

Southern Illinois Christian Service Camp  
P.O. Box 69 West Frankfort, IL 62896

First Aid Supervisor – Job Description

DESCRIPTION

This is a First Aid Supervisor position involving responsibility for first aid in and around the camp. Employees in this position perform a variety of duties requiring comprehensive knowledge of the camp and program. The First Aid Supervisor exercises independent judgement and action, including making frequent decisions in accordance with delegated responsibilities from the Camp Manager. Primary emphasis is placed upon the safety of the campers and staff while using the camp. An employee in this position receives guidance from the Camp Manager and is expected to exercise considerable tact, discretion, and judgment. The First Aid Supervisor is provided liability coverage for their actions under the Camp's General Liability Insurance Program provided the First Aid Supervisor is acting within the course and scope of their duties. Performance is evaluated periodically.

ESSENTIAL JOB FUNCTIONS

- Respond to camp injuries and illnesses
- Provide first aid treatment and, when necessary, summon emergency medical services
- Report occurrences of food borne illness, suspected foodborne illness, or any other reportable diseases to the Camp Manager
- Maintain the camp medical logbook and medical release forms for campers/staff
- Store and dispense medications as directed by campers' parents or physician
- Carry out established procedures for camp health care and sanitation
- Assure the provision and maintenance of necessary camp first aid supplies and equipment
- Clean and supply cabins and Chapel, as well as trash pickup

REQUIRED CERTIFICATIONS, KNOWLEDGE, ABILITIES AND SKILLS

- Current American Red Cross First Aid Certificate or equivalent
- Current American Heart Association CPR Certificate or equivalent
- Anaphylaxis and Epinephrine Training Certificate
- Excellent interpersonal communication and organizational skills
- Experience in public facility management preferred
- Self-motivated with the ability to work without supervision
- Ability to lead and motivate others
- Successfully pass background check and if desired by the Camp, a drug screening