



**Job Title:** Seasonal Health Supervisor  
**Department:** Program  
**Reports to:** Resident Camp Director

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### **Job Summary**

The Seasonal Health Supervisor is responsible for maintaining the health and cleanliness standards of the camp. The Health Supervisor will help to provide adequate physical health conditions for all campers and staff. The Health Supervisor will provide a safe, fun, and nurturing environment for campers, and will have a positive attitude toward individual programs and camp in general. Resident camp employment is seasonal, with dates of employment approximately May – August.

### **Essential Duties and Responsibilities**

1. Follow established procedures for supervising camper health and enforcing all safety regulations.
2. Assume responsibility for health and safety of campers and staff.
3. Maintain positive relations with families, visitors, and the public at all times.
4. Follow all camp rules and enforce them among campers and staff.
5. Actively participate in staff training and meetings.
6. Work cooperatively with unit, program, and administrative staff to provide an enjoyable environment for all campers.
7. Provide opportunities so that each camper will have a positive camping experience.
8. Participate and instruct campers in emergency procedures.
9. Assist each camper and staff member in meeting personal goals and those established by the camp for camper and staff development.
10. Respond to and provide opportunities for discussion of individual or group problems or concerns.
11. Lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, and use of universal precautions for infection control.
12. Provide opportunities so that each camper will have a positive camping experience.
13. Respond to and provide opportunities for discussion of individual or group problems or concerns.
14. Originate, update, and/or monitor health care, maintain records, and implement the health care plan of the camp.
15. Conduct an initial pre-camp inventory in your area and store equipment for safety.
16. Follow the established system for health screening of arriving campers and staff, as well as the system for health screening for off-camp trips.
17. Follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
18. Conduct a daily check of area and equipment for safety, cleanliness, and good repair.
19. Check and issue first aid kits.
20. Post hours for daily medications and health call.
21. Keep accident/incident reports that can be used for risk-management assessment.
22. Ensure each staff member and camper has a Health History and Physical Exam form on file, as required by the camp.
23. Become proficient in using and navigating CampDoc software.
24. Monitor health of all staff including kitchen staff.
25. Communicate and coordinate with kitchen staff regarding camper/staff food allergies.
26. Make appointments, when necessary, with medical/dental personnel in the community.
27. Keep the health supervisor area in good order and good repair.

28. Clean, store, and pack away and inventory all materials and supplies at the end of the camp season.
29. At the end of the camp season, write a complete evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following camp season.
30. Submit all required paperwork on time.
31. Other duties as assigned or required.

## **Minimum Qualifications**

1. Must have current GSUSA membership and be at least 21 years old.
2. Current First Aid and CPR certifications.
3. Licensed in Oklahoma as a Registered Nurse [or other appropriate training as approved by the camp physician].
4. Working knowledge of Microsoft Office and navigating the Internet.
5. Experience with children and young adults.
6. Ability to model behavior consistent with the Girl Scout Mission, Promise, and Law.
7. Sound judgment and problem-solving skills for dealing with daily issues in a variety of situations.
8. Ability to work effectively with people from diverse backgrounds.
9. Patience to deal with 5 or more people at the same time.
10. Ability to lift and move equipment weighing approximately 25 pounds.
11. Ability to endure occasional exposure to sun, heat, and animals such as bugs, snakes, bats, etc.
12. Physically able to move about the camp property in various environmental conditions.
13. Ability to speak distinctly to communicate with members and staff on the phone or in person.
14. Desire and ability to work with and relate to children and one's peers.
15. Willingness to accept supervision and guidance.
16. Ability to live in an assigned area for the duration of the camp season.
17. This position is a Safety Sensitive position.