



Cape Cod Sea Camps Camp Nurse Information

“Camping is an educational experience”

Camps are unique - in their setting, purpose and types of experience each provide. Our primary objective revolves around the growth and development of people within our unique setting.

Camp Nursing is unlike any nursing position you have yet experienced. *“The nurse in the camp setting must be self-directed, creative, highly motivated, and have skills in working with parents, young adults, healthy and ill children, and with other health professionals.”* The nurse fulfills many different roles at camp and must recognize the *“great responsibility and broad scope of the job.”*

HOW TO APPLY FOR A CAMP NURSE POSITION: The application process includes the following:

- ✓ **Application form** - must be completed and returned to CCSC
- ✓ **3 Reference Forms** - must be completed by selected references and returned to CCSC

Personal or telephone interview - upon receiving a completed application form with three (3) reference forms, a director will contact you to make arrangements for a personal interview either by telephone or by visiting camp.



Camp Nurse Requirements

Current RN's with a valid MA Nursing License.

Experience working with and an understanding of the growth and development of children (ages 4-17) and young adults.

Clinical experience, preferably in pediatrics, or similar area to a camp or school setting.

Ability to work independently.

Strong communication skills and ability to relate well to other members of the medical team.

Ability to develop a rapport and become totally involved with all members of the camp community.

Enthusiastic, caring, compassionate individual who will contribute positively to CCSC.



CCSC Staff

CAPE COD SEA CAMPS (CCSC) was founded in 1922 by Robert J. and Emma Delahanty. Cape Cod Sea Camps, Inc. a Massachusetts corporation operates the overnight/resident program as well as the Monomoy Day Camp (founded 1965). Capt. and Mrs. Del's family continue to utilize the same underlying philosophy of providing an atmosphere of fun and learning.

ADMINISTRATIVE STAFF involved in the day to day operation of CCSC include many talented and dedicated individuals.

Nancy Garran, Executive Director, 3rd generation of the family oversees both the day and overnight/resident programs.

Resident Directors - Sherry Mernick and David Peterson Co-Directors. Stephen Wallace, Counselor Training Program Director. Rick Francis, Program Director.

Day Camp Director – Rick "Otis" Moyer.

Each program is supported by an exceptional team of teachers, college students and families who comprise our leadership team of Department Heads and Head Counselors.

At camp I learned that....nights on duty are as fun as nights off.... this is the best job in the world.... to gain the camper's respect is a very precious gift." CCSC Staff

Staff Orientation and Certification Training

Nurses for both the **Resident and Day Camp programs** are required to attend pre-camp staff orientation, which begins approximately 5-7 days before the campers arrive.

Orientation is designed to familiarize nurses with our CCSC medical policies and procedures, reviewing health forms, the program, facility and CCSC staff.

CCSC Certification School in early June offers a variety of Red Cross and activity instructor courses. Staff securing certifications at CCSC will not receive a stipend the first year, as CCSC will pay for the training. In subsequent years, stipends will be added to the base salary for various certifications (most certificates are valid for 2 years).

CCSC Staff, Nurse Positions Available and Camp Season

Staff continued.....

Generally, **Resident** and **Day** counselors are composed of college and graduate students, and teachers. Our staff are chosen for their ability to teach certain skills, character and attitude, and their interest in working with children. Counselors are selected from all over the United States and many foreign countries. The total number of resident and day camp staff is approximately 120.

Resident Camp - There are approximately 84 cabin/unit counselors living with children and 28 supervisory staff. The camper to counselor ratio is 5:1.

Day Camp staff - There are approximately 75 day camp staff, 12 staff live in cabins, supervising campers in a special overnight program. The camper to counselor ratio is 5:1.

NURSE POSITIONS AVAILABLE:

Health Team Supervisor: The health team is supervised and managed by a Pediatric Nurse Practitioner. A local pediatric physician is utilized as a medical consultant.

Resident/Overnight Camp Program: We hire at least four (4) full-time Registered Nurses to cover the needs of our health center 24 hours a day for eight weeks.

Day Camp Program: We have one (1) Registered Nurse to accommodate the needs of our day campers, Monday to Friday for eight weeks.

CAMP SEASON:

The commitment for nurses will be from approximately June 19th to August 15th. The day and resident camp season is 7 weeks long for the campers. Nurses are expected to commit to eight-weeks including staff orientation, the 7 week summer program and remaining at camp until all their responsibilities are completed after the campers depart.



