
Girl Scouts Western Pennsylvania
– Camp Staff Job Descriptions –
Camp Health Assistant

Reports To: Director, Member Health & Safety

Supervises: N/A

Employee Name (Print): _____

Employee Signature _____ **Date** _____

Purpose

The Camp Health Assistant supports the camp’s healthcare operations by assisting the Camp Nurse in providing safe, effective, and efficient health services to campers and staff. This role includes assisting with supervising medication administration, first aid, health record documentation, and daily health routines while promoting a culture of wellness, safety, and inclusion at camp. The Camp Health Assistant is a part of the camp’s administrative team and is not responsible for contributing to camp ratios. The Camp Health Assistant is not required to hold a nursing license, but must demonstrate maturity, organization, confidentiality, and compassion in working with campers and staff.

Essential Functions

- Assist the Camp Nurse with daily health operations, including organizing the health center, maintaining supplies, and monitoring cleanliness.
- Support medication administration and documentation in accordance with state regulations, ACA standards, and camp policies under the direct supervision of licensed staff.
- Provide basic first aid and respond to minor camper and staff health concerns within their scope of training.
- Assist with screening campers and staff upon arrival.
- Maintain accurate and confidential health records using CampDoc.
- Support implementation of emergency procedures (e.g., fire drills, medical emergencies, evacuations) in coordination with camp leadership.
- Provide logistical support to healthcare team.
- Promote health and wellness education through positive interactions with campers and staff (sunscreen, hydration reminders, rest).
- Uphold all safety, risk management, and confidentiality policies set by GSUSA, GSWPA, ACA, and state/local regulations.

Positive Relationships

- Contributes to the diversity of the council by ensuring that all materials, activities, and programs are sensitive to and reflective of the interests, values, and needs of people of all racial /ethnic groups, cultures, belief systems, and abilities.
- Provides support to campers and staff for a large variety of needs including medical, physical, emotional, etc.

Requirements and Desired Qualifications

Requirements –

- Minimum 21 years of age
- Required Training- high school diploma or equivalent; college coursework in health sciences (nursing or related fields preferred)
- Current certification in First Aid and CPR/AED (or willingness to obtain)
- Willingness to adhere to principles of Girl Scouting, Girl Scout Law, and Girl Scout Promise
- Ability to think and act calmly in a crisis
- Ability to keep accurate, legible records
- Ability to learn and use online health history/registration system for participants
- Ability to prioritize the needs of campers and communicate with and provide direction to participants and staff of varying age and skill levels
- Ability to provide supervision of campers and help campers navigate emotional well-being during their time at overnight camp
- Ability to function as a camp staff team member and work effectively with peers
- Ability to establish and maintain boundaries with campers and fellow staff
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manner

Desired Qualifications –

- Passion and excitement for the outdoors, programs offered (climbing, horseback riding, sailing, archery, hiking, etc.) and providing an exceptional overnight camp experience to each camper
- Demonstrated maturity, sound judgment, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

Physical Working Conditions -

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the:

- Ability to endure prolonged standing, bending, reaching, walking, and hiking
- Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, humidity, etc.
- Understanding of and being comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
- Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds
- Noise level is usually minimal to moderate