



TOWN OF MANCHESTER



POSITION AVAILABLE

SUMMER CAMP NURSE

Manchester Department of Parks and Recreation
\$35.00/hr. Monday-Friday - 8:30 a.m. – 4:30 p.m.
July 1, 2019 – August 9, 2019

CLOSING DATE: Applications will be accepted until the position is filled
(Applications will be screened upon receipt)

SUMMARY OF POSITION: Daily visits to all sites when possible (one visit to each site daily; at minimum). Check inventory of first aid supplies. Review and upkeep of medication log books. Open and reciprocal communications with camp directors regarding questions, issues, concerns, etc. Respond and administer first aid on any camper/staff member that requires medical attention beyond realm of first aid provider. Make parent/caregiver phone calls, log incidents, note daily activity from designated office.

MINIMUM QUALIFICATIONS: Current license as a Registered Nurse in Connecticut.

MANDATORY TRAINING – June 19, 2019 for Medical Certification at 6pm at the Office of Neighborhood and Families

Applications are available on the Town of Manchester website, in the Human Resources Department, 41 Center Street, Manchester, CT 06045-0191 or at the Recreation Department. Locations are listed below:

- Center Springs Recreation Division Main Office, 39 Lodge Drive
- Community Y Recreation Center, 78 North Main Street
- Town of Manchester HR website:
<http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>

No faxed or e-mail copies of resumes and/or applications will be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.