CCSC nurses are responsible for the health and safety of the entire camp community. However, nurses working and living in our Health Center will primarily be caring for the needs of the campers and staff living on camp grounds. The nurse assigned to day camp will care for the needs of our day campers and staff.

Resident Campers - There are approximately 380 campers per session. Generally, the geographical distribution of our campers is as follows: 40% New England, 50% other states and 10% foreign countries. There is usually a 70 % return rate with a total of approximately 500 different campers attending each year. There are 10 units or age groups, 5 each for boys and girls, with 30 to 50 campers in each unit.

Campers are assigned to Wono (girls) or Monomoy (boys) units as followed:

Wono Juniors and Monomoy Junior Scouts -Ages 7-9, entering grades 2, 3 and 4
Wono Middlers and Monomoy Scouts -Ages 10-11, entering grades 5 and 6
Wono Petty Officers and Monomoy Guides - Ages 11-12, entering grades 6 and 7
Wono Seniors and Monomoy Seniors—Ages 13-14, entering grades 8 and 9
Wono and Monomoy Junior Counselors -Ages 14-17, entering grades 9, 10, 11, 12.

In each unit there are approximately 5 to 9 counselors, an assistant head and a head counselor, augmented by Junior Counselor assistants. There are 12 to 14 campers in each cabin and 2 to 4 counselors.

Day Campers - There are approximately 300 campers per week and eight units of 30-40 campers and 6-8 staff. Each unit has their own head counselor with 5-7 staff, augmented by Junior Counselor assistants.

Campers are assigned to coed units as follows:

Crew Unit - ages 4 to 5; **Apprentice Seaman** - ages 6 to 7; **Seaman** - age 8; **Tars** - age 9; **Bosuns** - age 10; **Midshipmen** - age 11; **Petty Officers** - ages 12 to 13; **Junior Counselors** - ages 14 to 17.

Clinic Hours and Shift Schedules

Campers and Camp Programs

Generally, the geographical distribution of our campers is as follows: 17% Cape Cod, 36% off Cape in Mass. and 41% in 24 other states and 6% foreign countries. There is usually a 60% return rate with a total of approximately 800 different campers attending each year.

In our regular **Monomoy Day Camp** program, campers attend Mon. - Fri., 9AM to 3PM. Treatment for the day campers, except in an emergency, is similar to a school setting, whereby parents are contacted by the nurse concerning an illness or injury and then transported to their family physician.

We also offer a weekly sleep away experience, *Monomoy Days A-Weigh*, at the day camp. Campers attend Mon. - Fri. and go home for the weekends. Medical care for this group operates under the same standing orders as our resident camp. There are approximately 40 resident day campers in this program each week.

COUNSELOR TRAINING PROGRAM:

Both the Resident and Day Camps have popular Counselor Training Programs for campers (JCs) ages 14-17, entering grades 9-12.

Resident Camp JC Unit - There are approximately 140 full season JC campers. Approximately 54% of the resident camper population are adolescents, ages 13-17. 46% of the resident campers are ages 8-12.

Day Camp JC Unit - There are approximately 40 full season JC campers. The 12-17 age group at the day camp comprises about 30% of the camper population. 70% of the day camp population are ages 4-11.

Cape Cod Sea Camps



DAY CAMP CLINIC HOURS Monday to Friday, 8:30 AM—4:00 PM

NURSE PRACTITIONER AND PHYSICIAN CLINIC HOURS

Every day as needed or scheduled

Clinic Hours and Schedules *Subject to change

Day Shift 7:30 AM to 6:00 PM **Evenings/Nights** 5:30 PM to 8:00 AM

DAY CAMP SHIFT SCHEDULE Monday to Friday, 8:30 AM—4:00PM

NURSE PRACTITIONER SCHEDULE **Subject to change

Monday to Saturday, 8:00AM - 1:00PM and as needed. Nurse Practitioner coordinates day off with on-call physician.

Resident Camp - Counselors generally teach 4 to 5 periods of activities each day. Counselors are “off duty” every other night and have one day off each week as assigned by the program director.

