children and young adults preferred.
- Desire to work and live in a camp community.
- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group, be a good role model and mentor.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

SPECIFIC JOB RESPONSIBILITIES

Orient Camp Nurse (RN) to:

- Schedule, facilities and supplies. Make sure they are aware of location of Health Care Policy and Procedures Manual.
- Emergency drill procedures.
- Resources such as medications, physician contact information, treatment facilities, payment procedures, ambulance request

CAMP FIRE INLAND NORTHWEST

524 N. Mullan Rd., Ste. 102, Spokane, Washington 99206-2406
Telephone: 509 747 6191 or 800 386 2324 • Fax: 509 747 4913
E-mail: campfire@campfireinc.org • Website: www.campfireinc.org

Light the fire within



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directions, and MedStar procedures.

With guidance of Camp Nurse (RN) or physician:

- Screen all health forms of campers and staff upon their arrival in camp, in coordination with the Camp Nurse (RN) and other designated staff assistance.
- Give special health care instructions or any precautions or restrictions regarding camper health to staff on a need-to-know basis.
- Give first aid treatments for injuries and illnesses according to the camp doctor's Health Care Policy and Procedures.
- Dispense medications according to physician and/or parental instructions.
- Decide if further medical treatment is required and communicate this with the Camp Director or designee.
- Adhere to all applicable standards of Camp Fire, OSHA, American Camp Association, State Nurse Practice, etc.
- Ensure camp health forms are collected, signed, and stored appropriately.
- Ensure accurate records are kept regarding medications, injury reports, health logs, etc. (See specific forms.)
- Interpret camp Health Care Policy and Procedures to staff.
- Open the Health Cottage at beginning of staff training and close at end of season.
- Monitor use of supplies. Requisition supplies through Camp Director or Office Manager.
- With assistance of Camp Nurse (RN), train camp staff in health care procedures.
- Consult and/or inform Camp Director in all health matters.
- Provide health forms as requested by Office Manager to be copied for out-of-camp excursions.
- Make sure Health Forms are ready at the end of each session for Bus/boat.
- Keep Health Cottage clean and remove garbage for proper disposal.
- Attend Lead staff meetings in the absence of Camp Nurse.

Must be able to:

- Drive to emergency care facilities.
- Lift/assist campers and staff.
- Read prescriptions and health exams from physicians.
- Good physical shape to travel on rugged camp property quickly.
- Assist campers in emergency (fire, evacuation, illness, or injury).
- Help train staff in Health Cottage procedures.
- Observe camper behavior.
- Communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Visual, physical and auditory ability to identify and respond to environmental and other hazards related to the camp setting.

Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued employment of any employee is not in its best interest and is free to discharge that employee, with or without cause.

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