Provincial Camp

First Aider

Position Description

**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 facilities.

**Accountability**

Camp Director and/or Responsible Guider

**Responsibilities:**

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 prepare a report for each Patrol Leader listing any health conditions and/or allergies for each girl in her patrol
* To alert the Quartermasters of any food allergies
* To ensure that proper accident 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 provincial First Aid Kit and purchase any supplies necessary to replenish it in consultation with Responsible Guider

Camp

* 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 First Aid station
* To ensure ALL personal medication and personal health forms are kept in a safe space
* To administer and record ALL medications and treatments given at camp on OA2a and OA2b forms
* 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 Provincial 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
* To prepare a final Health Report of the camp and forward it to the Responsible Guider
* To return First Aid Binder to the Responsible Guider

**Qualifications**

* Member of the Girl Guides of Canada-Guides du Canada
* Hold a 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 18 years of age or older at time of camp

**TERM**

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

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