

**Girl Scouts of Greater Los Angeles
Job Description**

Job Title: Health Supervisor, Camp Osito Rancho – Big Bear, CA

Department: Mission Delivery, Program

Reports to: Camp Director

HOW TO APPLY: Please send resume to ositocamp@girlscoutsla.org with **Health Supervisor** in the subject line.

THIS IS A SEASONAL POSITION: Availability June 1- mid August

JOB SUMMARY: The Camp Health Supervisor, under the supervision of the Camp Director and under the standing orders and technical direction of a licensed physician in the nearby community, is responsible for supervising and promoting the general health, safety, and sanitation of the entire camp. She/He is free to make decisions based upon established medical protocol and supervisory review.

JOB ACCOUNTABILITIES:

- Screens incoming campers and staff, collects, reviews and keeps Physical Exam forms, receives, stores and dispenses all medications brought to camp
- Communicates special needs of campers to all staff that need to know including special dietary and medical requirements
- Establishes health care center providing regular hours for non-emergency situations; is on emergency call at all times
- Provides first aid and nursing care in cases of illness and accident
- Supervises sanitation and safety procedures throughout the camp, including kitchen, dining hall, and living areas
- Maintains equipment and supplies including first aid kits for key locations in camp and for out of camp trips
- Maintains health care log, incident reports, and insurance claim forms according to established procedures
- Arranges for emergency medical transportation and emergency notification, as needed, in consultation with Camp Director
- Instructs staff in first aid, universal precautions, and general health procedures during pre-camp training
- Maintains adequate medical supplies while camp is in session and inventories all supplies and equipment at close of camp. Disposes of medicines that should not be stored over the year
- Completes all reports as requested and returns all forms and records according to council procedure
- Conducts daily unit inspections for cleanliness, safety hazards, supplies needed

DESIRABLE QUALIFICATIONS:

- Minimum age: 21 years old
- Documented experience in working with children
- Experience and demonstrated sensitivity in working with people from various ethnic, religious, and socioeconomic backgrounds
- Demonstrated ability to make independent decisions
- Ability to deliver health care and first aid in primitive setting
- Ability to lift and move weight of 35 lbs
- Ability to visually and auditorily assess, monitor, and evaluate materials and physical condition of patients
- Ability to negotiate rough and uneven terrain
- Ability to sustain physical activity at an altitude above 7000 feet
- Knowledge of Girl Scout Program
- Previous experience in the camp setting
- Must pass background check

CERTIFICATES, LICENSES, REGISTRATIONS:

- Holds current license as registered nurse, physician, or EMT in State of California
- Current First Aid/CPR certification
- Verification of legal right to work in the United States