

CAMP TANNER JOB DESCRIPTION

FIRST AID SUPPORT

The following are duties of the **FIRST AID SUPPORT** at Camp Tanner and are in addition to requirements of all support staff as listed in the offer and contract.

Responsibilities Before Camp:

- a) Submit any other relevant medical training documents.
- b) Prepare stock of medical supplies and Support Trailer.
- c) Work with the Director Team to ensure complete medical information is received from staff and campers.
- d) Prepare and lead relevant Health and Safety Training with staff at staff training.

Responsibilities During Camp:

- a) Responsible to the Camp Director and Camp Tanner Inc. Board.
- b) Lives on site and is accessible to campers and staff at all times.
- c) Is responsible for the physical health of campers and staff.
- d) Collects detailed information from parents / guardians at registration pertaining to camper medications and health concerns.
- e) Ensures proper storage of medication and return of said medication to parents at the end of the week.
- f) Administers medication as needed; maintains records and detailed medical logs of all medication and treatment given.
- g) Maintains medical supplies and first aid kits (staff fanny packs) throughout the summer and checks stocks at the beginning of each week.
- h) Maintains and distributes extra hygienic supplies as needed (feminine hygiene products, toothbrush and paste, extra clothes etc).
- i) Work with Kitchen Support Staff to manage staff and camper food allergies and ensures compliance with dietary needs.
- j) Judges cabin clean up and assists with building inspections.
- k) Completes Inventory of Support Trailer at the conclusion of the summer.
- l) Coordinates with Director to determine if a camper is to be sent home due to medical concerns (including COVID-19)

COVID-19 Specific Information: Successful applicant would be required to familiarize themselves with signs and symptoms of COVID-19 and may be required to be the point of contact for SouthWestern Public health in order to evaluate COVID-19 concerns should they arise. This requirement will continue to be evaluated by the Camp Tanner Staffing Committee as new and updated information becomes available from the Federal, Provincial and Local Public Health governing bodies.