

## CAMP MATTAKEESETT NURSE JOB DESCRIPTION

Job Summary: Camp Mattakeestt nurses are responsible for the care and supervision of all medical services. This care includes looking after ill or injured campers or staff, administering medication, communication with parents and staff, organization of medical information, medications and first-aid kits, as well as keeping records of camper visits.

Camp will be staffed 24 hours of the day from check-in time for campers on Tuesday at 10:00 AM to check-out time Saturday 1:00pm for campers and staff. Camp Nurses and staff start Sunday August 11<sup>th</sup> at 5:00pm. Reports to: Camp Director Payment: \$1500/week; Housing & Meals provided. If interested contact the Director of Camp Mattakeesett at [Mattakeesett@gmail.com](mailto:Mattakeesett@gmail.com)

### Requirements:

- Licensed as a registered nurse in the state of NH ( Camp will reimburse for reciprocity licensure cost with compact state)
- Current CPR and First Aid certifications
- Experience working with children and youth ideal
- 21 years of age or older
- Ability to maintain health forms and paperwork
- Ability to maintain and administer all medications
- Ability to make decisions and take initiative under pressure
- Good communication skills

### Responsibilities:

- Assist in organizing and setting up the Camp Mattakeesett Health Office
- Making sure inventory of First-Aid kits is supplied and maintained
- review insurance forms and camper health forms
- Keep a record of camper's office visits
- Accept and store all prescription and over-the-counter drugs
- Administer prescription and over-the-counter drugs when necessary
- Assist in providing a staff orientation for the Camp Mattakeesett Health Office
- Illness and injury management
- Communication with parents and staff of camper's illness or injury
- Be a medical resource that would bridge the gap between basic medical knowledge and emergencies
- Providing First Aid for: cuts, scrapes and bruises , bee stings, dehydration and sunburn

Camp Mattakeesett is an all girls catholic camp that takes place From August 11-August 17<sup>th</sup> on the campus of Camp Robindel in Moultonborough, NH. We have 180 campers from rising 4<sup>th</sup> graders through rising 8<sup>th</sup> graders.