



Camp Fire
MINNESOTA

Job Title: Tanadoona Healthcare Manager (Camp Nurse)

Purpose: Oversees the health and safety of campers and staff

Reports To: Outdoor Programs Manager

About Camp Fire Minnesota

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter.

Camp Fire Minnesota “lights the spark” in over 6,500 K-12 youth each year through nature-based experiences. Our programs include summer camp, STEM, environmental education, and teambuilding school field trips at Tanadoona, in-school STEM and environmental education, and community-based before/after-school and summer nature programs.

We are proud to offer inclusive and welcoming programs to all youth. To this end, over 40% of youth who participate in Camp Fire Minnesota programs receive financial aid. As a result of their Camp Fire experience, 92% of youth report valuing nature and stewarding the environment.

Our summer camps at Tanadoona in Chanhassen and Camp Bluewater in Grand Rapids offer youth and teens progressive, nature-based learning through day, specialty day, overnight, adventure and leadership development camps. Tanadoona is an ACA accredited camp. More about working at camp found here: <https://campfiremn.org/camps/tanadoona/work-at-camp/>.

Specific Responsibilities:

Pre-Camp Duties

- Inventory and order supplies as needed for health office
- Sets up health office (physical environment, organize supplies, laptop, etc.)
- Updates and organizes health forms, policies, records, procedures, etc.
- Reviews all health/wellness related American Camp Association (ACA) standards and Camp Fire healthcare policies to ensure adherence throughout training and the summer camp season

Orientation Duties:

- Conducts staff in-service training, teaching topics including camper and staff health and safety (blood borne pathogens, life-threatening allergies, chronic health conditions) and health office procedures.
- Schedule trainings throughout the summer to continue to reinforce counselor’s accountability for the safety of campers.
- Meets individually with all staff to review personal health history and needs including storage of their medication.

Camp Session Duties:

- Acts as a liaison in partnership with the Outdoor Programs Manager with the Tanadoona Health Team, local doctors, hospitals, and pharmacies.
- Reviews health needs of all campers prior to each session. Create health plans as needed.
- Communicates 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 checks that all items camper needs for taking medication are available at camp or parent has supplied
- Completes medication schedule/distribution and communicate plan to staff per cabin group
- Creates 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.
- Facilitates to other camper/staff health related needs throughout camp session
- Attends to any medical/first aid needs during camp session
- Acts as a liaison with Tanadoona Health Team, local doctors, hospitals, and pharmacies.

- Be on-call or available at all times during camp session in partnership with the Outdoor Programs Manager
- Notifies Outdoor Programs Manager of serious behavior, injuries or illnesses of campers or staff. Complete camp accident report per guidelines.
- Works as a team, help each other out, and communicate needs directly to Outdoor Programs Manager
- At the end of each session, packs up any remaining medications or supplies and directs Health and Wellness Coordinator to return to parents/caregiver at camper pick-up
- When medications are left at camp, notifies parents and arrange a pick-up plan.

Post Camp Duties:

- Inventories all health supplies and stock medication. Create inventory needs list for the next year.
- Updates all health office documentation

Minimum Qualifications

- Current Minnesota Registered Nurse State license, in good standing
- Minimum three years' experience in an acute care setting, preferably ED or Urgent Care
- Current CPR and First Aid certification
- Respect and maintain confidentiality of all camper and staff health information.
- Thrives in a busy, exciting camp environment with kids, counselors and parents

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
- Self-directed and demonstrates positive leadership qualities
- Love of nature and being outdoors

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 26 and the last date of employment is September 4

Pay Range:

- \$1,000-\$1200/week, depending on experience

Application Process:

Submit your application online here: <https://form.jotform.com/92754322731153>

- 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 strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply