



# Cornell University

## Cooperative Extension

### Jefferson County

<p><b>Classification Title:</b> Temporary Camp Nurse <b>Functional Title:</b> 4-H Camp Wabasso – Health Coordinator <b>Supervisor &amp; Title:</b> 4-H Camp Wabasso Director</p>
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#### General Responsibilities

This position serves as the **4-H Camp Wabasso Health Coordinator** for 4-H Camp Wabasso responsible to Cornell Cooperative Extension Association of Jefferson County. The primary responsibilities of this position are to supervise the health and cleanliness standards for 4-H Camp Wabasso and work cooperatively with the 4-H Camp Wabasso Director and camp staff to ensure adequate physical health conditions for all. In addition, this position accepts and performs other responsibilities as assigned and deemed appropriate by the 4-H Camp Wabasso Director. *(This position does not include cabin responsibilities).*

#### **Job Duties**

- Insure each staff member and camper has on file a health history and examination form, as required.
- Screen arriving campers and staff per New York State Department of Health procedures.
- Conduct inventory of supplies and place orders when necessary, insuring timely arrival of supplies.
- 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.
- Coordinate coverage of the health center.
- Post hours for daily medications and health call.
- Make appointments, when necessary, with medical/dental personnel in the community.
- Check and issue first-aid kits to assigned areas.
- Participate in and lead specific areas of staff training pertaining to camp health and safety, CPR, first aid, and use of universal precautions for infection control.
- Keep accident/incident reports that can be used for risk-management assessment.
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, camper reports on health problems, and make recommendations for the following season.
- Monitor health of all camp staff.
- Monitor and evaluate camp procedures, facilities, and conditions.
- Suggest modifications that would create more healthful conditions in the camp.

- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
- Educate staff as needed in CPR and First Aid for certification or re-certification.

### **Reporting Relationships**

- Immediate supervision provided by 4-H Camp Wabasso Director.

### **Qualifications**

- *Necessary:* Licensed LPN or EMT 3
- *Desirable:* Licensed RN

### **Key Knowledge, Skills and Abilities**

- Demonstrated ability and experience working with children and young adults in an outdoor/recreational environment.
- Demonstrated ability to update and/or monitor health care, maintain records, and implement a health care plan.
- Current BLS/CPR and first aid certifications.
- Desire to work and live in a camp community.

### **Special Requirements**

- Must be able to meet the travel requirements of the position.
- Must be willing and able to stay at 4-H Camp Wabasso (including overnights) the entire time Camp is in session.