FOCUS
Fellowship of Christians in Universities & Schools

Position Description

SUMMER PROGRAMS NURSE

FOCUS, the Fellowship of Christians in Universities and Schools, is an interdenominational youth ministry established in ten areas along the East Coast. For more than six decades, FOCUS has invited independent school students in grades 6-12 to explore a life of faith that is real, adventurous, intellectually sound, and practical to daily life. During the school year, FOCUS pursues this goal through area-based activities and discipleship, both one-on-one and in small groups. From May through August, we offer a variety of Summer Programs, most of which take place at our Martha's Vineyard Study Center.

Position Description

The Summer Programs Nurse reports to the Facilities Managers and is responsible for managing all medical care at the Study Center, overseeing the infirmary, and being ministry-minded as s/he serves.

Overseeing the Infirmary

- Administer all intake:
  - Review medical forms.
  - Highlight critical conditions.
  - Coordinate with Program Directors.
- Interface with parents as necessary.
- Maintain the infirmary space and supplies, and reorder inventory as needed.
- Review, evaluate, and recommend infirmary document retention policies and practices.
- Review, evaluate, and recommend improvements to current infirmary policies and practices.
- Train and supervise infirmary assistants.

Medical Care

- Oversee administration of student medications.
- Be on call for incidents as they occur.
- Provide follow-up care for any cases on the property.
- Submit health-related incident reports within twenty-four hours (as necessary).

Ministry

- Attend Department Head Summer Staff evening meetings weekly.
- Attend kitchen volunteer devotions after lunch (optional).
- Be available for administrative and ministry needs as necessary at the discretion of the Facilities Managers.
- Support summer programs as needed.

Position Requirements

The ideal candidate will have:

- A heart for the Gospel and must sign and abide by the FOCUS Statement of Faith.

- An understanding of FOCUS programs and a desire to work and serve in the infirmary.
- The capability to manage and train the infirmary assistants for each program.
- Registered Nurse's license, valid in Massachusetts. Licensed Practical Nurses may also apply.
- The availability to live on Martha's Vineyard during summer programs (May 23 – August 20). There may be opportunities to arrive earlier and/or stay later.

Physical Requirements:

- Prolonged periods of standing, bending, and reaching.
- Must be able to lift up to 15 pounds at times.

Position Compensation

FOCUS will provide:

- Room and board.
- Competitive salary.
- Time off each week (from a six-day work week).
- Four vacation days for the summer. These must be used during the summer and will not be paid out at the end of the summer.

Please visit our employment page, infocus.org/employment, and apply online. You may also upload your resume and cover letter to the application portal. Any questions, please reach out to Linda and Stoddard Lane-Reticker, Study Center Facilities Managers, at studycenter@infocus.org. Kindly indicate in your cover letter or email where you found out about the opening.

For more information on our ministry, visit us at infocus.org.