



Manitoqua Ministries Summer Job Description	
Department:	Summer Staff
Job Title:	Nurse Assistant
Reports Directly To:	Nurse and Program Coordinator
Position Summary The Nurse Assistant position is responsible for the health and safety of all campers, staff, and other camp personnel including medications and first aid.	
Qualifications: <ul style="list-style-type: none">• Strong desire and ability to care for, love, teach, and work with children and staff in a camp setting• Actively pursuing personal Christian growth• Skills in interpersonal relationships, communication, and supervision• Nursing student or in related field• Completed first round of clinicals• First Aid and CPR certified	
Responsibilities and Expectations <ul style="list-style-type: none">• Attend coordinator and staff orientation• Reside in assigned staff housing• Review with Nurse all campers, summer staff, SAMs, and weekly volunteer's medical release forms. Compile notes for appropriate staff.• Assist with camper check-ins and collection of medications• Assist Nurse in a weekly inspection of camp facilities, reporting all items that do not meet health and safety standards• Assist with organizing medications for the week• Distribute and give medications as scheduled• Maintain some office hours for consultation with campers and staff• Administer first aid when appropriate• Take campers or staff to the clinic or hospital as needed• Keep accurate daily records for all treatments, consultations, clinic visits and any other health incidents• Stay with any sick or injured camper as needed, including possible night duty• Inspect and stock all First Aid kits	

- Inventory all supplies and equipment throughout summer
- Oversee the health standards of summer staff and housing issues
- Responsible for clear communication with families regarding health situations specific to their child
- Be on call for REZ at night
- Welcome all campers upon their arrival
- Prepare and lead Bible lessons, devotions, games and activities (may also be assigned to lead an area that requires specific skills)
- Be prepared with the necessary materials for each day
- Lead activities within the structure outlined in the program and policies and procedures manual of Camp Manitoqua
- Be present at all required camp sessions, campfires, and meals for active participation, prayerful support, and crowd control
- Care for the spiritual, emotional, and physical health and safety of all campers and staff with energy and compassion
- Help develop a family and greater community environment with in day camp groups including good behavior management practices
- Be an advocate for community with staff
- Be able to share the gospel with anyone and seek opportunities to do so
- Be committed to the study of God's word and prayer for campers and staff
- Attend the all staff debriefs on Friday afternoons at 5pm
- Attend the all staff prebriefs on Sundays: small groups and announcements at 6pm; and staff worship at 7pm
- Attend the Staff Retreat and Staff Party
- Present a full evaluation of personal performance and camp operations at the close of summer
- Perform other duties as requested by the Program Coordinator
- Be familiar with Manitoqua Ministries, its mission, purpose, guidelines, and policies as outlined in the staff manual