

Provincial Camp: Keji Tri-Venture

Health Services Lead Position Description

Position Description

MISSION

To be a catalyst for girls empowering girls

Purpose:

To be responsible for the Keji Tri-Venture Adventure Camp 2023 overall health and well being of the camp, including the campers and staff

Accountable to:

Responsible Guider

Responsibilities

Pre-Camp:

- To attend the Team Lead pre-camp planning meetings.
- To Chair Health Services pre-camp planning meetings and be financially responsible for the budgeted amount allocated to Health Services.
- To review all guidelines as outlined in Safe Guide in conjunction with the Responsible Guider.
- 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 alert the Food Services Coordinator and Adventure Lead of any food allergies.
- To ensure that current Safe Guide record forms are available and up to date accident report forms are available.
- To prepare several books and games to occupy campers and a sleeping bag, if needed, in case of illness or homesickness.
- To pick up adequate First Aid supplies and purchase any supplies necessary to replenish it, keeping within the First Aid budget, in consultation with the Finance Coordinator.

Camp:

- To attend staff meetings.
- To adhere to **ALL** the health and safety guidelines as outlined in Safe Guide.
- To ensure the well being of all campers and staff by being aware of their physical and emotional condition.
- To set up a Health Services station.
- To ensure **ALL** personal medication and personal health forms are kept in a locked container provided by the Keji Tri -Venture Camp 2023 Planning Team.
- To administer and record **ALL** medications and treatments given at camp on H.3 and H.4 forms.
- To direct all wilderness First Aid Guiders to use the H6 and H7 as appropriate
- To collect all H6 and H7 forms from the wilderness First Aid Guiders when they return to camp.
- Health Services will keep all medication that requires refrigeration for front country campers.
- Health Services will keep a copy of all Health Forms on site.
- Respond to concerns of personal hygiene of campers and staff.
- To report all health and safety hazards and situations not up to standard to the Responsible Guider.



Post Camp

- To assist with closing of the campsite.
- To ensure that the Health Services area is clean and all remaining supplies returned.
- To return all medications that required refrigeration and shred all health forms.
- To prepare a final Health Services Report of the camp and forward it to the Responsible Guider.
- To return First Aid Binder to the Responsible Guider.
- To return all external resource equipment, supplies and resources.

Specific Qualifications

- Adult Member of the Girl Guides of Canada, Guides du Canada. 19 years of age in NS
- Have current Standard First Aid or higher
- Good organizational and communications skills
- Good team building skills
- Positive and flexible attitude

TERM

The term of commitment will be approximately three months for the planning, execution and wrap up of camp(s).