



Position: Summer Nurse/EMT Volunteer

Department: Human Resources

Reports to: Director of Human Resources

Volunteer Position Summary:

The Summer Nurse/EMT serves as an on-site medical support resource for the guests and staff of Sandy Cove Ministries. This position exists to ensure a safe, caring, and responsive environment by providing basic medical assessment and first aid when needed, coordinating emergency response procedures, and serving as a liaison with local emergency and healthcare services for guests and staff. The Summer Nurse/EMT plays a vital role in supporting the ministry's mission by providing compassionate care consistent with Christian values and professional medical standards.

Position Responsibilities:

Emergency Response:

- Serve as the primary medical contact for on-site incidents involving guests, campers or employees, including retreat weekends, Family Vacation & The Marsh programs.
- Provide initial assessment and first aid in accordance with training and professional judgment.
- Determine when off-site medical services or emergency response (911, urgent care, etc.) are required.

Coordination and Communication:

- Collaborate closely with the Manager on Duty (MOD) and other leadership to ensure appropriate incident management.
- Maintain clear and timely communication with the Director of HR, supervisors, parents/guardians (when applicable), and off-site medical personnel.

- Document all medical interactions, incidents, and treatments according to organizational policy.

Preventive Health and Safety:

- Monitor general health and safety practices on campus, offering input to leadership on preventive measures and risk mitigation.
- Maintain first aid supplies, AEDs, and medical kits in designated areas.
- Support staff training in basic first aid and emergency response as needed.

Medication Administration

- Organize and dispense all minor staff medications in compliance with health regulations.
- Maintain an up-to-date medication binder and ensure accurate documentation of all administered medications.

Spiritual and Cultural Alignment:

- Model Christ-centered care and hospitality in all interactions with guests and staff.
- Uphold and contribute to the mission, vision, and values of Sandy Cove Ministries.

Qualifications

- Current and active RN or LPN license in the State of Maryland or EMT License
- Current CPR and First Aid certification (including AED use).
- Minimum of 2 years of nursing or emergency response experience (experience in camp, school, or community health settings preferred).
- Strong interpersonal and communication skills; able to respond calmly and effectively under pressure.
- Alignment with the Christian mission and values of Sandy Cove Ministries; ability to demonstrate faith-based compassion and professionalism in all care interactions.
- Availability to work flexible and weekend hours
- *Physical demands:* While performing the duties, the volunteer must be able to respond quickly to emergencies across campus. Have the ability to lift and carry up to 25 lbs. and perform basic physical tasks related to emergency care. Must maintain visual and auditory awareness to ensure safety across facilities.
- *Work environment:* While performing the duties of this job, the noise level in the work environment is usually minimal to moderate.

General sign-off: The volunteer is expected to adhere to all policies of Sandy Cove Ministries.

I have read and understand this explanation and the volunteer position description.

Signature: _____ Date: _____