



---

## Job Description

---

**Title:** Camp Nurse  
**Reports to:** Assistant Director of Maccabi Sports Camp  
**Department:** Maccabi Sports Camp  
**Status:** Seasonal

### About the OFJCC:

The Oshman Family Jewish Community Center (OFJCC) on the Taube Koret Campus for Jewish Life is one of the most exciting and innovative non-profit organizations in Silicon Valley. Collaborating with tech companies, national organizations and local non-profits, the OFJCC is reinventing what it means to enrich lives, build community and inspire Jewish journeys. Our vision is to be the architects of the Jewish future, and we are executing our mission by creating meaningful, inclusive and joyful experiences for everyone in the South Peninsula (and beyond) through educational, social, cultural, spiritual, fitness, and other wellness programs. Our diverse and passionate staff works hand-in-hand with hundreds of committed volunteers to make our modern 8.5-acre campus a truly special place for the 25,000+ visitors every week. For more information, visit [www.paloaltojcc.org](http://www.paloaltojcc.org) or call 650.223.8600.

### About Maccabi Sports Camp

Maccabi Sports Camp is an overnight specialty camp with programs in soccer, basketball, baseball, tennis, and volleyball, for children entering grades 3-11. Our sessions combine high-level specialized sports instruction with the fun, friendship, and community of a traditional overnight camp.

Our camp is both an intensive sports and Jewish experience and is open to campers of all backgrounds and faiths. We are seeking quality coaches who believe in and support the camp's core values. To learn more about the camp's values, visit the "About Camp" section of our website.

Maccabi Sports Camp is located on the beautiful campus of Menlo College, a private undergraduate school in Atherton, CA, approximately 30 miles south of San Francisco. For more information, visit our website at: [www.maccabisportscamp.org](http://www.maccabisportscamp.org).

### Overview of the Role:

The Camp Nurse is the lead medical professional on the camp staff, responsible for managing the Health Center and handling any and all medical related situations that arise. The most common ailments and injuries include: allergies, colds, coughs, sore throats, stomach pains, sprains, strains, muscle soreness, bruises, cuts, cramps, and fractures. Campers or staff members with serious ailments/injuries are transported to the local urgent care facility or hospital by camp staff. In light of the current pandemic, we take the health and safety of our camp community very seriously and will rely on the Camp Nurse to help enforce previously determined COVID protocols.

Camp Nurses are responsible for distribution of approved prescription and over-the-counter medications to our campers, which require that a nurse be in the Health Center during certain times of day (before breakfast, lunch, dinner, and at bed times.)

The Medical Team, which include a Camp Nurse and an Athletic Trainer, is very much a part of the overall staff and is encouraged to become part of our community, though they are also encouraged to have and enjoy their personal time when not needed for medical reasons.

This is a seasonal, temporary position and due to COVID protocols requires a commitment to the full summer dates listed. Competitive salary is based on experience. It is required that Camp Nurses live on campus for the duration of their contract, and room and board is included as part of compensation.

### Essential Duties & Responsibilities:

*Responsibilities include, but are not limited to the following:*

- Serve as the primary health care professional of the camp
- Oversee the day-to-day operations of the camp Health Center including set up, organization, ordering supplies, communication with staff, etc.
- Reviewing camper medical records before campers arrive
- Administer approved prescription medication to campers and staff
- Supervise camper visits to Health Center and keep necessary medical records (computer based MAR documentation)
- Chaperone, as necessary, trips to local hospital or urgent care facility for more serious injuries and ailments
- Work in conjunction with Athletic Trainers
- Make parent phone calls regarding camper medical issues
- Provide training to camp staff on Health Center procedures, illness and injury prevention, and other topics as necessary
- On call overnight responsibilities in tandem with Camp Director
- Represent the OFJCC in a professional manner and provide excellent customer service
- Perform other related duties as assigned by management

### Qualifications & Skills:

- Live in residence at camp in Atherton, California on the campus of Menlo College during staff training, summer camp, and post camp wrap-up (June 7 – Aug 2).

- Position requires a valid RN, NP or MD license in the state of California and some pediatric experience
- Current CPR and First Aid training (training will be provided during camp)
- Valid driver’s license, clean driving record, and ability to drive campers, as needed, to off-site medical facilities
- Ability to work as both part of a team and independently, and manage projects and team members. Able to maintain a friendly, upbeat, encouraging attitude throughout a full work day.
- Excellent organization, communication, and people skills
- Detail oriented. Able to keep accurate and detailed records of supplies and equipment
- Strong interpersonal, communication and presentation skills. Ability to communicate information clearly (written and oral).

**Physical Demands:**

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. While performing the duties of this job, the employee may be required to:

- Requires long periods of standing or sitting
- Grasping and gripping movements
- Ability to lift 50 lbs. Some lifting may require additional assistance from another staff person. Employee is expected to use discretionary judgment and ask for assistance from another employee if an item is perceived to be too heavy to lift without assistance
- Work in the vicinity of children
- Remain stationary
- Ability to observe child behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures
- Visual and/or auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency situation (fire, evacuation, illness or injury)
- Communicate across a variety of mediums
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the work environment can be noisy and you may be working in close proximity with others. This role routinely uses standard office equipment such as phones, computers and printers. You will have access to restroom, copy room and break room facilities.
- While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions.
- Continuous exposure to moderate to loud noise

**OFJCC is an Equal Employment Opportunity Employer-Minority/Female/Veteran/Disability**

**Disclaimer:** *This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and, when possible, to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the OFJCC and its employees.*

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Created 03/2021**