



Procter Center is a ministry site of the Diocese of Southern Ohio, offering summer camps for children, youth and families. We are part of the Episcopal Church, Christian Formation is an important part of our program; we share stories and learn together, say prayers and sing together every day. We also canoe, fish, have campfires, sleep outside, create art, do chalk murals, play sports and wacky games, and explore the natural world around us. Serving on a camp staff is a formation experience in itself; while care and safety for campers is always a staff members first priority, personal, faithful and professional growth results from serving and living in community. At a Youth Camp we typically have 40-60 campers per session, Family Camps range from 60-110 campers of all ages. We offer a Spanish/English Family Camp as well as a grief camp.

The Episcopal Church strives to be inclusive and affirming of all people. We recruit and welcome campers and staff from all socio-economic and racial backgrounds, differing (or no) faith traditions, and LGBTQ folks.

The ideal applicant would be hired for the full season of camp, May 30- August 5. We are open to providers working half the summer, or just Youth Camps. Our hope is to receive applications from providers excited about being part of the immersive, creative, and transformative experience that is summer camp. The Health Care Provider would be a partner with the Leadership Team (Camp Director and Assistant Director) in maintaining a safe space emotionally and physically for the campers and staff.

Position Purpose:

Procter retains a Health Care Provider (HCP) and/or Camp Nurse for each session of camp, to ensure the health and safety of campers and staff. When they partner with the Camp Director and leadership team, the HCP is a vital part of our camp staff! The Health Care Partner is responsible for overseeing the health and safety of campers and staff.

Reports to: Director of Camp and Youth Ministry

Essential Job Functions:

1. Be an enthusiastic member of the camp staff
 - ♦ Provide an active presence to campers and staff, such as being present at evening activities and afternoon games for first aid needs.
 - ♦ Keep a walkie-talkie and cell phone in your possession at all times.
 - ♦ Be on call at all times when camp is in session.
2. Provide health care and support to meet individual needs of camp staff and campers
 - ♦ Support the Camp Director addressing camper needs such as eating disorders, suicidal thoughts, mental health issues, potential abuse and traumatic experiences (assist in reporting as needed), bullying and homesickness
 - ♦ Follow health care policies and treatment procedures as described in the Camp Manual.
 - ♦ Complete a "Nurse Transition Form" for the incoming HCP at the close of each session (if applicable)
3. Organize, maintain, and utilize camp Health Center resources to serve medical and health needs of the camp
 - ♦ Monitor and inventory of medical supplies and equipment, submit requests for resupplies as needed
 - ♦ Dispense all medications used by campers and staff, insuring medications are stored appropriately
 - ♦ Coordinate medication needs for overnight campouts

4. Oversee First Aid procedures and supplies.
 - ♦ Respond to camper and staff first aid needs and emergencies.
 - ♦ Maintain inventories of first aid kits around camp, replenish and request supplies as needed.
5. Maintain accurate and detailed medical records according to the American Camp Association and Ohio state standards.
 - ♦ Ensure staff and camper health examinations are current and on file.
 - ♦ Prepare and utilize daily medical log for treatment and medications.
 - ♦ Prepare and record accident report forms.
6. Screen all campers and staff who are arriving and departing camp.
 - ♦ Be present at camper check-in to meet each family, and verify health history and examination.
 - ♦ Verify emergency authorization.
 - ♦ Identify any observable evidence of illness, injury, or communicable diseases, coordinate lice checks, and conduct a health assessment if necessary.
7. Supervise sanitary conditions throughout camp.
 - ♦ Report any health problems or symptoms of illness to the Camp Director

Other Job Duties:

- ♦ Perform any tasks beyond those assigned, as help is needed.
- ♦ Be responsible for contacting parents concerning the status of their child's health
- ♦ As health center duties needs allow, enthusiastically participate in all program areas: meals, formation, worship, outdoor activities, arts and crafts, small and large group activities, staff meetings.

Equipment Used:

- Procter sets up a Health Station in an office adjacent to in the main activity hall. Campers come for their medications at Breakfast and Dinner, and for first aid needs. There are rooms available to quarantine sick campers if necessary.
- For medical and emergency needs, Procter is nine miles from Madison Health, in London, Ohio.

Qualifications:

- ♦ Registered nurse (RN), Physician, other medical professional
- ♦ Current license in the state of Ohio
- ♦ Current certified in BLS, PALs, and/or ACLS
- ♦ Driver's license
- ♦ Experience in both children and adult illness/injury care.
- ♦ Desire to work in a residential setting with children and adults.

Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality and discretion.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Maintain records on our computer, in cloud based registration software.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Willingness to be a collaborative part of the camp staff community, understanding that many team members may be college students or recent graduates. Serving in a mentor or supportive role is appropriate; condescension does not facilitate relationship building.
- Experience working with children
- Experience in a summer camp setting preferred.

Physical Aspects of the Job:

- ♦ Ability to use a telephone and computer
- ♦ Ability to quickly get to remote locations on camp property over uneven terrain.

- ♦ Prolonged standing, stooping, lifting, walking daily, requires typical range of hearing and eyesight to record, prepare and communicate camper activities and programs
- ♦ Willing to participate in activities in and around water (pool, lake and pond).
- ♦ Daily exposure to the sun and heat.
- ♦ Possess endurance to meet emergency needs.

Schedule

- The ideal applicant would be hired for the full season of camp, May 30- August 5. We are open to providers working half the summer, or just Youth Camps.
- For all camps, staff must be onsite at 12pm on the opening day of the session, staff is free to go after 1pm of the closing day. Providers working more than one Youth Camp will attend part of Camp Staff Training, this training session is paid.
- Camp is closed June 29-July 5 and all staff must depart. Health Care Providers are welcome to stay over between other sessions of camp, meals will not be served.

Employment is contingent on passing receipt of an FBI/BCI background check and Safe Church abuse prevention training.

Compensation for the entire summer season is \$4,500. The Health Care Provider must be present throughout the residential camp program. Periods of time off will be provided daily. Living onsite while camp is in session is a requirement for the position. A private, air conditioned room, and all meals during sessions are provided. Children of the HCP may attend a camp session free of charge.

Priority will be given to applications received by March 11. Interviews will be held (electronically) March 16.

Apply online at: <https://proctercenter.campbrainstaff.com/>

Contact: Andrea Foote, afoote@proctercenter.org.