



Camp Quality  
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## Camp Quality Northwestern Ontario

### Volunteer Role: Medical Coordinator

#### About Camp Quality Northwestern Ontario

Camp Quality Northwestern Ontario is a volunteer driven non-profit charitable organization that provides free uplifting camp experiences for children affected by cancer and blood disorders and their families. We facilitate a 1-week overnight camp program at Wilderness Discovery Centre in Thunder Bay, Ontario. Camp Quality Canada (CQC) was brought to Canada in 1988, initiated by a group of dedicated volunteers in Southern Ontario. Since then, we've expanded to seven camp programs across Canada. Our overnight camp programs serve children 7-17 years of age.

#### The Role

**The Medical Coordinator role is a volunteer position.** This position reports to the Co-Camp Directors and National Medical Coordinator.

#### Role Overview

The Medical Coordinator will support the mission of Camp Quality by ensuring that all programs in their region follow all medical policies and procedures, and has a complete understanding of applicable camping standards (OCA, COCA). The Medical Coordinator reviews all camper and volunteer medical forms prior to camp, ensuring all documentation is received. They are in communication with families prior to camp about any health changes with their child(ren). At camp they oversee camper medical check-in/check-out, administering first aid, medicine administration and supporting the on-site nursing team. They are the lead for any medical emergency. They also support volunteer training, briefing volunteers on camper needs, hand washing, sun safety, preventing infectious disease and more. After camp, they submit all medical records immediately to the CQC Support Centre. They are supported by the Co-Camp Directors and National Medical Coordinator.

#### Duties and Responsibilities

- Review all camper and volunteer applications and support confirmation.
- Support the medical team in preparation for camp and ensuring a safe experience for all participants.
- Communicate with families about child(ren)'s health needs.
- Ensure all medical documentation is received before camp.
- Review inventory and order medical supplies.
- Support with medical pre-camp and on-site training.
- Ensure all medical policies and procedures are adhered to.

- Oversee first-aid, medicine administration, medical emergencies.
- Ensure child protection requirements are met.
- Provide ongoing support and feedback to medical volunteers as needed.
- Submit all medical records to Camp Quality at the end of the camp week.

### **Preferred Skills, Qualifications and Experience**

- Current and Clear Criminal Record Check with Vulnerable Sector Screening
- Current Registration with the College of Nurses of Ontario
- Current BLS (HCP) level C & First Aid.
- Paediatric experience preferred.
- APHON Chemotherapy and Biotherapy Cert (Considered an Asset)
- Strong Collaboration and team building skills
- Strong Communication skills, both verbal and written
- Demonstrate flexibility, creative program-solving and optimism in the face of obstacles
- Passion for the Camp Quality Mission

### **How to Apply**

To apply please send a statement of interest and resume to Samantha Greenberg, National Medical Coordinator at [medical@campquality.org](mailto:medical@campquality.org).

### **We're an equal opportunity organization**

Inclusion is at the heart of what we do at camp. Camp Quality works to create inclusive spaces and programs for campers, volunteers and staff - free of discrimination based on age, race, disability, sexual orientation, or gender identity. We encourage all qualified candidates to apply.

### **Accessibility**

Camp Quality Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

For more information about Camp Quality Canada, please visit [www.campquality.org](http://www.campquality.org).