**Medical Staff Job Description**

($300 Stipend)

Purpose of the Position:

The Medical Staff provides basic medical support as needed and is the first line of medical support for campers and onsite camp staff. Medical Staff should be highly organized and comfortable discussing medical needs of campers, prepared for all medical issues that might arise during camp activities.

General Responsibilities and Duties:

* Prior to camp, review health forms turned in for each camper and onsite camp staff and become familiar with any potential health issues listed in their history
* Contact the Camp Directors if parent/guardian does not respond in a timely manner to requests for additional information
* Keep in close contact with the Dorm Moms and make sure they are aware of any health issues the girls have
* Maintain 24/7 cell phone availability to all staff, respond immediately to health needs
* Know, communicate, and implement plan for emergency response as appropriate

Responsibilities and Duties While at Camp:

* On call 24 hours a day, on campus, every day of camp
* Store all medications for campers in dorm room and administer dosages as appropriate
* Be aware of all rules unique to the campus, including cafeteria and dorm facilities
* Be present at registration so parents can communicate any instructions about medications
* Maintain a personalized file for each camper and onsite camp staff with medication or other special care or restrictions, food allergies, special treatment for emergencies
* Hold “clinic hours” when campers will know Medical Staff is present in their dorm room
* Complete incident report forms for AAUW and insurance company if applicable
* Keep a log book containing notes of any visits from girls, inform Dorm Moms of visits
* Notify Camp Directors of any serious illness/injury
* Attend staff meetings as requested
* Be available to attend any activities or field trips as required by the Camp Directors

Qualifications:

* AAUW member
* First aid course required, CPR Certificate preferred (required if no other nurse or MD is onsite)
* Extensive nurse’s training, senior year nursing student, retired nurse with updated training or medical doctor
* Willingness to perform support during an emergency
* Experience working in a setting with children
* Warm, supportive personality
* Successfully pass a federal background check/California LiveScan deadline, typically 6 weeks prior to start date of camp
* Physically capable of being wherever needed on campus, possibly in urgent situations

Commitment Expected/Training:

* The Camp Co-Directors will provide training on camp policies and procedures and campus safety procedures.
* Reside on campus during the week of the camp (room and board provided by AAUW)