

Job Title	<i>WISummer Day Nurse</i>
Reports To	<i>Director of Extended Learning; Camp Director</i>
FLSA Status	<i>Exempt</i>

Job Summary

Reporting to the Director of Extended Learning the Summer Camp Nurse is responsible for all issues relating to the health and welfare of the WISummer campers during their attendance in the WISummer Day Camp program. This position is Monday through Friday. The hours on Mondays (first day of camp) are 8:30AM - 3:00PM, Tuesdays to Fridays the hours are 9:00 AM- 3:00 PM, with the option of weekly, monthly, or full-summer employment.

Duties and Responsibilities

- Administer first aid including emergency treatment to students, staff, and visitors as needed.
- Maintain a log of all student visits to the health room through CampBrain health portal.
- Communicate with parents, guardians, and administration any serious accident or illness involving a child during the summer camp hours
- Complete incident reports for students or staff as appropriate.
- Advise Director of any inventory supply needs for the health room and maintain a clean office space.
- Remain current on District of Columbia laws related to school health.
- Communicate with the Camp Director and/or Director of Extended Learning any student health concerns occurring during summer camp hours.

Duties Related to Medication Administration:

- Maintain OTC and RX medications in an appropriately secure and safe place.
- Safely administer medications to students and staff who become ill during the summer camp program who have been ill and require a course of medication including doses during the summer camp hours, or to students who have conditions requiring regular daily medications.
- Maintain an accurate record of date, time, dose, route, and indication for all medications administered through CampBrain health portal
- Notify parents when students' medications are low or expired so that they may be replaced.
- Adhere to camp safety protocols and procedures, including emergency preparedness and supervision guidelines. Ensure that all activities are conducted in a safe and controlled manner, taking into account any specific health or safety considerations for individual campers.
- Other duties as assigned

Qualifications

- A minimum of 1 year of nursing experience is preferred.
- Licensed Practical Nurse or Registered Nurse with current DC license is required.
- CPR, AED and First AID certification

Working Conditions

- While performing the duties of this job, staff may be exposed to weather conditions (e.g. playgrounds, parental pick-up line)
- Work hours are consistent with a camp-day program; 8:00 AM-3:30 PM

Physical Requirements

- Must be able to lift up to 50 pounds occasionally
- Must be able to be mobile (e.g., walking, on one's feet) for long periods of time.
- Able to work in a variety of environments both indoors and outdoors
- Must have the ability to sit and stand for extended periods of time
- Must exhibit manual dexterity to enter data into a computer; to see and read a computer screen and printed material with or without vision aids
- Must hear and understand speech at normal levels, outdoors and on the telephone
- Must speak in audible tones so that others may understand clearly, outdoors and on the telephone
- Must be able to bend, stoop, climb stairs and reach overhead.

Direct Reports

None

Approved by:	<i>Caroline Wood, Director of Human Resources</i>
Date approved:	<i>January 23, 2026</i>
Reviewed by:	<i>Tara Stroup, WISEL Manager of Operations and Camps</i>