

# First Aid Captain

## Job Details

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**Job Location:** Dale Earnhardt Environmental Leadership Campus at Oak Springs

**Job Start and End Dates:** June 15<sup>th</sup>-August 1<sup>st</sup>, 2025

## Description

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### Girl Scouts Hornets' Nest Council

**Job Title:** First Aid Captain

**FLSA Status:** Seasonal Staff Summer Camp Staff

**Department:** Resident Camp

**Reports to:** Camp Nurse and Director of Outdoor Programming

**Location:** Statesville, NC

**Number of positions:** 1

**Weekly Rate:** \$600

**Job Purpose:** The First Aid Captain is responsible for the health, well-being, and safety practices of the entire camp including, but not limited to, assisting with training of staff in health and safety practices, medication management and dispensing, running of the Health Center, attending to basic first aid of campers and staff, reporting daily to the Camp Nurse, and helping ensure that camp follows North Carolina State Health Department regulations and American Camp Association standards.

### Essential Functions

- Check ins and oversees all medications - including camper, staff, and all over the counter medications stocked by camp - keeping medications under locked control.
- Administers all medications and provides treatments according to physician's orders, keeping accurate records of all treatment.
- Collects and maintains all health records and paperwork in a confidential manner, including reports and records of medication dispensed, maintaining filed health cards, and updates files as needed.
- Prepares first aid kits for unit emergency use and prepares emergency kit for each off-camp activity trip.
- Assists in the training of staff in health and safety practices, including the instruction of general health and first aid upon request of staff and campers.
- Maintains camp health center supplies, equipment inventory, and orders supplies as needed.
- Remains accessible at all times for treatment and emergency situations.
- Checks cabins daily to ensure health and safety procedures are being met.
- Completes insurance forms, incident forms, and accident forms upon illness or injury of camper or staff.
- Checks in daily with the Camp Nurse and Camp Leadership.
- Reports all major illnesses and injuries to Camp Nurse and Camp Leadership immediately.
- Works as a team with the other management through effective communication skills with the Camp Nurse, summer camp staff, and Camp Leadership.

- Maintains effective working relationships with staff and create harmonious relationships with campers, parents, and staff.
- Assists with the daily running of camp and activities, helping and covering as needed.
- Assisting with daily, weekly, and end of season camp cleaning responsibilities.
- Provide quality camper experience that resolves concerns in a timely manner.
- Participates in and performs duties within the general camp life, including but not limited to check in, check out, all camp activities, themed days or meals, cookout, and duties at meals.
- Ensures camp is providing quality and safe programming for all campers by following all policies, procedures, protocols, and health and safety standards of GSCTX, American Camp Association, Health Department, and Safety Activity Checkpoints
- Be a role model to campers and staff in attitude and behavior.
- Engages in problem-solving skills, by clarifying desired information, researching, locating and delivering findings and solutions.
- Displays professional demeanor, and integrity at all times.
- Maintains strict confidentiality and professionalism when handling sensitive information.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Adheres to the policies of the Girl Scouts Hornets' Nest Council and promotes Girl Scouting in a positive manner to the public as well as to all internal and external customers.
- Performs other duties or assists other projects as assigned.

## Qualifications

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### Required Qualifications

- Must be 21+ years of age by June 15, 2025.
- High School Diploma/GED.
- Adheres to Personnel Policies for Seasonal Camp Staff.
- Attention to detail and demonstrated ability to work under minimal supervision, as well as take initiative in making decisions.
- State medical license, working toward a medical profession (can be in school) or is registered as: physician, physician's assistant, registered nurse, LVN, nurse practitioner, certified nursing assistant, paramedic or EMT (or equivalent training).
- Ability to stimulate interest in basic cleanliness, health education, and safety practices.
- Knowledgeable in safe use and storage of medicines, pesticides, and other chemicals.
- Ability to adapt to various camp work situations.
- Proven emotional stability needed to meet emergencies with good judgment.
- Proven leadership ability working with children ages six through seventeen.
- Must reside on camp property for duration of summer camp employment (may leave camp on weekends/days off). Will have a cabin to themselves.
- Ability to make a commitment to the philosophy of Girl Scouting, both nationally and locally.
- Ability to effectively interact, work, and collaborate with people of various cultural backgrounds and promote an environment of inclusivity.
- Satisfactory results from a criminal background check are required.
- Have and maintain a valid driver's license, and acceptable driving record, acceptable insurance, and reliable transportation.

## **Preferred Qualifications**

- Training in Girl Scout outdoor programs, camp activities, camp counseling, leadership, and training techniques is preferred.
- Camp experience preferred.
- First Aid/Medical Experience is preferred.

## **Physical Requirements**

- Frequent sitting, standing, walking, bending and twisting upper body.
- Capable of lifting up to 50lbs.
- Capable of viewing computer monitor for long periods.
- Ability to respond appropriately to emergency situations and possess strength and endurance required to maintain constant supervision of campers.

## **Environmental Demands**

- Outdoor activity and exposure to weather.
- Continuous requirement for professional demeanor and appropriate camp staff attire.
- Continuous work as a team member and ability to work independently with some supervision.
- Willingness to live in a camp setting and work irregular hours with limited equipment and facilities, with daily exposure to sun, heat, and insects.
- Willingness to live in camp facilities that may not have AC.
- Frequent work under stress and under pressure of deadlines with overlapping projects.

**Important Note:** The information contained in this job description is intended to outline the general nature and scope of work being performed by an employee assigned to this position. It is not intended to be construed as a contract, or as an exhaustive list of all responsibilities, duties and capabilities required of a person employed in this capacity. Job descriptions are subject to change at the discretion of the Girl Scouts Hornets' Nest Council.

Girl Scouts Hornets' Nest is an Equal Opportunity Employer.