



Camp Nurse Information and Position Description

Commitment: Weekly

Responsible to: Todd Donaldson, Director

Position: Volunteer (in gratitude for your service, New Life offers a free week of camp for your child)

Dates Confirmed: _____

Responsibilities:

1. Check-in camper medications (over-the-counter and prescription) documenting dosage information on the Medication Release form.
2. Discuss camper medication and health needs/concerns with parents at check-in and throughout the camp week.
3. Disseminate information about camper medication and health needs/concerns to the appropriate summer staff (primarily counselors).
4. Distribute medications to campers as documented on the Medication Release form. Obtain parental permission before dispensing over-the-counter medications to campers.
5. Assist summer staff in providing first aid and caring for camper's medical needs.
6. Provide care and follow-up for injured and/or sick campers. Contact parents as necessary.
7. Document care provided on accident forms and in the medical logbook (this logbook is located in the First Aid room, and all care given to injuries or illnesses is documented in this book).
8. Review accident forms, checking that forms are completed thoroughly.
9. Travel with campers to physician's office or hospital as needed. Bring camper's consent for treatment forms (registration form).
10. Assist in the ongoing inventory of First Aid room supplies.
11. Attend morning staff devotions/meeting (Front Porch of Lodge, 7:00 AM, Monday-Friday)
12. Participate in group activities as desired/needed. During activity times, rove sites where campers are to help with first aid issues as they arise.
13. Ensure that all medication is given back to the camper/parent with the help of the counselor. A listing of early departing campers (ie; Friday night and before breakfast Saturday) will be given to you by the Camp Registrar.
14. Contact the Camp Director with any questions or concerns.

Important Telephone Numbers:

- Emergency – 911
- Doctor's Office (Hyndman Area Health Center) – 814-842-3206
- Pharmacy (Potomac Valley Pharmacy, Hyndman, PA) – 814-842-3201
- Hospital (UPMC Bedford Memorial, Bedford, PA) – 814-623-6161
- Hospital (Memorial Hospital, Cumberland, MD) – 301-723-4000
- Director's Residence (Todd & Kim Donaldson) – 814-842-0109

How To Contact You at Camp: The postal address will be “name, c/o New Life Bible Camp, 451 Tarwater Road, Buffalo Mills, PA 15534”. Your Email address can be your own or you can use campers@newlifebiblecamp.com with your name in the subject line. You will be able to check your email online during the week, but the time will be limited. The phone number will be (814) 842-3325. Unless it’s an emergency, please restrict your personal incoming and outgoing phone calls to non-office hours, which means after 5:00 pm.

Time Off: There will be no specified time off during the week. During the week there will be “rest time” for the campers immediately following lunch each day. You are welcome to use this time to rest, unless care is needed for a camper or staff member. If you need additional time off, you just need to ask and more time can be given.

Lodging Arrangements: Your “room” will be a bunk bed located in the 3rd Floor dorm. This dorm will be utilized only as an overflow room this summer. You will have a small area for your belongings.

Essential Paperwork: These forms need to be completed and brought with you when you arrive at camp.

- Staff Health form
- Guidelines for Relating to Campers
- Background Screenings (check with NLBC staff for appropriate steps to complete this)

Review this documentation: Please review these documents so that you become familiar with policies and procedures we have in place at New Life. If you have any questions regarding these documents, you can call and talk about them before your week begins, or bring your questions with you to camp.

- Exposure Control Plan (Bloodborne Pathogens)
- Guidelines For Relating With Campers (Child Abuse Awareness)
- Accident/Incident Form
- Medication Release Form

What to Bring: The essentials: sleeping bag or linens/blanket, flashlight w/ extra batteries, bug repellent (with DEET recommended), sunscreen, clothing for 1 week, creek/mud shoes, hiking shoes, sneakers/athletic sandals, old pair of jeans (for use on the waterslide), towels, toiletries, fanny pack, electric alarm with battery backup, rain gear, Bible, notebook/pen.. *Remember to pack lightly, fashion is dead, comfort is king.* Optional extras: small fan, money, and water bottle.

OTHER ITEMS:

- **Pray** that you might have a servant’s heart throughout your week of service and pray for the campers, that they might come to know the Lord and if they do know Him, to grow in their walk with Him.
- **Arrival/Departure:** You will need to be at camp prior to **2:00 P.M. Sunday**. You may settle into your dorm room and then report to the dining hall for a full staff meeting. Your time of service will end with lunch on Saturday.
- If you need medications, be sure to bring them with you, as well as prescriptions you may want to fill at the local pharmacy (Potomac Valley Pharmacy, 814-842-3201).
- Contact/glasses wearers may want to bring an extra pair, and/or their lens prescription for emergency needs.