



Camp Fire
MINNESOTA

Camp Fire Minnesota Position Description

Job Title: Camp Nurse

Purpose: Oversees the health and safety of campers and staff

Reports To: Camp Director

About Camp Fire Minnesota

Our promise states: "Young people want to shape the world. Camp Fire provides young people with the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. Light the fire within."

Founded in 1910, Camp Fire is an inclusive youth development organization, serving a diverse population of boys and girls in Minnesota through our club and outdoor programs. Camp Fire guides youth and teens to discover their spark, or inner passions, and develop a growth mindset for youth to thrive. We believe that engaging in the natural world catalyzes growth and our program are designed to help youth discover their sparks for learning, leading and living.

Our summer camps and year-round nature based programs at Camp Tanadoona in Chanhassen and Camp Bluewater in Grand Rapids offer youth and teens progressive, nature-based learning through day, overnight, adventure and leadership development camps. Last year, over 2,300 youth participated in after school clubs across the Twin Cities metro as well as summer camp at Tanadoona and Bluewater.

Specific Responsibilities:

Pre Camp Duties

- Order supplies as directed by Camp Director
- Set up health office (physical environment, organize supplies, laptop, etc.)

Orientation Duties:

- Conduct staff in-service, teaching topics including camper and staff health and safety (blood borne pathogens, life-threatening allergies, chronic health conditions) and health office procedures.
- Meet individually with all staff to review personal health history and needs including storage of their medication.

Camp Session Duties:

- Review health needs of all campers prior to each session. Create health plans as needed.
- Communicate camper health needs to staff on an as needed basis before camper arrives.
- When camper arrives, review with parent all campers' health information and needs.
- Double check that all items camper needs for taking medication are available at camp or parent has supplied
- Complete medication schedule/distribution and communicate plan to staff per cabin group
- Create medication distribution plan and implement (ex. unit dose system).
- Follow camper medication schedules and ensure proper medication distribution and delegate to Health and Wellness Coordinator as needed.

- Facilitate other camper/staff health related needs throughout camp session
- Attend to any medical/first aid needs during camp session
- Be on call or available at all times during camp session
- Notify Camp Director of serious behavior, injuries or illnesses of campers or staff. Complete camp accident report per guidelines.
- Work as a team, help each other out, and communicate needs directly to Camp Director
- At the end of each session, pack up any remaining medications or supplies and direct Health and Wellness Coordinator to return to parents/caregiver at camper pick-up
- When medications are left at camp, notify parents and arrange a pick-up plan.

Post Camp Duties:

- Inventory all health supplies and stock medication. Create inventory needs list for the next year.
- Transfer all health office documentation from laptop to Camp Director.

Minimum Qualifications

- Minnesota License as Registered Nurse, EMT, or PA
- Current CPR and First Aid certification
- Respect and maintain confidentiality of all camper and staff health information.

Desired Qualifications

- Experience working with children and adolescents
- Excellent communication skills (ability to work collaboratively with staff, campers, and parents)
- Must be flexible, have ability to adapt to ever changing situations
- Kind, caring, generous and patient personality
- Creative and innovative
- Excellent problem solving skills and organized

Hours: Full-time would be 5:00-9:00 on Sunday and 7:30-4:00 M-F. If we hire 2 nurses, hours can be flexible/shared.

Employee Status:

Exempt, not covered by the minimum wage or overtime guidelines under Minnesota State Law.

Position Dates:

Training begins on May 31 and the last date of employment is August 30.

Pay Range:

- \$1,000/week

Application Process:

Submit an application, [found here](#).

- Direct questions to hrcamp@campfiremn.org (include the position title in the subject line)
- Fax: 952-378-1661
- Mail: Camp Fire Minnesota, Attn: Camp Staff, 4829 Minnetonka Boulevard, Suite 202, St. Louis Park, MN 55416

Camp Fire Minnesota is an Equal Opportunity Employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, sexual preference, disability, condition or any other group protected by law