The **Resident Camp** program for an average day:

7:00 AM	Arrive, Reception	3:30 PM	4 th Period
7:30	Breakfast	4:30	5 th Period
8:15	Morning Assembly	5:30	Dinner
9:30	1 st Period (5 per day)	6:45	Evening Activities
10:45	2 nd Period	9:30 PM	TAPS
12:00 PM	Lunch, Store, Rest	(Bedtimes vary with age)	
2:30 PM	3 rd Period		

Day Camp - Staff are expected to arrive by 8:30 AM and remain until 4 PM each day, Mon-Fri, or until responsibilities are completed. There are five periods as follows: **GAMES ... ELECTIVE (Activity Period) ... LUNCH ... SWIMMING ... OCCUPATION (Activity Period)**

Crew Unit

8:30 AM	Staff Arrive	12:30PM	Activity Period
9:00 AM	Campers Arrive	1:30	Games Period
9:30	Art or Swim Period	2:00	Snack
10:30	Art or Swim Period	2:30	Council Ring
11:30	LUNCH	2:55	Campers Depart
12:00 PM	Quiet Play/Stories	4:00 PM	Staff Depart

Apes-Sm Tars-Bos Mid-PO

8:30 AM	Staff Arrive
9:00 AM	Campers arrive, Council Ring
9:30	GAMES/SWIM GAMES OCCUP
10:30	SWIM/GAMES OCCUP GAMES
11:30	LUNCH
12:30PM	ELEC ELEC SWIM
1:30	OCCUP SWIM ELEC
2:40	Campers to Council Ring
2:55	Campers Depart
4:00 PM	Staff Depart

Junior Counselors

8:30 AM	Staff Arrive
9:00 AM	Campers Arrive
9:30 - 11:30	Two 1 hour ELECTIVES
11:30	LUNCH
12:30-2:30 PM	Two 1 hour ELECTIVES
2:40	Campers to Council Ring
2:55	Campers Depart
4:00 PM	Staff Depart

Nursing Coverage

RESIDENT CAMP CLINIC HOURS are as follows and usually require two (2) nurses on duty.

Breakfast Clinic	7:45AM - 8:45AM
Lunch Clinic	12:45AM - 1:45PM
Supper Clinic	6:00PM - 7:00PM
Bedtime Clinic	8:30PM - 9:30PM

MONOMOY DAY CAMP DAYS-A-WAY STAFF: The Monomoy Day Camp runs an innovative introduction to resident camp camping called Days A-Way. The staff for this program lives on campus much the same as the resident camp staff and share night coverage. MDC hires approximately 12 staff (6 females and 6 males)



More Personnel Policies...

PHYSICAL EXAMINATION: PHYSICAL EXAM FORMS ARE DUE JUNE 1st. The Commonwealth of Massachusetts requires that *all camp staff members, prior to arriving at camp, must have a completed health history, physical examination and current immunization record*. The exam must be conducted during the **preceding 24 months** and include **proof of immunization** as well as a **negative test for tuberculosis**.

If you have had a physical exam within the last 24 months, have your physician fill out the health form and return it to us. For students - your college clinic should provide this service. All staff are given a "health screening" by our medical staff during pre-camp orientation and a completed health form is required. **ATTEND TO THIS EARLY!**

HEALTH INSURANCE: Cape Cod Sea Camps, Inc. does not provide coverage for any non-work related injuries. Individuals must carry their own insurance for medical coverage. Proof of a health insurance policy for medical coverage is required. A Section 125 plan is available.

A more complete list of personnel policies is available and provided upon employment. Some of our policies for CCSC are identified below. CCSC, Inc. abides by the laws and regulations of the Commonwealth of Massachusetts including, but not limited to **Equal Employment Opportunity, Hiring and Screening of Prospective Employees, Criminal Background and Sexual Offender Checks, FICA (Social Security), Federal and State Withholding, Worker's Compensation Insurance**.

OFFER LETTER: After having an interview with one of the directors, if employment is to be offered, Cape Cod Sea Camps, Inc. will issue a letter confirming the appointment and specifying the conditions upon which employment is contingent. The offer letter does not constitute employment. The Resident Health Center will be covered 24 hours a day on a rotating schedule.

SALARY: Salaries are competitive and based upon experience, certifications and educational background. The directors will discuss salaries during your interview process as well as when your offer letter is drawn up. Generally, each nurse receives one day off per week and works at least six shifts each week. Nurses may

Resident and Day Camps are issued each week, based on 1/8th of the season salary. Approximate amounts are deducted from

meetings are scheduled each week, **TIPPING:** Tipping of CCSC staff is generally not allowed.

