



Position:	<u>arts-X-press Nurse</u>
Employment Type:	Seasonal, Temporary
Department:	Education & Community Engagement
Salary Range:	\$1,800-\$2,300 per session, plus room and board
Reports To:	Arts-X-press Managing Director / Senior Director of Arts Engagement

ABOUT THE ROLE:

The arts-X-press nurse is a vital member of our summer arts program staff, providing health care to 125 students and counselors of diverse backgrounds in a residential campus setting. The arts-X-press nurse provides first aid care for students, counselors and staff, oversees the administration of medicine, organizes paperwork and maintains online records and works with senior staff and program directors to ensure the overall health and safety for all.

More information about the program can be found at www.pacificsymphony.org/arts-x-press.

PRIMARY RESPONSIBILITIES:

The arts-X-press nurse:

1. Reviews student medical records, ensuring all information has been received and is up-to-date prior to students' arrival on campus. Makes pre-session phone calls to parents, if necessary.
2. Organizes and records all student medication upon student arrival on campus and safely returns all medication to students upon departure.
3. Establishes and follows appropriate medical routines, including record keeping an online medical log and managing, administering and safeguarding medications – both prescription and over-the-counter.
4. Conducts inventory of supplies and procures or places orders for supplies, including first aid kits, when necessary.
5. Is available during wake up, breakfast, lunch, dinner, bedtime and other times when the administration of medication is necessary, depending upon student circumstances. Is available "on call" when not on campus.
6. Communicates with parents regarding any student health issues, concerns or questions. Decides, in consultation with Director, if a student or counselor needs to go the doctor, needs to be sent home or needs additional parent communication.
7. Provides first aid for minor injuries and illnesses. Provides emotional support for students and mentors counselors in dealing with issues such as homesickness and anxiety.
8. Prepares staff with appropriate medical supplies (i.e. sunscreen, over the counter medications, first aid kits, etc.) when going off campus.
9. Monitors and evaluates program health and safety procedures and makes suggestions and recommendations for policies that would enhance the health and safety of the program.



Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

EXPERIENCE, QUALIFICATIONS, WORKING CONDITIONS:

Education: LVN or RN; State of California Nursing License, Active (preferred); other medical experience considered

Experience: Pediatric experience and previous camp and/or school nurse experience preferred

Specific Skills:

- Understanding of age-specific health and emotional needs for middle school students.
- Enthusiastic about working with children and able to manage time and people in a flexible, calm, patient and forgiving manner.
- Strong organizational and interpersonal communication skills. Must be self-motivated and possess strong time management.
- Strong decision-making skills, while exercising good judgment in a dynamic environment.
- Proficient in computer-based medical recordkeeping systems and data entry and extremely detail-oriented with an ability to set up organizational systems.

Supervisory Responsibility

- Responsible for training and serving as a resource for staff in their roles as they relate to student health.

Working Conditions

- The program can be physically demanding with quite a bit of walking around campus.
- Generally, the nurse actively administers medication between approximately 7am-11am and 5pm-11pm. (The exact time frames may vary depending upon meal times and student needs.) In between, the nurse is on campus to respond to student needs as they arise.
- The nurse is expected to either stay on campus overnight or be able to get to campus within 10-20 minutes in the event of an emergency.

Dates:

- **Orientation/Training Dates:** Student Orientation: June 19 (7-8pm on Zoom), June 22 (10-11am at Concordia) Staff Orientation: June 25 (9:30am-4:30pm on Zoom)
- **Session Dates:** July 7-12; July 14-19, 2024

TO APPLY:

- Email your resume, cover letter and salary requirements to **Alison Levinson – ALevinson@PacificSymphony.org**
- Please begin your subject line with the words "arts-X-press Nurse Search"
- No phone calls please
- For more information about arts-X-press, please check out our website! You can see our video and detailed program descriptions by clicking here:
<http://www.pacificsymphony.org/arts-X-press>



ORGANIZATIONAL BACKGROUND:

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Philharmonic, Chicago Symphony, and New York Philharmonic.

Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Pacific Symphony is commencing on a music director search to succeed Carl St.Clair who has recently celebrated 34 years as music director and will eventually hold the title of Music Director Laureate when a new music director is appointed. The Symphony also announced the appointment of Enrico Lopez-Yañez as Principal Pops Conductor commencing in the 2024-25 season.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political beliefs, (dis)ability, age, sex, gender identity, sexual orientation, protected veteran status, or any factor protected by law.