



## South Windsor Parks & Recreation Nurse / LPN for 4<sup>th</sup> “R” Before & After School Program/ Childcare

### JOB DESCRIPTION

**JOB TITLE:** Registered Nurse (RN) or Licensed Practical Nurse (LPN) for 4<sup>th</sup> “R” Before and After School Program. (Students in Grades K-5)

**REPORTS TO:** Recreation Supervisor of Youth Programming

**HOURS/SALARY:** \$35.00-\$45.00 per hour based on qualifications

- Seasonal position as needed during South Windsor Public Schools Calendar Year: September-June
- Approximately 15-20 hours per week dependent upon medical needs of program participants as assigned.
  - RN or LPN is expected to arrive to assigned site 15 minutes in advance of program start time to prepare for shift

### JOB SUMMARY:

Under the direction of the Recreation Supervisor of Youth Programming and Lead Department Nurse - the RN or LPN is responsible for provision of healthcare services, first aid care and medication administration to campers and youth program participants as provided to department through doctor’s orders and participant care plans. This position requires strong communication skills, attention to detail, and a commitment to providing high-quality healthcare in a recreational program and/or camp environment.

### DUTIES AND RESPONSIBILITIES:

- Provision of healthcare services to program participants, including assessing injuries and illnesses, administering first aid treatment, and providing comfort and support.
- Dispense medications to program participants according to physician orders and department protocols, ensuring proper dosage, timing, and documentation.
- The nurse will be immediately available to the assigned student with medical needs at all times, including when said participant’s group moves to another program space or outdoors.
- Monitor the health and well-being of program participants and staff which may include documentation of health assessments and treatments.
- Communicate regularly with program leadership and families regarding participant health concerns, medication administration, and medical emergencies.
- Collaborate with program leadership, counselors, and other staff members to ensure the integration of healthcare protocols and procedures into daily program activities and routines.
- Uphold program policies and values, fostering a positive and inclusive culture that prioritizes the health and safety of all participants.



- Flexible Schedule / Shift Expectation:
  - The nurse will report to work only if the assigned participant is attending the program that day (typically, Monday through Friday depending on South Windsor Public School Calendar). It is understood that if the student with medical needs arrives late (morning shift with timely advance notice to the nurse) or leaves the program early (afternoon shift) the nurse will only be compensated for the time the student is in attendance. If the student is not attending the program for the day, South Windsor Parks and Recreation will notify the scheduled nurse. If school is canceled due to weather/emergency and South Windsor Parks and Recreation offers “Snow Day” coverage or if “Vacation Day” coverage is offered on scheduled holidays, there may be opportunities for work on these days, and that will be communicated to the nurse in advance.
- Performs other duties as assigned by Assistant Director or Director of Parks & Recreation.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty as listed above. The additional requirements listed below are representative of the education and training required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and responsibilities of this position.

#### ***Education and Training***

- Current licensure as a Licensed Practical Nurse (LPN) or Registered Nurse (RN) required.
- Previous experience in nursing, preferably in a camp, school, or pediatric setting, is highly desirable.
- Strong communication and interpersonal skills, with the ability to interact professionally and compassionately with campers, families, and staff.
- Knowledge of basic healthcare procedures, first aid techniques, and medication administration practices.
- Ability to work independently as well as part of a team, demonstrating flexibility and adaptability in a fast-paced recreational environment.
- Current certification in CPR, First Aid, and AED required.

This job description does not list all duties of the job. The Director or Assistant Director of Parks & Recreation may ask employee to perform other job related responsibilities. Employee will be evaluated in part based upon performance of tasks listed in this job description.