DAY REDUCTIONS: For the supervision

Incidental Charges: Camp the Nurse will be invoiced individually with the option of deducting the charge from your health

Management charge for your health

Clinic will be covered 8:30AM to

ADDITIONAL SALARY REMUNERATION: Items not included in the above salary are the following:

working on a mandatory health staff

meeting is scheduled each week at

Room and Board is provided to all Resident or Day Camp staff that live on camp grounds

along with bedding and laundry service.

the discretion of the nurse

manager.

15% Commissions are given to employed staff for a primary referral for a new camper at

the resident and day camps on the tuition only. Contact the directors for further

Seasonal Staff

Seasonal staff that do not live on camp grounds receive a camp lunch daily as well as all meals when assigned to supervise overnights.

Cape Cod Sea Camps

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Best Summer Ever.....

Find us on the Web:
www.capecodseacamps.com



EMPLOYMENT AT WILL: Your employment situation at Cape Cod Sea Camps is “at will”. This means that either you or Cape Cod Sea Camps may terminate your employment at any time for any reason.

UNIFORMS: Appropriate dress will be worn at all times. CCSC or Monomoy Day Camp staff shirts will be provided to all staff and must be worn as designated by the directors.

ALCOHOL POLICY: The Cape Cod Sea Camps, Inc. has a committed interest in ensuring the health and safety of its employees. It believes that a working environment free of alcohol abuse is healthier, safer, and more productive. The laws of the Commonwealth of Massachusetts govern Cape Cod Sea Camps, Inc. Consumption of alcohol is illegal for any person under the age of 21. Therefore, underage use, possession of alcohol or the selling or distribution of alcohol by anyone to underage persons is strictly prohibited by Cape Cod Sea Camps, Inc.; and any individual found to be in violation of this policy will be subject to disciplinary action up to and including immediate termination of employment or dismissal and referral for criminal prosecution if the circumstances dictate.

Cape Cod Sea Camps’ policy in regard to any individual is as follows: The use of alcohol on camp grounds, or the use of alcohol which may affect an individual’s performance is grounds for disciplinary action up to and including immediate termination of employment or dismissal from camp. Cape Cod Sea Camps, Inc. has the right to terminate employment of an individual when an individual is found selling or distributing alcohol to underage individuals.

DRUG POLICY: The laws of the Commonwealth of Massachusetts govern Cape Cod Sea Camps, Inc. No controlled substances are permitted on the camp grounds at any time unless prescribed or authorized by a licensed physician. Any individual using or distributing illegal drugs is in violation of this policy and will be subject to immediate disciplinary action up to and including termination of employment or dismissal and referral for criminal prosecution if the circumstances dictate.

SUBSTANCE ABUSE POLICY: Cape Cod Sea Camps, Inc. will not tolerate inappropriate use of chemical substances. If an individual is found to be in violation of this policy he or she will be subject to disciplinary action up to and including immediate termination of employment or dismissal and referral for criminal prosecution if the circumstances dictate.

Personnel Policies.....

CHILD ABUSE POLICY: Cape Cod Sea Camps, Inc. will not tolerate child abuse, including the following; sexual, physical, emotional abuse; sexual molestation or neglect of an individual under the age of eighteen. There are two types of situations Cape Cod Sea Camps may encounter with campers involving suspected child abuse.

- ✓ A camper who evidences behavior or states that he or she was abused prior to coming to camp. Appropriate steps will be taken to address this situation, including reporting the situation to the Massachusetts Child Protection Agency.
- ✓ A camper who alleges that he or she was abused while at camp. If child abuse is suspected and as a result of an investigation confirmed while at camp, the abuser is subject to disciplinary action up to and including immediate termination of employment or dismissal from camp and criminal proceedings will be pursued if the circumstances dictate. Law mandates reporting child abuse to the proper Massachusetts Child Protection Agency.

Cape Cod Sea Camps, Inc. supports and maintains an environment that encourages any camper who believes he/she has been a victim of child abuse or neglect as defined in this policy to report the incident(s) immediately to her counselor, head counselor or director.

PERSONAL POSSESSIONS: Valuable personal articles such as expensive watches, radios, stereos, computers, TV’s, refrigerators should not be brought to camp. CCSC prohibits the presence of firearms, ammunition, explosives, fireworks, and hazardous substances.

