

SYC First Aid Volunteer Role Description



Job title: First Aid Volunteer

Reporting to: Volunteer Leader & Camp Coordinator

Hours: First Aid is typically contracted by State Youth Camp during the hours of 9am to 5pm on the Saturday and Sunday of camp. Outside of these hours we are in need of key First Aid Volunteers to operate in shorter or overnight shifts. There will be times when you will volunteer in the team and other times you will get a break.

Location: Across the full State Youth Camp Site

About the Role: The First Aid Volunteer will examine and treat minor State Youth Camp injuries within the level and scope of his or her first aid training and will provide reasonable observation and care to more serious injuries until qualified medical staff can be reached. They are expected to maintain a friendly manner, maintain composure during challenging times and ensure clear record keeping and communication with key State Youth Camp staff. Key policies and triage plans have been developed by State Youth Camp and will be provided as a part of the onboarding process along with all required equipment.

Key Responsibilities

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Duties of the role	Time spent	Description
Provide First Aid Care	100%	<ul style="list-style-type: none">• Examines patients and treats injuries within the scope of training and/or refers patients to appropriate practitioner or clinic or arranges for transport to local hospital.• Provides standard first aid treatment for injuries not considered serious, which may include cleaning injured areas and applying antiseptic, salves, ointments, or bandages.• Observes staff with injuries or illnesses requiring further treatment.• Maintains required records and documentation including log of injuries and occupational illnesses requiring first aid treatment.• Maintains adequate inventory of first aid supplies; requests additional supplies when needed.• Maintains neat and tidy first aid room.• Performs other related duties as assigned.

Work experience and skills

A valid First Aid Certificate is a minimum requirement for this role.

Role Description Approved by:

Jo White 29th April 2024

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