



Nurse
Seasonal, Exempt
Reports to: Camp Nurse/ Health Care Manager

Mission: Sherwood Forest provides dynamic programs and immersive outdoor experiences that inspire and empower youth from under-resourced communities to discover their resilience, prepare for their future, and embrace their civic responsibility.

Sherwood Forest Camp is the only independent, non-profit youth development agency in the St. Louis region providing resident camp experiences for elementary school age children from economically disadvantaged families. We have a rich 85-year history, and with innovating programming being developed each and every year, a truly promising future.

Job Responsibilities and Requirements:

Provide health care to meet individual needs of campers and staff.

- Collaborate with Health Care Manager to meet health care needs of camp.
- Follow health care policies/procedures as described in the Healthcare Manual and treatment procedures.

Organize, maintain, and utilize adequate resources for serving the health and medical needs of the campers and staff.

- Set up the camp Health Center.
- Inventory and order all necessary medical supplies and equipment.

Maintain accurate and detailed medical records according to American Camp Association Standards.

- Ensure camper/staff health histories and permission to treat forms are current, signed and on file.
- Prepare and utilize daily medical log for treatment and medications.

Oversee First Aid procedures and supplies.

- Prepare and distribute first aid kits throughout camp including camp vehicles, kitchen, offices, waterfront, activity areas, out-of-camp trips.
- Ensure supplies are well stocked and distributed as needed.

Screen all campers and staff who are arriving and departing camp.

- Verify health history.
- Verify emergency authorization.
- Identify any observable evidence of illness or communicable diseases.
- Conduct a health assessment.
- Keep all medications used by campers and staff.

Supervise sanitary conditions throughout camp.

- Observe daily cleanliness in the food service facility and other areas throughout camp.
- Report any health problems or symptoms of illness to the Camp Director.

Other Job Duties:

- Provide leadership in the camp's risk management program.
- Supervise other staff in their roles related to health and safety.
- Develop a resource file concerning health in the camp community.
- Be responsible for contacting parents concerning the status of their child's health by telephone in the following situations: any illness or injury that requires examination and/or treatment by health care professionals outside of camp.

- Be knowledgeable of outside health resources.
- Evaluate medical services.
- Other duties as assigned.

Qualifications & Certifications:

- Registered nurse (RN) with a license as required by state law.
- At least 5 years of nursing experience.
- CPR certified.
- Current First Aid certification and experience in first aid and emergency management.
- Class E Driver's license or ability to obtain.
- Experience in both youth and adult illness/injury care.
- Desire to work with children and young adults.
- Community health knowledge.

Skills & Abilities:

- Establish and follow appropriate medical routines including recordkeeping in the daily medical log, disposal of medical waste, managing and safeguarding medications, and utilizing approved standing orders.
- Make appointments, when necessary, with medical/dental personnel in the community.
- Check and issue first aid kits as needed.
- Participate in and lead specific areas of staff training pertaining to camp health and safety
- Keep accident/incident reports that can be used for risk management assessment.
- Prepare a summary and evaluation of the camp season including inventories, staff evaluations, Report on health and safety, and make recommendations for the following season.
- Ability to lift/assist campers and staff.
- Ability to read and follow directions on medication labels, health forms, physician orders, and parent letters.
- Ability to use a telephone.
- Maintain written record system.
- Ability to quickly get to remote locations on camp property over uneven terrain.
- Observe and assess sanitation and safety conditions of the camp.
- Ability to communicate with parents, staff, and administration about camper health concerns.
- Possess endurance to meet emergency needs.
- Ability to drive to off-camp health provider, physician, or emergency treatment locations.

Essential Functions:

- Ability to effectively communicate in person or by phone, and exchange accurate information.
- Ability to work and navigate in a variety of terrain and weather conditions.
- Ability to use visual and auditory abilities to identify and respond to environmental issues and hazardous situations.
- Ability to endure emergency situations and maintain the health needs of campers.
- Ability to work long hours.
- Ability to drive camp vehicles.
- Ability to lift 50 pounds.
- Ability to live at camp over the summer.
- Ability to assess, respond to, and act upon the medical needs of campers.

Considerations for possible Infectious Diseases:

Sherwood Forest is planning to operate Summer 2023 under the current guidelines and restrictions (if applicable) for any Infectious Diseases. All staff will be expected to adhere to all guidelines and restrictions in order to preserve a safe and healthy camp environment for each member of our camp community. Some of these guidelines include, but are not limited to:

About Sherwood Forest

Sherwood Forest Camp, Inc. is a year-round, youth development agency, anchored in a residential summer camp experience. We provide dynamic programs and immersive outdoor experiences that inspire and empower youth from under-resourced communities to discover their resilience, prepare for their future, and embrace their civic responsibility. Through our Quest, Outdoor Education, and Supports for Success programs, we help kids discover the best in themselves so they can grow up to do good in the world.

The Quest program serves children from 1st to 9th grade. The Supports for Success (S4S) program serves camp alumni beginning in the 10th grade to help them ensure post-secondary pursuits and support them as they transition into young adulthood.

Sherwood Forest is committed to eliminating racism, biases, and racial disparities in our society and eradicating barriers that thwart the development, growth and prosperity of youth in our community. All staff must be willing to work to that end and committed to our upholding our race equity cultural pledge.

Sherwood Forest is an affirmative action, equal opportunity employer. All candidates have an equal opportunity for employment, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or status as a veteran. Personal staff information – (application, references, background investigations, medical records) – will not be released, except as may be required by law. Requests for references regarding the staff member's performance will be honored; however, the staff member must authorize the release of such information.

All those who attend or work at Sherwood Forest, are required to have age appropriate vaccines as outlined but the Missouri Department of Public Health & Senior Services (Missouri Statute 167.181). <https://health.mo.gov/living/wellness/immunizations/pdf/2022schoolrequirements.pdf> These immunizations are also required for students to attend school in Missouri.

Staff are also required to be fully vaccinated for COVID-19 at least two weeks prior to starting employment at Sherwood Forest. Documentation of vaccine status will be requested once a position has been offered.

Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed and will be evaluated on a case by case basis. The appropriate exemption card and approval for accommodation must be on file prior to arriving at Sherwood Forest.

To apply:

Submit a cover letter, resume, and a list of three professional references with necessary contact information to hiring@sherwoodforeststl.org