

**GIRL SCOUTS HEART OF THE HUDSON, INC.**

<b>DEPARTMENT:</b> GIRL Expirence and Outdoor Program	<b>CAMP TYPE:</b> Day Camp
<b>Updated:</b> <i>Janurary, 2026</i>	<b>STATUS:</b> Seasonal, Full-Time
<b>REPORTS TO:</b> Camp Director	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> N/A	
<b>CAMP LOCATION:</b> Camp Addisone Boyce	

**POSITION SUMMARY:**

Supervise and be responsible for the general health and safety of campers and staff in accordance with the standards set by Girl Scouts of the USA, the American Camp Association and the New York State Department of Health.

**KEY FUNCTIONS & RESPONSIBILITIES:**

- Establish and maintain contact with physician and with local hospital facilities; give first aid; give nursing care in cases of illness and accident as directed by physician; take responsibility for calling the physician when advisable.
- Maintain first aid equipment for units, dining hall, kitchen, waterfront, arts and crafts, boating, nature, games and camp vehicles.
- Initiate health education and safety practices; maintain health emergency procedures; instruct staff in first aid procedures during pre-camp.
- Check incoming campers and collect, review, and keep health certificates; record all treatment and other health information; notify staff members of health precautions of special campers (and other staff) when indicated; notify the food service manager of individuals with food allergies. Collect medications of campers and staff upon arrival at camp; supervises medication storage and administration, where appropriate.
- Complete necessary reports such as daily treatment log, insurance claim forms, health department reports, and other required reports.
- Must be able to attend weekly overnights on Thursdays.
- This position description in no way states or implies that the responsibilities listed are the only duties to be performed by the person filling this position. The person in the position may be required to perform other duties as necessitated by the situation or requested by his/her supervisor.

**QUALIFICATIONS:**

- Successful completion of Background Check.
- Licensed registered nurse in the State of New York.
- Current certification in American Red Cross CPR for the Professional Rescuer or equivalent.
- Current certification in the American Red Cross Responding to Emergencies or higher.
- Must be at least 21 years old.

- Prior experience in supervising staff.
- Prior camp experience preferred.
- Ability to stand for long periods.
- Capable of lifting and carrying items over 15 lbs.
- Proficient in navigating rough terrain.
- Comfortable being active for extended durations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Girl Scouts Heart of the Hudson, Inc. is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law.*