

CIRCUS SMIRKUS
Job Description

Position: NURSE

Responsible for:

- The management of the health and physical wellness of the Smirkus Camp staff and campers.

DUTIES:

1. Ensure each camper and staff member has the proper health and release forms on file.
2. Conduct verbal health screening at registration. Supervise lice checks at registration. Answer parent questions regarding camper health.
3. Inform all staff of pertinent health information at general staff meeting at the start of each session. Inform Head Cook of any food-related allergies.
4. Maintain daily communication with the Camp Co-Directors. Inform Camp Co-Directors of any injuries, illness, or health concerns. Inform Camp Co-Directors of parental calls to be made concerning the health of a camper.
5. Inform campers with medications of medication schedule. Communicate with appropriate counselors the medication schedule for their campers.
6. Establish and follow appropriate medical routines including record keeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
7. Keep accident/incident reports that can be used for risk-management assessment.
8. Maintain all first aid kits. Keep first aid kits clean and stocked with appropriate supplies. Inform Camp Co-Directors of any supply needs.
9. Maintain the cleanliness and order of the wellness tent and medical supplies. Inform Head Rigger of ventilation needs beyond those provided. Inform Camp Co-Directors of equipment needs for wellness tent beyond those provided.
10. Monitor the health of all staff and provide first aid to staff as needed.
11. Monitor/evaluate camp procedures, facilities, and conditions and suggest modifications that would create more healthful conditions in the camp.
12. Other health and safety related jobs as needed.

Reports to: Camp Co-Directors