

**CAMP STELLA MARIS**  
**JOB DESCRIPTION (Updated 10/2023)**

**POSITION: Live-In EMT – Seasonal Exempt**

Salary Range: \$450-\$500/week

Reports directly to the Health Director, Head Nurse and Summer Camp Director.

**RESPONSIBILITIES:**

**Prior to the start of camp:**

1. Review standing orders and Section IV. Medical Requirements of the camp safety plan with Health Director.
2. Participate in annual training with Health Director. (Including but not limited to expectations regarding scheduling, medication administration, emergency procedures, electronic medical records (CampMinder), incident report filing and parent/guardian contact).
3. During pre-camp week, work with Health Director to provide training to all camp staff regarding their roles during medical situations. Train staff to identify the limits and expectations of their participation in the delivery of healthcare, including first aid, in camp.
4. Work with Health Director to conduct health screening for seasonal staff.
5. Prepare appropriate first aid kits for the boathouse, kitchen, Wegman house, chapel, coup, adventure shed, arts lodge, day camp and every cabin.
6. Stock jump bags.

**While camp is in session:**

1. Every Sunday work with Health Director to
  - a. Address staff regarding pertinent camper medical concerns and/or action plans.
  - b. Provide kitchen staff with a list of camper allergies (preferably prior to Sunday).
  - c. Oversee the Health Center during check-in.
  - d. Review initial health screening of campers (performed by counselors).
    - i. Follow up with camper and/or parent/guardian as necessary.
2. Every Monday, work with Health Director to prepare and distribute Camper Medical Report to counselors.
3. Every Monday, make necessary contact with camper parent/guardian and/or pertinent medical provider(s) to remedy missing camper immunization and medication forms.
  - a. All health history forms and immunization records for resident campers must be complete by 5:00pm Monday.
  - b. All health history forms and immunization records for day campers must be complete by 9:00am Tuesday.
4. Perform a daily check of AED, jump bags and other medical equipment.
5. Assist in keeping Health Center clean and stocked. (Includes reporting necessary repairs to maintenance).
6. Assist camp nurse with various tasks (i.e., organizing, paperwork, follow-up phone calls etc.)
7. Perform a daily review of medical log entries and incident/accident reports. Assess for common ailments and/or increased frequency of cases of illness with similar symptoms. Consult with on-site medical staff to provide advice and input on current health and wellness concerns in camp.
8. Work with maintenance staff to supervise health and sanitation.

9. Attend the daily staff meeting. Inform counselors about health and wellness concerns that have been identified and advise them on cautionary actions and practices to help mitigate adverse effects to campers and staff.
10. When necessary, administer medications and treatments in accordance with parent and/or physician's standing orders and properly record in electronic medical records (CampMinder) and/or incident report.
  - a. Immediately report any injuries or illnesses that will require emergency treatment from hospital or other medical facility to the Summer Camp Director and Head Counselor.
  - b. Promptly report all camper Health Center admissions to the appropriate staff member.
  - c. Promptly report all staff Health Center admissions to the Head Counselor.
11. When necessary, transport campers/staff to hospital or other medical facility.
12. When necessary, provide medical support to CSM Day Camp field trips.
13. Every pick-up day
  - a. Return camper medications to parent/guardian.
  - b. Answer parent questions regarding their camper's health and treatment(s) during the week.
  - c. Clean and re-set Health Center for Sunday drop-off.
  - d. Ensure that staff have taken any needed medication for the weekend.
14. Other duties as directed.

#### **OTHER:**

- If live-in staff, maintain clean safe living quarters.
- Abide by and enforce all Camp Stella Maris policies and regulations.
- Must adhere to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing, and documentation standards.
- All duties must be performed in accordance with CCMR's corporate compliance and ethics program.

#### **QUALIFICATIONS:**

1. Current certificate in an acceptable first aid training program as specified in Section 7-2.2(m). [ex. Advanced First Aid, EMT-Basic]. EMT-B or higher-level certification preferred.  
*Visit: <https://www.health.ny.gov/environmental/outdoors/camps/firstaid.htm> for a complete list of acceptable first aid certifications.*
2. Current certificate in an acceptable CPR training program as specified in Section 7-2.2(n). [ex. CPR/AED for Professional Rescuers, BLS for Healthcare Providers]  
*Visit: <https://www.health.ny.gov/environmental/outdoors/camps/cpr.htm> for a complete list of acceptable CPR certifications.*  
Annual CPR recertification is required, regardless of expiration date on card.
3. Valid driver's license preferred.
4. Experience or background in school, pediatric or public health nursing highly desired.
5. Possess excellent management and leadership skills.
6. Proven ability to adapt to new situations.
7. Possess high moral character.
8. Have excellent communication skills.
9. Ability to relate well with children and staff.
10. Strong knowledge in the following computer programs:
  - a. MS Word
  - b. MS Excel
  - c. Camp Management Software (CampMinder)