PETS: Counselors are not permitted to have pets at camp.

SMOKING POLICY: The Town of Brewster has enacted a health regulation forbidding smoking in the workplace and The Commonwealth of Massachusetts has adopted regulations prohibiting the use of tobacco products by camp staff in the presence or view of campers. Smoking is not allowed in any camp building, or in the view or presence of the campers.

And a few more.....

Below is a guide for the specific duties required of each shift. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

STAFF NURSES DAY SHIFT

- Receive report from night nurse.
- Go to dining hall to pick up breakfast for nurses and any inpatients.
- Distribute meals to inpatients and eat in infirmary with night nurse.
- Hold breakfast clinic - night nurse distributes medications; day nurse initiates treatments.
- Following clinic: review medication book to assure that all campers with identified concerns were treated at clinic.
- Assist with Nurse Practitioner appointments and allergy injections.
- Monitor inpatients status including dispensing of medications and vital signs every 4 hrs; document on nurses' notes at least once a shift.
- Update needed supply list for errand person.
- Using daily checklist, delegate jobs to JC's.
- Transcribe NP/MD's orders to med book.
- Initiate daily report sheet using NP/MD order book, telephone log, clinic log and med book.
- Call office for assistance in obtaining and distributing lunches for nurse and inpatients.
- Hold lunch clinic; day nurse will dispense medications; evening nurse will initiate treatments (if scheduled).
- Initiate daily forms and health information for trips
- Give report to oncoming nurse.

STAFF NURSE EVENING/NIGHT SHIFT **Evening Responsibilities**

- Before attending first lunch check with day nurse regarding meals for nurse and any inpatients.
- Receive report from day nurse.

Evening Responsibilities Continued.....

- Receive report from day nurse.
- Hold lunch clinic: day nurse will dispense meds; evening nurse will initiate treatments.
- Following clinic: review medication book to assure that all campers received prescribed medications; review nurse's report sheet to assure that all campers with identified concerns were treated at clinic.
- Continue to monitor inpatient status and document.
- Continue daily checklist.
- Initiate the following: "Daily to Clinic Form"-consult med book; "MD appointment sheet"; "Allergy Injection Sheet"; "Daily log and report sheet"; "Medication Sheet" - these must be completed by Saturday night; Prepare for trips - meds, forms, first aid kits.
- Call office for assistance in obtaining and distributing supper for nurse and inpatients.
- Hold supper clinic: evening nurse will dispense medications; night nurse will initiate treatments (if scheduled).
- Continue nurse's report sheet.
- Give report to oncoming nurse.

Night Responsibilities

- Before attending first dinner, check with evening nurse regarding meals for nurse and any inpatients - distribute meals if necessary on return.
- Receive report from day or evening nurse.
- Hold supper clinic: evening nurse will dispense meds when available night will initiate treatments.
- Following clinic: review medication book to assure that all campers received prescribed meds; review nurse's report sheet to assure that all campers with identified concerns were treated at clinic.
- Continue to monitor inpatient status and document.
- Continue daily checklist
- Hold bedtime clinic seeking assistance from counselors, night watch, and other nurses as needed.
- Lights out for in-patients at approximately 9:00 PM younger campers, 9:30 PM older campers.
- Following clinic: review medication book to assure that all campers received prescribed meds; review nurse's report sheet to assure that all campers with identified concerns were treated at clinic; review evening health reports received from night watch and identify and highlight campers with health concerns.
- Continue with the following: "Medication Sheets" - these must be completed by Saturday night; "Nurse's Report Sheet".
- Complete the following: "Evening Health Report Checklist"; "Daily to Clinic Form"- consult med book, MD appointment sheet, allergy injection schedule, daily log and report sheet; "Daily Trips" - meds, forms, first aid kits; "MD Appointment Sheet" - pull health forms of campers to be seen in AM; "Nurse's Report Sheet".
- Before going to bed complete the following: monitor inpatients and document on nurse's notes; clean up infirmary; prepare dirty laundry for pick-up and trash for AM removal; hang up sign indicating nurse's on-call room.
- In morning allow ample time to complete the following: monitor inpatients and document on nurse's notes; put out laundry on back porch; give report to day nurse and eat breakfast.
- Hold breakfast clinic; night nurse distributes meds until arrival of nurse manager; day nurse initiates treatments

