



**TITLE: Camp Nurse**

**REPORT TO: Director of Camp & Youth Engagement**

Neil Klatskin Summer Camps in Tenafly, New Jersey is looking for a Camp Nurse for our day camp program.

**SCHEDULE:**

- Pre-Camp Planning Meetings once per month (Jan-May, 6:00-8:00pm)
- Web based Forms Review Feb-April (2hrs per wk), May (5hrs per wk), June (10hrs per wk)
- Staff trainings June 7, 8, 15, 16, 17
- Family Meet & Greet on Sunday, June 21<sup>st</sup> from 8:30am-2:00pm
- June 22<sup>nd</sup>-August 14<sup>th</sup>, 8:45am-3:45pm Monday-Friday
- Family Extended Evening in July

**RESPONSIBILITIES:**

- Review and approve camper and staff universal health form, immunization history, allergy action plan, asthma action plan, and/or seizure action plan prior to the start of camp to ensure all are current and in compliance.
- Conduct inventory of supplies and place orders when necessary, ensuring timely arrival of supplies
- Establish and follow appropriate medical routines including record keeping in the daily medical logs, disposal of medical waste, managing and safeguarding medication
- Check and issue first-aid kits
- Participate and lead specific areas of staff training pertaining to camp health and safety
- Communicate regularly with Leadership Team regarding allergies and important health information regarding campers and staff.
- Keep accident / incident reports that can be used for risk-management assessment
- Monitor health of all staff and campers
- Contact parents as necessary
- Monitor / evaluate camp procedures, facilities and conditions and suggest modifications that would create more healthful conditions in the camp
- Evaluate the camp season, including inventories, camper reports on health problems, and make recommendations for the following season

Other Duties as assigned.

**REQUIREMENTS:**

- Licensed in New Jersey as a Registered Nurse
- Experience with children and young adults
- Ability to monitor health care, maintain records, and implement health care plan
- Current CPR and first aid certifications
- Desire to work in a camp community

Salary Range \$14K-\$17K. Salary commensurate with experience.

Please send resumes to: Melissa Peters, Director, Camp & Youth Engagement, [Mpeters@jccotp.org](mailto:Mpeters@jccotp.org)

EOE

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