

Established April 2017, Rev Feb '23

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### **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**

Camping Adviser and Spark Ember Camp 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 alert the Quartermasters of any food allergies
- To ensure that proper accident forms are available
- To advise the local hospital and arrange for a local doctor to be aware of our presence at camp
- 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, keeping within First Aid budget, 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 locked container provided by Kwah-ee Management Team
- To administer and record **ALL** medications and treatments given at camp as per Safe Guide Requirements
- To check daily for cleanliness of areas, grease pits and sleeping areas
- To check daily on the personal hygiene of campers and staff
- To set up and monitor a recyclable station at camp
- To report all health and safety hazards and situations not up to standards to the Responsible Guider
- To be in attendance at all waterfront sessions, if applicable.
- 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

CAMPING ADVISORY COMMITTEE  
SPARK EMBER CAMP – First Aider  
Position Description



- 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 19 years of age or older at time of camp

**Term of Commitment**

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