

## Camp Fire Inland Northwest Job Description

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other information specific or unique to this position are outlined herein.



**Position Title:** Camp Nurse (RN)

**Primary Position Location:** Camp Sweyolakan, Coeur d'Alene, ID

**Responsible to:** Camp Director

**Salary:** Volunteer

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### **GENERAL REQUIREMENTS OF ALL STAFF**

- Current CPR, First Aid, and AED certifications.
- Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to observe and evaluate camper behavior; enforce safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Prepare for and participate in the meetings and conferences of the staff.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Bring complaints or problems directly to the Camp Director.
- Abide by established procedures and policies covered during staff training, in Camp Staff Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local and federal background check. Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.

### **MINIMUM QUALIFICATIONS**

- Licensed in the state of Idaho as a registered nurse.
- Experience with children and young adults preferred.
- Desire to work and live in a camp community.
- Maturity to work under pressure, make decisions and seek assistance when appropriate.
- Desire and ability to work with children and adults in a camp setting.
- Possess excellent character and integrity; be a good role model and mentor, be adaptable.
- Enthusiasm, sense of humor, patience, and self-control.
- Valid state driver's license and maintain good driving record.

### **SPECIFIC JOB RESPONSIBILITIES**

- Prior to arrival at camp, familiarize with CampDoc.com; login provided in March, online training available.
- Read and adhere to the Camp Sweyolakan Health Care Plan as well as the Camp Sweyolakan Health Care Policies and Procedures for the Camp Nurse.
- Coordinate with Health Care Manager prior to arrival at camp to understand medical needs of campers as submitted by parents in the Camp Fire Inland Northwest health history software: CampDoc.com.

## **CAMP FIRE INLAND NORTHWEST**

409 N. Argonne Rd., Ste. B, Spokane, Washington 99212 • Telephone: 509 747 6191 or 800 386 2324  
E-mail: [campfire@campfireinc.org](mailto:campfire@campfireinc.org) • Website: [www.campfireinc.org](http://www.campfireinc.org)

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- Give special health care instructions or any precautions or restrictions regarding camper health to staff on a need-to-know basis.
- Give first aid treatments for injuries and illnesses according to the medical director's Health Care Policy and Procedures.
- Dispense medications according to physician and/or parental instructions.
- Decide if further medical treatment is required and communicate this with the Camp Director or designee.
- Adhere to all applicable standards of Camp Fire, OSHA, American Camp Association, State Nurse Practice, etc.
- Prepare medication and documentation for overnight groups leaving camp and disseminate to counselor in charge.
- Maintain camp staff health records in a secure location.
- Ensure accurate records are kept regarding medications, injury reports, health logs, etc.
- Consult and/or inform Camp Director in all pertinent health concerns.
- Interpret camp Health Care Policy and Procedures to staff.
- Maintain a clean environment in the Health Cottage; ensure laundry is done and returned to the health cottage prior to leaving at the end of the session.
- Monitor use of supplies. Requisition supplies through Camp Director or Business Director.
- With assistance of Health Care Manager or designee, enforce health care procedures with staff and campers throughout camp.
- Consult and/or inform Camp Director, or designee in all health matters, that require contacting parents.
- Attend beginning of session Unit Director meeting.

### **ESSENTIAL FUNCTIONS**

- Possess the strength and endurance required to maintain constant supervision of campers.
- Good physical shape to travel on rugged camp property quickly.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Ability to lift/unload/move supplies of at least 50 lbs.
- Lift/assist campers and staff.
- Read prescriptions and health exams from physicians.

Appointment/Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued appointment/employment of any staff member is not in its best interest and is free to discharge that staff member, with or without cause.

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