

## **Position Description: First Aid Attendant**

**All Camp Douglas Staff** are expected to be servant leaders, with the flexibility and willingness to help out wherever help is needed. The following is an outline of the specific responsibilities of the position that you will be filling this summer. Most important, however, is your role as a living example of what it means to be a member of a Christian Community: leading, living, laughing, and giving with love, patience, and understanding.

**The First Aid Attendant** is responsible for the health, safety, and medical care of everyone at the camp. He/she administers all medications at the camp. All cases of injury or illness are reported to the First Aid Attendant. He/she reports directly to the Camp Director

### **Qualifications & Skills:**

1. A committed relationship with Jesus Christ, a growing faith and the freedom to share the same.
2. An understanding of and caring for children, and the ability to live and work in a Christian camp environment.
3. Valid First Aid Certification in compliance with BCCA guidelines.
4. Knowledge of health and wellness issues, particularly those pertaining to a camp environment.
5. Experience volunteering/working where First Aid certification was required.
6. A minimum of 19 years of age, unless otherwise approved by the Camp Douglas committee.

### **Orientation, Training, Supervision & Evaluation:**

1. Training week will provide 5 days of full-time orientation and training in the following areas:
  - a. The Leading With Care Policy of the Presbyterian Church in Canada
  - b. Health & Safety procedures such as Universal Precautions, water safety, kitchen rules, archery safety
  - c. Weekly Emergency Drills for fire, missing camper, stranger/wild animal on property, or other emergencies
  - d. Common characteristics and developmental stages of children and youth
  - e. Bible study / worship preparation
  - f. Camp Douglas Policy manual
  - g. Property & Activity orientations
2. Weekly supervisory / mentoring meetings with the Camp Director
3. Mid-summer evaluations.
4. Daily supervision by the Camp Director

### **Responsibilities:**

1. To strive to ensure a high level of general health and wellness for the campers, staff, and volunteers, monitoring such issues as sleep, sun exposure, hydration, etc.
2. To ensure camp compliance with BCCA and provincial health and safety standards and practices.
3. To prepare and present seminars at Staff Training on subjects such as universal precautions, risk management, hydration, special needs campers, and sanitation issues, or to ensure that such seminars have been presented.
4. To ensure that the First Aid Cabin is stocked with necessary medical supplies.
5. To ensure that First Aid kits are assembled, distributed throughout the camp, and checked and replenished as needed.
6. To ensure that radios are working, and are distributed among the appropriate staff members (First Aid, Director, Admin, HCL, Program, LIT, and Waterfront).
7. To receive, store, and administer all medications and medical supplies for each camping session.
8. To review camper medical information, and ensure that Cabin Leaders and other relevant staff are aware of any medical issues with their campers.
9. To treat the minor injuries and illnesses of the campers, volunteers, and staff as appropriate.
10. To decide on the correct course of action for more serious injuries and illnesses, and to communicate with the parents and/or physicians of those involved, if necessary.
11. To make and keep the camp medical records.
12. To make and file an incident report for every serious medical situation that arises.

13. To ensure that clean, dry clothing and bedding is available as needed and that soiled clothing or bedding is properly cleaned and dried.
14. To ensure that daily cleaning duties are carried out around the camp, and that cleaning supplies are stocked and readily available.
15. To manage the Lost & Found items.
16. To encourage the campers in their daily duties through the Cabin Clean Awards.
17. To participate in camp clean-up throughout the summer and at the end of the summer.
18. To prepare an end of summer report for the Committee.

**Schedule & Commitment:**

1. Camps run Sunday afternoon to Friday afternoon for 10 weeks from July to August
2. Training week attendance and participation is mandatory