

# YMCA CAMP CARSON

## Job Description

**Employee:**

**Trade Date:**

**Position: Summer Camp Nurse**

**Reports To: Executive Director**

### **Requirements:**

Licensed RN/LPN in the State of Indiana

Able to demonstrate mature judgment and positive public relations skills

Must have good organizational skills

Able to work in a lively ever changing environment. Enjoy working with children and college age students.

Able to maintain positive relations with employer and other staff

### **Basic Assignment:**

- Dispense daily medications to campers.
- Attend to camper and staff medical needs (following standing orders).
- Ensure campers and staff receive directions in maintaining good health while at camp.
- Address any health concerns regarding any part of the operation of the camp with the Executive Director
- Inform staff of medical issues that they would need to be aware of as relates to the campers in their care.
- Maintain a clean, friendly, infirmary/health center.
- Contact camper parents as necessary regarding their child/children.
- Consult with Executive Director on any camper who may want/need to depart from camp early.
- Develop and maintain positive working relationship with Dr. Krishna's office.

### **Key Result Areas:**

1. Camper Supervision- Assist in supervising campers while at camp. Help to clearly set boundaries and enforce camp rules.
2. Ensure medication scheduled is maintained and recorded for campers and staff.
3. Public Relations- Deal with parents, and legal guardians in a professional manner. Serve as liaison between public and/or staff and camp, bringing any pertinent information to attention Executive Director.
4. Know and Follow All Schedules- Know and live by camp operating procedures. Be prompt to all activities, meals, and meetings. Maintain flexibility when the "unexpected" arises.
5. Maintain a Positive Attitude- towards camp, guests, and staff. Keep a positive relationship with all departments by responding to requests quickly and efficiently. Provide exemplary role modeling at all times.
6. Be Continually Safety Conscious- Use good judgment, make conservative decisions, all to ensure the safety of our children and staff.
7. Camp Facilities- Take ownership in camp by demonstrating concern for all camp equipment and facilities. Treat equipment with care, ensuring the best possible use and longest useful life for all supplies.
8. Personal Example- The most powerful "tool" of camp staff is the lifestyle they live and lead in front of our campers and fellow staff. We expect the highest personal standards to be modeled.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonable related business duties if requested by the Executive Director. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

Please fill in as accurately and fully as possible and promptly return to:

# YMCA Camp Carson

2017 Application

**Mark Scoular**  
Executive Director  
2034 Outer Lake Rd  
Princeton, IN 47670  
812-385-3597  
mscoular@ymcacampcarson.org

## STAFF APPLICATION FOR NURSE

Full Name: \_\_\_\_\_

Name Called: \_\_\_\_\_

<p><b>Home Address:</b></p> <p>Street: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Phone: (        ) _____</p> <p>e-mail: _____</p>	<p><b>Secondary or School Address:</b></p> <p>Name of School: _____</p> <p>Street: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Phone: (        ) _____</p> <p>e-mail: _____</p>
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Have you had any criminal convictions for child abuse or sex-related crimes: Yes (        ) No (        )

Through whom or how did you become interested in employment at Camp Carson? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### GENERAL QUALIFICATIONS

Name and address of Nursing School or College \_\_\_\_\_

Are you now in college? Yes (    ) No (    )

Are you a registered RN in N.C.? \_\_\_\_\_ If **no**, what state or states? \_\_\_\_\_

Certificate No. \_\_\_\_\_ Serial No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have Professional Liability Insurance? \_\_\_\_\_

List several character traits that accurately describe who you are and the way you relate to people. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Motive for your interest in employment at Camp Carson: \_\_\_\_\_

Do you enjoy working with children? \_\_\_\_\_ What experience have you had working with children? \_\_\_\_\_

\_\_\_\_\_

Realizing that at camp a nurse is responsible for the health and general welfare of the campers, Please make a statement relative to what you think your responsibility to the campers would be: \_\_\_\_\_

In seeking a position as a nurse on a camp staff, what obligations do you feel are most important to the administration? \_\_\_\_\_

What contributions do you feel you can make at camp? \_\_\_\_\_

What experience have you had that you consider to be a valuable background for serving on a camp staff? \_\_\_\_\_

Camp Carson's objective is to be a strong, positive influence on campers who are developing their personal habits and values. The staff's example is most important in achieving this objective. Accordingly, do you understand and **are you committed to abide by** Camp Carson's expectations regarding the use of illegal drugs in any form, tobacco, the indiscriminate use of alcoholic beverages after age 21, and the necessity of maintaining good personal habits of conduct, grooming and hygiene? \_\_\_\_\_

How do you feel your present habits, values and lifestyle agree with the camp's position?

\_\_\_\_\_ Strongly agree \_\_\_\_\_ Agree \_\_\_\_\_ Agree, with reservations \_\_\_\_\_ Do not agree

Do you use tobacco in any form? \_\_\_\_\_ If yes, can you restrict your usage only to "time off"? \_\_\_\_\_

Do you drink alcoholic beverages? \_\_\_\_\_ Can you comply with Camp Carson's expectations regarding this? \_\_\_\_\_

Is the "time off" schedule understood and satisfactory with you? \_\_\_\_\_

What are your feelings about this statement:

Staff positions are available only to those who enjoy working with children, are willing to place the welfare of campers ahead of personal interests and will see the job through to the end.

\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

Applicant's waiver of right of access to confidential statement:

For the purpose of encouraging candor, I hereby freely and voluntarily waive any rights I might have to access to any information contained on Camp Carson's recommendation form and agree that the statement shall remain confidential.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## WORK EXPERIENCE

Present Employer \_\_\_\_\_  
(Employer) (Company) (Address)

\_\_\_\_\_  
(Job Title) (Dates of Employment) (Reason for leaving)

Previous Employer \_\_\_\_\_  
(Employer) (Company) (Address)

\_\_\_\_\_  
(Job Title) (Dates of Employment) (Reason for leaving)

## PERSONAL REFERENCES

1. \_\_\_\_\_ ( )  
(Close Family Member) (also indicate relationship) (Address and Zip) (Area Code) Phone

2. \_\_\_\_\_ ( )  
\*(Camp Carson Staff Member, if you know one) (Address and Zip) (Area Code) Phone

3. \_\_\_\_\_ ( )  
(Parent of Camp Carson camper, (Address and Zip) (Area Code) Phone  
if you know one)

4. \_\_\_\_\_ ( )  
(Healthcare Professional) (Address and Zip) (Area Code) Phone

5. \_\_\_\_\_ ( )  
(Neighbor or other personal reference) (Address and Zip) (Area Code) Phone

List professional organizations of which you are a member \_\_\_\_\_

Additional information, if any, you wish to furnish \_\_\_\_\_

\*(If none, substitute a personal reference who know your character and abilities well.)

*Please be sure to give a complete address. We send a reference form to each person on this list.*

**IN ITS EMPLOYMENT PRACTICES, CAMP CARSON DOES NOT DISCRIMINATE ON THE  
BASIS OF RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN**