



a seriousfun camp

Job Description

Title: Nursing Director
Reports to: Medical Director

The primary role of the Nursing Director is to ensure the safety, health and wellbeing of campers and their families, staff, and volunteers at Roundup River Ranch when camp is in session and during on-site programming. This is a full-time opportunity for a uniquely qualified and experienced pediatric nurse. This position requires a highly motivated team player who finds working with children with serious medical conditions to be rewarding. Because of the complex and highly detailed application process to bring campers and volunteer nurses to camp, there is a strong administrative component to the position.

Job Responsibilities:

The Nursing Director, in collaboration with the medical team, is an advocate for camp, spreading the word about camp opportunities at RRR to campers, camper families and the greater medical community through presentations, attendance at awareness events and distribution of marketing and recruitment materials.

The Nursing Director, in collaboration with the Medical Director, is responsible for all aspects of the routine functioning of the medical center and for creating a welcoming environment for campers and staff. This includes but is not limited to:

- Ensuring that the medical center and the health care at camp is in compliance with all state, national, American Camp Association and SeriousFun Children's Network of Camps standards including federal and state requirements regarding the storage and distribution of narcotics and restricted medications at camp.
- Overseeing inventory, maintenance, budget and ordering of medications, supplies and medical equipment
- Recruiting, hiring, training, and supervising medical staff and nurse volunteers
- Training and supervising summer staff nurses, camp staff, and volunteers to ensure that the medical policies and procedures are being followed.
- Creating and supporting the medical staffing model for each session including: creating the schedules for Depot coverage, on-call coverage, cabin nurse assignments and medical staffing at high risk activity areas.
- Providing education, training and supervision and back-up call coverage to ensure that the nursing staff and medical volunteers are supported in providing routine and emergent clinical care to campers and staff (when appropriate).
- Ensuring the confidentiality and safe storage of all medical records and medical information at camp.
- Efficient and effective administrative practices, with 99.9% of time when camp is not in session, focused upon performing administrative tasks and development of procedures and training.
- Travel required to facilitate in-person meetings with medical staff

The Nursing Director, in collaboration with the Medical Director, is responsible for ensuring the medical safety of campers and their families when participating in camp programming. This includes but is not limited to:

- Reviewing camper applications to determine medical eligibility for attendance at camp and coordination with parents and guardians to ensure that each camper's medical needs can be supported and accommodated while on site, and that all necessary medications, supplies and equipment can be sent with the camper to camp or are available on site.
- Anticipating medical needs and program adaptation needs for campers with special medical diagnoses and communicating these needs with the appropriate camp and medical team members to ensure a safe and inclusive camp experience for each camper
- Coordinating medical check-in and check-out of campers, their medications, medical supplies and equipment, at camp and remotely if transported by bus, and ensure medical supervision of campers during bus transportation to and from camp.
- Training and supervising medical staff/volunteers to ensure medical procedures, including medication administration, are performed to standard and documented appropriately.

Special Conditions:

This is a full-time year round position with significant time demands in the camp season. The Nursing Director is expected to be residential at the camp in Gypsum, CO when camp is in session. The year round office is at the camp site in Gypsum.

Roundup River Ranch camp and medical staff will be expected to:

- Be able to identify emergency situations, either by seeing them happen, hearing cries for help, or hearing the emergency alert siren and bell.
- Have the strength, endurance, and physical skills to respond quickly and appropriately to emergency situations, according to written emergency procedures and plans.
- Be able to demonstrate or participate in camp activities as they medically supervise campers: this will require the ability to walk, sit, climb, kneel, crouch, stoop, and stand.
- Be able to move items or people. This will require the strength and mobility to push, pull, lift, and carry.

Reasonable accommodations on the above expectations may be met. The intention is to ensure camp staff are able to physically care for campers and ensure appropriate emergency response at all times.

Qualifications:

- BSN required (MSN, or PNP preferred)
- State of CO Registered Nursing license
- Certification in PALS, CPR, and first aid
- Minimum of 5 years clinical nursing experience (pediatric ICU or ER experience preferred)
- Clinical proficiency with medical procedures, equipment, protocols used at camp (IV access, central venous and port access, G-tubes, oxygen concentrators, CPAP/BiPAP equipment, and pumps)
- Leadership/supervisory experience
- Strong communication skills (written and oral)
- Strong organizational and administrative abilities
- Weekend and evening work required

Applications:

Applications (cover letter and resume) may be sent to Human Resources at emma@roundupriverranch.org. For more information, please visit www.RoundupRiverRanch.org.

