



**Job Title: Program Instructor and First Aider**  
**Pioneer Lodge**  
**Sundre**  
**(2 month Position)**

**Overview:** The Program Instructor and First Aider will participate in running program activities with a team of program instructors and being the go-to person for first aid situations. The Program Instructor and First Aider will be supported by the Lodge Summer Director, as well as the weekly volunteer medic.

**PROGRAM INSTRUCTOR**

**Purpose:** To provide high quality programming and support for rental groups and summer camps.

**Reports to:** Team Leader and Lodge Summer Director

**Responsibilities:**

**Program Duties:**

- Assist in program implementation and evaluation:
  - Learn each area of program in order to lead safely in that area
  - Excel in an area of focus and develop your skill and creativity in leading that area
  - Take initiative in the learning process, ask questions, and understand own limits
  - Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting
  
- Assist in the care and maintenance of program materials, equipment and supplies:
  - Ensure that equipment is in good working order in each area you lead
  - Repair or report any equipment that is damaged or needing replacement
  - Ensure that all equipment is returned to its storage space and secure
  - Ensure that keys are returned to their storage place
  - Learn to repair program equipment as needed

**General Duties:**

- Be willing and able to participate in various areas of camp site/facility area clean-up as assigned/needed on a permanent or rotational basis throughout the season
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities



## **FIRST AIDER**

**Purpose:** To maintain the overall health and safety of the staff, volunteers, campers, and leaders at Camp.

**Reports to:** Lodge Summer Director and Weekly Camp Directors

### **Responsibilities:**

#### **First Aid Duties:**

- Provide emergency and non-emergency medical care to campers and staff
- Maintain the Infirmary in a clean and orderly manner
- Keep a detailed and accurate records of all medical care provided in Camp through the Infirmary
- Maintain adequate space in the infirmary for sick or injured persons
- Forward patients to the local hospital or emergency room as needed
- Assist the Camp Director and Pioneer Camp Alberta in regular health and safety assessments of the Camp
- Review the records of all medical care provided through each week
- Review accepted first aid procedures with Staff members during Staff Week
- Keep physical camper forms on file in the infirmary in an orderly manner
- Do medical checks of campers as they arrive to Camp and informing appropriate Staff members of limitation of specific campers as necessary
- Keep and report to PCA Summer Director adequate inventory records of medical supplies and equipment, so that the infirmary can be adequately stocked
- Understand or be willing to learn the basic procedures to be followed in the program and service areas of the Camp in regards to the protection of the health and safety of those in Camp
- It is very important that the First Aider communicates well with those he/she reports to for the overall well-being of the campers and overall running of camp
- The First Aider will be required to have their Walkie-Talkie on and in ear-shot at all times
- The First Aider will work closely alongside seasoned volunteer camp medics, discussing experiences, skill sharing, mentoring and debriefing camp medical situations
- Assist in maintaining and clean and healthy environment at camp by cleaning up what you use: kitchen, dish-room, laundry, common areas, and personal living space

### **Requirements:**

- Personal relationship with Jesus Christ and desire to grow as a follower
- Teachable, helpful, friendly, hard-working, maintain a positive attitude, reliable, flexible, and a team player
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

Pioneer Camp Alberta – Pioneer Lodge  
Box 660, Sundre, AB, T0M 1X0  
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Program Instructor and First Aider Job Description, Pioneer Lodge, 2 month position 2021



**Job Specific Qualifications:**

- Must be a minimum of 18 years of age
- Must have a minimum of Standard First Aid and preferably be a medical professional (Wilderness First Aid, EMR, EMT, Nursing Student, Graduated Nurse)
- Other relevant certifications (CHA, WFA, NLS, OCC, etc.) an asset

**Length of Position:** June 28-August 30, 2021

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