

# St. Brigid's Summer Camp

613-742-8160

stbcamp@gmail.com



## Medical Administrator

**Reports To:** Camp Director, Assistant Camp Director

**Work Dates:** Depending on availability for one or two months:  
Staff Training – July 3 to 6, 2018 (Tuesday to Friday) *and/or*  
Boys Session – July 9 to 27, 2018 (Monday to Friday for 3 weeks) *and/or*  
Girls Session – July 30 to August 24, 2018 (Monday to Friday for 4 weeks)

### About St. Brigid's Summer Camp

At St. Brigid's Summer Camp, we are committed to fulfilling the needs of today's children. It is our belief that every child should have the opportunity to participate in camp. Our camp is located on beautiful Lake Manitou, near Low, Quebec. We are a waterfront based camp with traditional camping activities including swimming, canoeing, hiking, games, arts and crafts, and of course, campfire. St. Brigid's Summer Camp is open to all children aged 8 to 14. Campers attend for five-day sessions, from Monday to Friday: boys in July and girls in August.

### Job Summary

St. Brigid's Summer Camp places the safety and medical needs of all of our young people as a priority. There are approximately 150 to 200 persons on site from July 9<sup>th</sup> to August 24<sup>th</sup> (Monday to Friday). The Medical Administrator needs to ensure all health and cleanliness standards are given excellent attention. This person works closely with the Camp Director and all camp staff to provide adequate health conditions for all aspects of the camp program.

### Desired Qualifications

- Currently enrolled in an accredited Nursing or Paramedic Program (at least one year from a recognized college or university)
- A basic knowledge of children's health care
- Current Standard First Aid Training and Certification in child and adult CPR, and some form of experience with providing first aid (e.g. St. John's Ambulance, or previous residential camp, ski patrol etc.)
- Must be mature, responsible, and organized
- Strong communication and interpersonal skills, able to maintain confidential medical records, and confident/competent in implementing and maintaining a camp health care plan
- Provide a current Police Criminal Record Check

### Duties and Responsibilities

- Review registration forms of all campers prior to arrival to ensure a complete knowledge of potential medical situations, medications required, allergies etc.
- Collect medication from senior staff person on Mondays and return to children on Fridays prior to departure
- Work with kitchen staff to ensure proper meals for specific food allergies

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### Duties and Responsibilities (continued)

- Determine when an injured camper or staff member needs to go to hospital or the need for 9-1-1 to be called
- Contact parents/guardians of campers regarding medical issues
- Contact parents/guardians of campers as required in order that lines of communication are maintained in situations of injury, health care
- Maintain logs of all medications/puffers received, dispensed and returned
- Maintain accurate records of accidents, injuries or incidents to campers and staff as well as diagnosis and outcomes of all cases
- Assess and perform first aid as needed in case of injury to campers or staff member
- Provide care for and supervision of any camper or staff member that is too ill to participate in daily camp activities until well enough to resume program or care is transferred to parent/guardian
- Provide leadership in medical emergencies
- Monitor camp procedures and programs to ensure safety and health standards at all times
- Maintain proper First Aid kits and supplies throughout the camp (waterfront, dining hall, PA Booth)
- Be available for health and safety instruction during staff training sessions and introduce staff responsibilities around health care
- Be sure to keep the Camp Director informed of all incidents
- Inventory of medical supplies and keep stocks up to date
- Maintain first aid station. This includes cleanliness of building and contents at all times
- Inventory, pack up and close down the infirmary at the end of camping season
- Assist the overall camp program/activities and carry out other duties and responsibilities as requested by the Camp Director and/or Assistant Camp Director

### Apply Online

<http://stbcamp.ca/staff-apply-online/>