

VOLUNTEER COUNSELOR POSITION DESCRIPTIONS

Cabin Counselor

General Responsibilities

- Live with your group of campers serving as their volunteer counselor and leader.
- Work to develop a group/team feeling in your cabin and the Camp as a whole.
- Carry out cabin duties as assigned.
- Identify and meet camper needs.
- Monitor the daily health and safety of each camper assigned.

Essential Functions

- Observe camper behavior and assess its appropriateness,
- Enforce appropriate safety regulations and emergency procedures.
- Identify and respond to environmental and other hazards.
- Maintain consistent supervision of campers.
- Participate in the planning and implementation of Camp programming.
- Guide and direct your group in a variety of camp activities.
- Know the whereabouts of your campers at all times!
- Set a good example for your campers through your actions and words.
- Establish individual relationships with each of your campers.
- Participate in volunteer training and meetings.
- Actively follow the **General Camp Rules and Operating Policies**.

Activity Counselor

General Responsibilities

- Help coordinate and lead camp activities.
- Help maintain standards that lead to a quality program.
- Set a good example during activities.
- Be safety and health conscious.
- Carry out cabin duties as assigned.

Essential Functions

- Communicate and train volunteers/campers in safety regulations and emergency procedures.
- Identify and respond to environmental and other hazards related to the activity.
- Communicate/work with groups; provide necessary instruction to campers and/or volunteers.
- Observe camper behavior, assess its appropriateness.
- Enforce appropriate safety regulations and emergency procedures
- Plan/conduct the activity to achieve camper development objectives.
- Participate and show enthusiasm for each activity.
- Participate in volunteer training and meetings.
- Be a team player with other volunteers assigned to your cabin.
- Assist Staff and Activity Specialists by being involved and supervising campers at program activities. Be prepared to help with special programs and activities.
- Encourage respect for personal property, Camp equipment and facilities.
- Be aware of the welfare of the entire Camp.
- Actively follow the **General Camp Rules and Operating Policies**.

MEDICAL STAFF POSITION DESCRIPTION

The medical staff chosen are physicians, nurses and nurse practitioners who work with these patients each day in the hematology/oncology department at Children's Hospital.

Registered Nurse

General Responsibilities

- Live with a group of physicians, nurses and nurse practitioners in a cabin that will serve as the health hut.

This group will be known as the medical staff for camp and the health hut will serve as a "patient clinic" on the campsite.

- To work with the other members of the medical staff in a 'team' setting.
- Be responsible for the general welfare of all campers and volunteers while in residence at Camp Smile-A-Mile.
- Provide campers and volunteers for their normal daily medical needs.
- Provide first aid and emergency treatment for injuries which may occur.

Essential Functions

- To administer medicines to campers in regards to their treatment protocol and on a 'need' basis for pain management, injury or illness.
- To administer over-the-counter medicines to volunteers on a 'need' basis for injury or illness. Volunteers will be able to access their own prescribed medications as needed. Registered Nurses are not responsible for administering daily medications to volunteers. Volunteers are responsible for taking their prescribed daily medicines.
- To make phone calls to parents in regards to the child's medication instruction or illness while at camp.
- To call in prescriptions to pharmacies for a camper's illness.
- Act as lifeguard at the pool when needed.

Nurse Practitioner

General Responsibilities

- Live with a group of physicians, nurses and nurse practitioners in a cabin that will serve as the health hut.

This group will be known as the medical staff for camp and the health hut will serve as a "patient clinic" on the campsite.

- To work with the other members of the medical staff in a 'team' setting.
- Be responsible for the general welfare of all campers and volunteers while in residence at Camp Smile-A-Mile.
- Provide campers and volunteers for their normal daily medical needs.
- Provide first aid and emergency treatment for injuries which may occur.

Essential Functions

- To administer medicines to campers in regards to their treatment protocol and on a 'need' basis for pain management, injury or illness.
- To administer over-the-counter medicines to volunteers on a 'need' basis for injury or illness. Volunteers will be able to access their own prescribed medications as needed. Registered Nurses are not responsible for administering daily medications to volunteers. Volunteers are responsible for taking their prescribed daily medicines.
- To make phone calls to parents in regards to the child's medication instruction or illness while at camp.
- To call in prescriptions to pharmacies for a camper's illness.
- To accompany patients or volunteers to the emergency room if required.
- Primary responsibility for all medical care provided during camp if no physician in attendance.
- Will have 24/7 telephone access to a responsible physician if no physician in attendance.
- Act as lifeguard at the pool when needed.

Physician

General Responsibilities

- Live with a group of physicians, nurses and nurse practitioners in a cabin that will serve as the health hut.

This group will be known as the medical staff for camp and the health hut will serve as a “patient clinic” on the campsite.

- To work with the other members of the medical staff in a ‘team’ setting.
- Be responsible for the general welfare of all campers and volunteers while in residence at Camp Smile-A-Mile.
- Provide campers and volunteers for their normal daily medical needs.
- Provide first aid and emergency treatment for injuries which may occur.

Essential Functions

- To administer medicines to campers in regards to their treatment protocol and on a ‘need’ basis for pain management, injury or illness.
- To administer over-the-counter medicines to volunteers on a ‘need’ basis for injury or illness. Volunteers will be able to access their own prescribed medications as needed. Registered Nurses are not responsible for administering daily medications to volunteers. Volunteers are responsible for taking their prescribed daily medicines.
- To make phone calls to parents in regards to the child’s medication instruction or illness while at camp.
- To call in prescriptions to pharmacies for a camper’s illness.
- To accompany patients or volunteers to the emergency room if required.
- Communicate with patient or volunteers primary physician to obtain additional medical information.
- For most senior physician in attendance, primary responsibility for all medical care provided during the camp session.
- Act as lifeguard at the pool when needed.