

Position Description: First Aid Attendant/Administrator

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: living and leading with love, patience, and understanding.

This position has two parts:

As **First Aid Attendant**, this person is responsible for the health, safety, and medical care of everyone at the camp. The First Aid Attendant administers all medications at the camp. All cases of injury or illness are reported to the First Aid Attendant.

As **Administrator**, this person is responsible for keeping camp running smoothly and communicating directly with parents/caregivers concerning camper accounts and other needs. Duties include signing-in and signing-out campers at the beginning and end of each day. The administrator will step in to assist other staff as needed. This role calls for flexibility and an observant eye.

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 work in a Christian camp environment.
3. A flexible and patient nature.
4. Valid First Aid Certification in compliance with BCCA guidelines.
5. Knowledge of health and wellness issues, particularly those pertaining to a camp environment.
6. Experience volunteering/working where First Aid certification was required.
7. Experience with using office software such as Excel, and readiness to learn ACTIVE registration software.
8. A minimum of 19 years of age, unless otherwise approved by the Camp Douglas committee.
9. A successful result from screening procedures such as: police record check, reference checks, and verification of special training certificates.

Orientation, Training, Supervision & Evaluation:

1. Training week will provide 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 and COVID-19 safety protocol
 - c. Emergency drills for fire, missing camper, stranger 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 and end of 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 and staff, monitoring such issues as 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 First Aid kits are assembled, distributed throughout the camp, and checked and replenished as needed.
5. To receive, store, and administer all medications and medical supplies for each camping session.
6. To review camper medical information, and ensure that Cabin Leaders and other relevant staff are aware of any medical issues with their campers.
7. To treat the minor injuries and illnesses of the campers and staff as appropriate.
8. To decide on the correct course of action for more serious injuries and illnesses, and in consultation with the Camp Director to communicate with the parents and/or physicians of those involved, if necessary.
9. To make and keep the camp medical records.
10. To make and file an incident report for every serious medical situation that arises.
11. To ensure that daily cleaning duties are carried out around the camp, and that cleaning supplies are stocked and readily available.
12. To follow COVID-19 safety protocol.
13. To manage the Lost & Found items.
14. To work with the Camp Director to create a database of camper registrations.
15. To process all applications, depositing payments, sending confirmation letters, and organizing cabin arrangements.
16. To pass on all dietary/allergy information for each week's campers to the Director and other staff.
17. To organize the distribution of camp t-shirts.
18. To participate fully in all aspects of the camp program.
19. To participate in camp clean-up at the end of the week.
20. To prepare an end of summer report for the Committee.

Schedule & Commitment:

Training week attendance and participation is mandatory.

Communications, data entry, registration, and planning work is expected beginning June 1st, less than 10 hours per week until training week.

Camps run Monday through Friday; staff are expected to be on-site and working from 8:30 am to 4:30 pm, for 7 weeks from July to August. If day camp is unable to run for a scheduled week, that week will be replaced by maintenance work on-site at Camp Douglas instead. All staff are responsible for their own transport to and from the day camp sites. Please note that day camp will be run at a different location in the Lower Mainland or Fraser Valley each week.