

Camp 2026 Health Services Coordinator

Position Description

March 1, 2024

MISSION

To be a catalyst for girls empowering girls.

PURPOSE

To be responsible for the 2026 Camp overall health and well-being of the camp, including campers and staff.

ACCOUNTABILITY

Camp 2026 Management Committee, through the Operations Lead

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Prior to Camp

- Work closely with the Operations Team to plan and coordinate the Health Services component for the 2026 Camp,
- To attend the Operations Team 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 help recruit members for the Health Services Sub-Committee, including First Aiders for camp
- Complete expense forms and submit to 2026 Operations Lead in a timely manner,
- 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, Guiders (or parents if needed) of campers or staff to clarify medical conditions.
- To alert the Food Services Coordinator of any food allergies and dietary restrictions.
- To ensure that current Safe Guide record forms are available and up to date accident report forms are available.
- 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.
- To communicate with local hospital/medical clinics, pharmacy about camp taking place.
- Adhere to the Oath of Confidentiality and the Code of Conduct of GGC,
- Comply with the “Fundamental Principles for All Committees.”



Camp:

- To attend staff meetings,
- To ensure that Health Services is functioning well.
- 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 schedule volunteers to manage First Aid
- To keep a copy of all Health Forms on site.
- To communicate with Patrol First Aiders about camper medications and ensure H3 forms are filled out and collected
- To ensure safe and proper storage of medications
- To keep all medication that requires refrigeration.
- To 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.
- To work with the Program team to ensure adequate first aid supervision on Out Trips.
- To prepare first aid kit, forms needed for Out Trips.
- To work with Waterfront staff to ensure first aid supplies are available.

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 Operations Lead.
- To return all external resource equipment, supplies and resources.

Specific Qualifications:

- Must be 19 years of age or older at time of camp,
- Have current Standard First Aid or higher
- Good organizational and communications skills
- Good team building skills
- Positive and flexible attitude

Term of Office

The term of office will be as outlined by the By-laws of Girl Guides of Canada. Be present for the duration of the camp including set up and break down. The time required for the work of the position varies considerably; approximately 3 to 5 hours per week, on average, will be required.

