

Quest First Aid Coordinator

Position Description



Revised and Endorsed: March 2023

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To be responsible for the overall health and well being of the camp, including the campers, staff and facility.

ACCOUNTABILITY

Responsible Guider

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Pre-Camp:

- To attend the pre-camp planning meeting.
- To review all health and safety guidelines as outlined in Safe Guide.
- To review all health forms prior to camp, ensuring all errors or omissions are corrected.
- To contact, where necessary, parents of campers or staff to clarify medical conditions.
- To ensure Responsible Guider is aware of any known health conditions and/or allergies of Quest participants
- To alert the Quartermasters of any staff food allergies.
- To ensure that proper incident and medical forms are available.
- To review Event Emergency Response Plan and assist in its revision when required.
- To advise the local hospital to be aware of our presence at camp.
- To plan for two first aid stations including blankets, cots, and any supplies required.
- To pick up First Aid Kit from Guide House and purchase any supplies necessary to replenish it, keeping within First Aid budget, in consultation with Responsible Guider
- To recruit qualified first aiders as outlined in Safe Guide to staff two first aid stations while projects are being run; and any additional times as determined by planning team.
- Communicate with Staff first aiders information from planning team and create schedule for camp.

Camp:

- To adhere to **ALL** the health and safety guidelines as outlined in Safe Guide,
- To ensure the well being of all staff by being aware of their physical and emotional condition,
- To be a liaison with team and project first aiders to ensure supplies and forms are available for their use.
- To set up two First Aid stations.
- Coordinate First Aid Schedule and ensure both first aid stations are staffed.
- To ensure **ALL** personal medication and personal health forms are being kept.
- To ensure that **ALL** treatments given at camp are recorded on appropriate Safe Guide forms.
- To check regularly on the staff and first aid stations
- To report all health and safety hazards and situations not up to standards to the Responsible Guider
- To attend staff meetings.



Post-Camp:

- To ensure that the First Aid area is clean.
- To report depletion of supplies within the First Aid Kit to the Responsible Guider.
- To assist with closing of the campsite.
- To return all medications and health forms to campers and staff upon departure and discuss any incidents and/or issues with parents at pick-up.
- To prepare a final Health Report of the camp and forward it to the Responsible Guider.
- To return First Aid Binder to Responsible Guider.

QUALIFICATIONS

- Member of Girl Guides of Canada-Guides du Canada.
- Hold valid Standard First Aid or higher qualification.
- Enjoy working in a camp setting with young people and adults.
- Good communication skills.
- Positive and flexible attitude.
- Must be 19 years of age or older at time of camp.

TERM

- The term of the position is to be for the planning stages and duration of the camp.

