



**NORTHERN  
VIRGINIA 4-H**  
EDUCATIONAL AND  
CONFERENCE CENTER



**Northern Virginia 4-H Educational Center**  
**Summer Camp Staff Job Description**

**Title:**

Camp Nurse

**Qualifications:**

- LPN, RN, CAN, BSN, or Paramedic
- Experience in nursing or medical field
- Experience working with youth preferred
- Must demonstrate a sense of responsibility and organizational skills

**Responsible to:**

- Work under the supervision, guidance, evaluation, and in cooperation with the 4-H Center Program Director.

**Essential Job Functions:**

1. Provide health care to meet individual needs of camp staff and campers.
  - ♦ Collaborate with other medical staff to meet medical needs.
  - ♦ Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.
  - ♦ Be familiar with the ACA Field Guide for Camps on Implementation of CDC Guidance.
  - ♦ Participate as a member on the Center Care Team.
  - ♦ Help create, implement, and follow Center-specific COVID policies and procedures.
2. Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.
  - ♦ Set up the camp Health Clinic.
  - ♦ Inventory and order all necessary medical supplies and equipment.
3. Maintain accurate and detailed medical records according to state and American Camp Association 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 insurance and accident report forms.
4. Oversee First Aid procedures and supplies.
  - ♦ Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront and activity areas.
  - ♦ Ensure supplies are well stocked and distributed as needed. Report any needs or concerns to the Junior Camp Coordinator and the 4-H Program Director.
5. Ensure a staff orientation session is delivered on medical services.
  - ♦ Ensure camp staff and campers know their role related to health care and first aid.

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- ♦ Provide or ensure orientation is provided that includes standing orders, clinic hours, specific camper health and social needs, health center procedures, emergency procedures, growth and development of age groups, staff health assessment of campers, policies on contacting parents, transportation to outside health facilities, accident prevention and risk management, nutrition, and first aid in the camp setting.
  - ♦ Work with volunteers, Extension agents, and especially youth in ways that are cooperative, supportive, and flexible.
6. Screen all campers and staff who are arriving and departing camp.
- ♦ Verify health history and examination.
  - ♦ Verify emergency authorization.
  - ♦ Identify any observable evidence of illness or communicable diseases.
  - ♦ Conduct a health assessment.
  - ♦ Keep all medications used by campers and staff.

#### **Other Job Duties:**

- ♦ Provide leadership in the camp's risk management program.
- ♦ Collaborate with the health assistant and/or first aid position (Med Rep).
- ♦ Develop a resource file and obtain information and/or literature concerning health in the camp community.
- ♦ Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any injury requiring an x-ray, illness requiring an infirmary stay and emergency treatment/accident, etc.
- ♦ Be knowledgeable of outside health resources.
- ♦ Evaluate medical services.
- ♦ Be a positive role model for youth at all times.
- ♦ Follow the policies of the Northern Virginia 4-H Educational Center and Virginia 4-H camping at all times.
- ♦ Be capable of effective and sustained mental, emotional, and social interaction with others in our facilities fast-paced environment.

#### **Compensation/Work Schedule:**

- Full time, Sunday-Thursday (live on-site)  
*May be required, on occasion, to work on days outside of the regular schedule (i.e. Friday and/or Saturday)*  
June 6 – July 29 (approximately; with a few additional training dates in late May/early June paid at a daily rate)
- up to \$1,000/week depending on experience
- Lodging (7 days a week) and Meals (5 days a week) provided

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