



# Town of Sudbury

## Park & Recreation Department

---

Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
(978) 443-1092

### SUDBURY SUMMER CAMP NURSE

#### **Position Purpose:**

The Town of Sudbury, Park and Recreation Department, is seeking a licensed nurse to serve as our camp nurse for the Sudbury Summer Program. This position will run from June 22, 2015 – August 14, 2015. The ideal candidate will have previous experience in working with children in a camp or school setting and be familiar with working with children with special needs. Sudbury Summer is a day camp program for children grades K-5 and services approximately 160 children per week. The hours for the camp nurse will be Monday – Friday 8:00am – 3:30 pm.

#### **Primary Duties and Responsibilities**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Mandatory attendance:
  - Preseason training – Tuesday, June 25 through Thursday, June 27 9:00am-3:00pm. (Could be shifted to later dates due to snow cancellations at local schools.)
  - Program dates - Monday through Friday, June 30 – August 15, 8:30am-3:15pm.
- Prepares and sets-up nursing area, including inventory of medical supplies, ordering medical supplies and ensuring availability of adequate materials for summer season.
- Processes registration forms and medical information for all Sudbury Summer Campers including campers in the Sudbury Summer Inclusion Program and Preschool Pals Program.
- Travels with the Sudbury Summer camp on offsite field trip days.
- Communicates medical issues with staff as necessary without compromising participant confidentiality.
- Administers medication and basic first aid care as needed and required.
- Maintains positive communication with Camp Director, camp staff and pool staff.
- Identifies specific medical responsibilities corresponding to the particular health status of the camper and arranges appropriate management for the camper in the camp setting.
- Follows the Department of Public Health Guidelines in regulation to exclusion and readmission of campers in connection with infectious and contagious diseases.
- Triage campers and or staff with an injury, illness or accident and provides appropriate intervention, following protocols and policy.
- Supervises the administration of medication in compliance with camp policy and state regulations.
- Works in conjunction with staff to develop a comprehensive nursing care plan for campers with special needs when appropriate.
- Maintains records of all nursing related activities and medication logs.
- Reports to parents, staff and directors regarding camper's health issues.
- Counsels campers, parents and staff pertaining to individual and or group health issues
- Performs similar or related work as required.

#### **Supervision:**

The camp nurse is under the supervision the Park and Recreation Director and work closely with the Camp Director.

**Job Environment:**

Summer camp is packed with many different programs including science, art, swimming, sports, music, field trips, and other typical camp activities. Groups will be formulated of 10-20 kids and two staff. These environments require the camp nurse to constantly be on the move and aware of all activities taking place. The nurse must be self-motivated and comfortable speaking and interacting with children with and without disabilities as well as their parents. On site days are located at 40 Fairbank Road, Sudbury, MA 01776. Off site locations are to be determined at a later date.

**Recommended Minimum Qualifications:**

- Education, Training, and Experience
  - Must be a licensed nurse
- Physical Requirements:

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Moderate physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds; may occasionally lift/move/push up to 60 pounds. Frequently required to spend 5+ hours standing and/or walking. Must be able to go into the swimming pool every day.

**All interested candidates should submit a resume, cover letter, school transcript, and two references to:**

Nancy McShea  
Park and Recreation Director  
Sudbury Park & Recreation  
40 Fairbank Road  
Sudbury, MA 01776

Submissions can also be made via email to [mcshean@sudbury.ma.us](mailto:mcshean@sudbury.ma.us) and [comeaua@sudbury.ma.us](mailto:comeaua@sudbury.ma.us)

**Applications will be accepted until position is filled.**