



**Position Title:** Summer Camp Nurse

**Reports To:** Camp Director

**Work Location:** In person, Scarborough, Maine

**Job Type:** Full Time, Seasonal, 37-40 hours per week

**Work Schedule:** Monday-Friday, day shift

### **Job Summary**

Do you love working with kids? Are you passionate about making a difference in the lives of youth? Do you want to work outdoors all summer-long? Do you want to develop your leadership skills and gain valuable training and experience in the field of outdoor education? This may be the perfect job for you! At Camp Ketcha we hire over 100 Summer Camp staff to lead our students and our programs in our dynamic day camp set on 107 acres of fields, woods, marsh and wetlands in Scarborough, Maine. The Camp Nurse is responsible for managing the health and safety of campers and staff members. The health officer attends to minor medical problems, handles children who are ill, and advises camp staff members during medical emergencies. The Camp Nurse must be 21 years of age or older and hold a current Advanced EMT certification, Wilderness First Responder certification, or Nursing License.

### **Responsibilities**

- Ability to coordinate multiple tasks in an organized way
- Monitors camp grounds and activities to ensure safety, cleanliness and sanitary conditions in all areas
- Addresses individual camper health concerns and issues in conjunction with counselors. Advises Camp Director if concerns are repetitive, disrupt group activities or warrant contact with camper's parent(s)
- Maintains the camper bathrooms daily to ensure cleanliness and sanitary conditions
- Maintains the organization and cleanliness of the health office. Mop and sanitizes the office daily and additionally as needed
- Treats minor medical problems within the scope of current certification(s)
- Assists the Camp Director in implementing and enforcing policies and procedures related to health and safety
- Dispenses camper medications as authorized by parent/guardian utilizing a photo identification system to ensure the correct camper receives the correct medicine. Immediately advises Camp Director of any issues or problems around dispensing medications. Responsible for delivering leftover medication to parent/guardian
- Monitors inventory of camp medical first aid supplies, including first aid kits at program areas and in vehicles and advises Camp Director of supply needs. Places supply orders if authorized by Camp Director. Restocks all first aid kits
- Advises appropriate staff members of camper health issues or limitations
- Maintains a professional demeanor and appearance at all times when on Camp Ketcha grounds, while conducting Camp Ketcha business, and when representing Camp Ketcha
- Reports safety concerns immediately to the Camp Director or Director of Operations
- Contacts camper's parents if warranted for health reasons and brings information to the immediate attention of the Camp Director
- Is the point of contact if Emergency Services is required.
- ☞ Other duties as assigned
  - Summer camp is a collaborative and fast paced environment that requires flexibility and the ability to lend a hand wherever needed. Other duties as assigned may include, but is not limited to, daily cleaning tasks or working with various age groups, positions, camps, or programs including our childcare programming. All summer staff will be expected to demonstrate flexibility to ensure our summer programming runs as smoothly as possible.

### **Required Job Qualifications**

- High School Diploma or GED Certificate
- Valid Advanced EMT certification, Wilderness First Responder certification, or Nursing License
- Ability to stay calm and focused in an emergency situation
- Experience working with children and youth
- Valid Class C driver's license, approved Driving Record through our insurance provider
- Excellent verbal and written communication skills
- Ability to coordinate multiple tasks in an organized way
- High Degree of flexibility and dependability
- Commitment to Ketcha Outdoors' mission, vision, and values
- Detail oriented, ability to work independently, multi-task, and enjoys interfacing with other staff at all levels
- High degree of personal integrity and professional conduct
- High degree of flexibility and dependability
- Mandated Reporter Training (to be updated every 3 years)
- CPR/First Aid Certificate (to be updated every 2 years)
- Comfort in front of large groups of people
- Focus on risk management and safety

#### **Preferred Job Qualifications**

- Previous experience working with children in a camp, recreation, or school setting
- Basic computer literacy skills including word processing and emailing

#### **Essential Job Functions**

- This position belongs to a class of employees referred to as Essential Personnel. Essential personnel are those needed on site to meet the needs of our camper and general camp operations. Essential personnel must report to work during their regularly scheduled hours, unless directed otherwise by a supervisor.

#### **General Work Environment and Physical Demands**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to be able to pass a Complete Background Check including the National Sex Offender Registry and work outdoors for long periods of time and in light rain, heat or cold. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; run; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate. This position is subject to a number of inherent risks associated with farm activities. There is a potential exposure to danger of animals.

#### **Compensation**

**\$20.00-\$24.00/hour**

#### **To Apply**

Please complete the online application found on [ketchaoutdoors.org/summer-camp-positions](http://ketchaoutdoors.org/summer-camp-positions) or by emailing your resume to [jobs@ketchaoutdoors.org](mailto:jobs@ketchaoutdoors.org) and submit your application online here: <https://ketcha.campintouch.com/ui/forms/application/staff/App>

*At Ketcha Outdoors, not only do we embrace and celebrate the diversity of our families and participants, but we also strive for the same in our employees. At Ketcha Outdoors, we are committed to equal employment opportunity regardless of race, color, ethnicity, ancestry, religion, national origin, gender, sex, gender identity or expression, sexual orientation, age,*

*citizenship, marital or parental status, disability, veteran status, or other class protected by applicable law. We are proud to be an equal opportunity workplace.*

**If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. There is no such thing as a "perfect" candidate, Ketcha is a place where everyone has opportunity.**