



**Kiwanis Club of Windsor
Sunshine Point Camp**



POSITION DESCRIPTION – CAMP FIRST AIDER

About Sunshine Point Camp and the Kiwanis Club of Windsor

The Kiwanis Club of Windsor has been incorporated for over 100 years and has operated Kiwanis Sunshine Point Camp since 1947. We are a service club dedicated to bettering the lives of children in Windsor and Essex County. Kiwanis Sunshine Point Camp is a five-day, overnight camp for children. It is located on Lake Erie at 955 County Road 50 East, forty-five minutes from Windsor, between Colchester and Kingsville. Our camp welcomes boys and girls over seven weeks. Five weeks are reserved for boys and girls ages seven to eleven. Two weeks are reserved for 12–14-year-olds. Each camp period runs from Sunday afternoon till Friday afternoon. We financially subsidize those children who can't afford to attend and work closely with the Windsor Essex Children's Aid Society to identify children who would benefit from summer camp.

Work begins for our staff with orientation and training June 29-July 3. Our staff spend the weeks onsite and may sleep in a camper cabin and some cases in a staff cabin. Staff is responsible for bringing their toiletries and linens. Our staff join our campers for all meals.

Position Summary

Reporting to the Camp Administrator and Director, First Aider is responsible for the provision of medical aid to all campers and staff while assisting in ensuring a fun and safe atmosphere for all campers and staff. They are also responsible for assisting the Camp Director and Program Coordinators in the development of a comprehensive Sunshine Point Camp Program for the duration of employment.

Salary...\$21.50/hour (40 hours per week)

Position Requirements

- Registration in related college or university program (i.e., Nursing or Paramedic)
- Proven supervisory and teamwork skills are necessary.
- High energy level.
- Previous residential camp leadership experience preferred.
- Desire to work with, mentor, and teach children.
- CPR and Standard First Aid are required.
- A current Vulnerable Sector Check is required.
- Training in Conflict Resolution, Corrective Discipline, Anger Management, and other skills to effectively deal with children/adults is preferred.
- Preference is given to those in healthcare programs.

Position Responsibilities (include but are not limited to)

- Ensuring all campers receive prescription medication at the required time and recording such activity.
- Always have a fully charged walkie-talkie on your person and respond to any medical alert promptly.
- Completion of related Incident Reports for review by the Camp Committee Chair.
- Interaction with campers and dealing with problems as they arise.
- Attendance at, and participation in, regularly scheduled staff meetings.
- Maintenance of a safe environment for campers and staff.
- Assist the Camp Director in ensuring the camp is left clean, safe, and in good order at the end of each week.
- Other duties as assigned by the Camp Administrator or Camp Committee Chair.