

Provincial Camp: Kwah-ee

First Aider Position Description

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

Kwah-ee Management Team and Kwah-ee 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 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 Kwah-ee 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 on OA2a and OA2b forms



- To check daily for cleanliness of patrol 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
- To attend staff meetings

Post Camp

- To ensure that the First Aid area is clean
- To report depletion of supplies within the Kwah-ee 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 19 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).

