

Kentucky 4-H Camp Position Description – Healthcare Provider

Qualifications	21 years of age or older Healthcare experience preferred CPR, First Aid, and AED Certification EMT, Paramedic, or Nurse
Supervisor	Camp Director
Benefits	\$2,200 - \$3,500 per month; meals and housing
Length of Employment	Seasonal (May to August)
Locations	J.M. Feltner 4-H Camp (London, KY) Lake Cumberland 4-H Center (Jabez, KY) North Central 4-H Camp (Carlisle, KY) West Kentucky 4-H Camp (Dawson Springs, KY)

SPECIFIC RESPONSIBILITIES:

1. Conduct a beginning and an end of season inventory of all resource materials and health supplies. Work with the Camp Director to restock as needed.
2. Conduct an inventory of supplies and equipment at the end of each camping week. Work with the Camp Director to restock as needed.
3. Remove all equipment from service if not in good repair and complete a maintenance request form.
4. Review all health forms for staff, campers, and volunteers within the first 24 hours of arrival at camp.
5. HCP will make paid camp staff aware of any campers with severe medical conditions – during the first evening’s staff meeting.
6. The HCP is given permission to monitor and administer medications by the parents’ signed Consent to Treat. At all times during a camping session, assist campers in taking their required prescription medications according to the schedule outlined by the medication label and parent instructions. Administering prescription medications must be supervised closely to ensure each camper receives the correct medication and dosage.
7. Document all medications given at the time the medication is given on forms provided for this purpose.
8. Provide emergency medical care to adults or youth involved in the 4-H camping program, whenever necessary. During a camping session, the HCP must be on call 24 hours per day. Work schedule will change as necessary to meet the needs of emergencies and the camping group. In coordination with County Agents, notify parents or guardians, when or if the camper needs additional treatment not available at camp. Phone calls will be documented on the telephone record sheets in the Director’s Office. A letter should also be sent to the parents or guardians detailing the injury or illness and providing information on insurance coverage.

9. Evaluate a patient's condition, and if necessary, place under observation, determine if the camper should be treated at a hospital/clinic/urgent care, sent home, or returned to the camp program.
10. Maintain a secure health center, including sanitation and cleanliness of the center; collection, secure storage, and distribution of all prescription medications; and maintain a supply of necessary equipment, supplies and over the counter medications for treating emergencies, minor injuries, and illnesses. A list of the equipment and supplies will be furnished. Sanitation and cleaning are required daily.
11. Responsible for the maintenance of the camp AED on the campground and provide AED training to the paid camp staff via in-service.
12. Become fully acquainted with the campgrounds and camp policy regarding the handling of major camp emergencies.
13. Maintain a good working relationship with co-workers, Camp Director, Extension personnel, volunteer leaders, campers and others.
14. Immediately report to the Camp Director any needs or problems occurring during the camp session.
15. Maintain a permanent health and incident record for all treatments and maintain a file of all health statements of campers by ACA standards on forms provided for this purpose. All information is considered confidential and must be kept under lock and key when the HCP is out of the health center.
16. Perform any other duties as outlined by the Camp Director.

GENERAL RESPONSIBILITIES:

1. The staff is to arrive at camp on a pre-designated day and time arranged by the Camp Director before opening day of camp. After that, they return from breaks between camping sessions at a time established by the Camp Director.
2. Staff must remain on the campground in camp housing throughout each camp session.
3. Staff will be available to assist the Camp Director in managing emergency events, e.g. severe weather, tornado warning, evacuation, missing camper. Specific responsibilities will be assigned.
4. The staff is to assist the county in executing the camp program in a team effort with adult and teen leaders and Extension Agents, all working toward one common goal of helping campers have an educational, safe and fun time at 4-H camp.
5. The staff is responsible to the Camp Director from camp "wake-up" to "lights out" for assignment to all camp duties and class responsibilities.
6. The staff is required to keep working areas clean and free from safety hazards.
7. Staff must provide an end of year inventory and status report of all resource material, teaching aids and equipment associated with an area of expertise.
8. Staff must perform any other duties as outlined by the Camp Director.
9. Staff must complete assigned duties and abide by 4-H Camp Policies, Procedures, Code of Conduct, and Staff Dress Code.

I have reviewed and understood the position description.

Employee Signature

Date