



**Boys and Girls Clubs of Metro South
Job Description**

TITLE: Health Care Supervisor
JOB FAMILY: Program
FLSA STATUS: Non-Exempt
REVISED: February 2026

POSITION SUMMARY:

The role of camp nurse is ensuring the overall health and wellness of the campers on a day to day basis. The camp nurse is based out of the health care center but will need to respond to medical issues that may arise around the camp. The nurse will be provided with an adequately stocked health care center and the ability to add items as seen fit. In addition, the nurse will audit forms to ensure accuracy and that the rights of medication administration are being followed.

ESSENTIAL FUNCTIONS:

- Ensure camper and staff safety, health and overall well-being.
- Attend and complete all staff paperwork and trainings.
- Ensure all camper and staff health records are up to date. Follow up with parents via phone for missing health records prior to the start of camp
- Maintain and review all daily health lodge visit records using electronic record keeping system. Ensure complete documentation of all treatment given, phone calls to parents and physicians and all follow up health care plans and actions.
- Oversee regular Health Lodge activities, including:
 - i. Sick-Call
 - ii. In-patient care
 - iii. Administration and documentation of medications and treatments
 - iv. Planning for, and making arrangements for, advanced medical treatment for campers and staff. Camp Nurse is responsible for determining when campers and staff need to be seen by a doctor or taken to the ER
 - v. Determine when 911 needs to be called
- Represent camp as liaison with parents and physicians with appropriate, timely, and professional communication.
- Assume all nurse's roles and responsibilities including approving and signing for all meds given under "standing orders" and ensuring daily completion of report forms
- Respond to camp emergencies. Keep emergency equipment in good order with routine checks.
- Maintain an awareness of campers with specific medical issues or special needs, including self-carry medications.
- Report all injuries immediately and fill out appropriate forms.

- Assist in meeting and maintaining State and Local camp standards and regulations.

QUALIFICATIONS:

- Minimum 21 years of age.
- Minimum of NP, LPN, RN license or certification in Massachusetts.
- Experience working with children school/camp/daycare setting preferred.
- Ability to respond in a crisis situation using clear, calm, decisive decision-making.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide instruction during daily programming times and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.

BOYS & GIRLS CLUB CORE COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs' work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, and global work, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways which engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program/project budgetary and impact goals are achieved.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Clubs' work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact.

Understands and manages external emotions effectively in all situations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ **Date:** _____

Signature: _____ **Date:** _____

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ **Date:** _____