

Buckingham Browne & Nichols
Job Description

Position Open: Summer Camp Nurse

Department: Summer Camp

Starting Date: January 2018

Job Summary:

The Summer Camp Nurse is responsible for assisting in the operation of the BB&N Summer Day Camp, while maintaining consistency with the BB&N philosophy, goals and objectives. The Nurse will also assist in the supervision of all health and wellness aspects of the BB&N Summer Camp Programs. This position is non-exempt and is considered full time (40+ hours) during the 8-week summer program with some time requirements from January to June to review and approve camper medical records. It is anticipated that the Nurse will work approximately 36 hours between February and Pre-Camp in June, and approximately 17 hours per week for the two weeks of Pre-Camp (June 9-25).

Context:

BB&N, a coeducational day school in Cambridge, MA, was established in 1974 by the merger of two independent schools, the Buckingham School and the Browne & Nichols School, founded respectively in 1889 and 1883. Located on multiple campuses, we work as one School in pursuit of excellence. We celebrate the diversity of our community that enriches our daily experience. At BB&N we foster intellectual curiosity, critical thinking, and a deep concern and respect for others.

The summer camp program at BB&N is one of the largest and oldest programs in the area. Established in 1949, the camp enrolls nearly 400 children per week in its typical eight-week program with more than 1000 campers throughout the entirety of the summer. Under the direct supervision of the Director, the camp employs nearly 120 staff each season.

Responsibilities:

- Review campers and staff medical forms for compliance (approx. 1000 students and 120 staff)
- Communicate with parents any missing information needed for compliance
- Routine daily care and administration of OTC and prescribed medications
- Emergency care to all campers and staff
- Prepare and administer medications daily in a safe, accurate, and timely manner.
- Give prescribed treatments as needed.
- Review, update, maintain and file medical records.

- Monitor and update ongoing list of needed supplies. Stock Nurse's Office and First Aid Kits as needed.
- Organize and manage 1st Aid Kits for each group leader each day of camp.
- Perform other related duties as needed or requested by the Camp Director.

Competencies:

- Licensed as a Registered Nurse in the Commonwealth of Massachusetts
- Current CPR Certification
- Excellent organizational skills
- Ability to originate, update and/or monitor healthcare, maintain records, and implement coordinated Camp health program and standing orders.
- Confidence in delivering routine and emergency care in a camp setting
- Excellent documentation and communication skills; also, basic computer skills.
- Ability to lift/assist campers and staff for treatment.
- Ability to maintain an enthusiastic presence to all campers, staff and camper families.
- Commitment to working in and fostering an inclusive community.

To Apply visit:

https://workforcenow.adp.com/jobs/apply/posting.html?client=bbnschool&jobId=212946&lang=en_US&source=CC3

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