



## **JOB DESCRIPTION**

### **CAMP COUNSELLOR/MEDICAL ATTENDANT**

#### **QUALIFICATIONS**

- Must be a minimum of 18 years of age
- Be currently receiving or graduating from a post secondary education in nursing, emergency medical technology or related field
- Have experience in working with individuals with special needs.
- Have valid First Aid and CPR Certificates
- Be able to meet the safety, physical and daily care needs of all campers, with or without special needs.
- Be able to react appropriately to emergency situations
- Be able to work with little supervision and as a team member.
- Valid class 2 drivers license an asset
- Life Guard Certification or Licensed Canoe Instructor an asset

#### **RESPONSIBLE TO**

- Camp Director

#### **GENERAL RESPONSIBILITIES**

- Plan, document and carry out any medical requirements of the campers and the staff.
- To provide leadership and guidance to all campers through a variety of games, crafts, sports, hiking and “camping” activities.

#### **SPECIFIC DUTIES**

- Assist in camper registration, ensuring that the medical information for each camper is complete.
- Responsible to ensure that adequate first aid supplies are on site at all times.
- Follow up with parents/guardians where needed in regards to medical conditions and limitations of campers.
- Administer medications and treatments as required and authorized by parents/guardians and keep records of all such treatments.
- Ensuring that the health and safety policies of Camp Tamarack and the Alberta Camping Association are followed at all times. This includes documentation of all procedures, incidents and medications.
- Administering emergency first aid where required and document accordingly.
- Be available 24 hours per day in case of an emergency.
- Liase with kitchen staff regarding special diets.
- Briefing the appropriate staff on relative conditions and/or disabilities.
- Assume the position of Camp Counsellor and take part in the camp activities when available.
- Other duties as required