

PURPOSE		APPOINTED BY	TERM
Ensure the safety of girls and adults present during Girl Scout events and administer first aid as needed.		Event Manager	Event Duration Renewable
RESPONSIBILITIES	<ul style="list-style-type: none"> • Be present throughout the entire event, and should have no other responsibilities or duties. An alternate First Aider should be available to substitute, as needed, if the First Aider will be busy. • Establish safety guidelines for event participants to prevent injuries • Ensure that health, safety and policy standards are maintained • Follow the 14 Girl Scout Safety Guidelines at all times • Download the latest "GSNorCal Health & Safety Plan for Activities and Events" from the council website and follow protocol outlined therein, including : <ul style="list-style-type: none"> • Maintain a first aid kit: inventory and purchase needed supplies before and after event • Obtain directions to the nearest hospital within 30 minutes and maintain a list of emergency phone numbers including ambulance, poison control, police and hospital • Maintain and review girl and adult Health History Forms and discreetly share information only as needed • Determine a suitable location for the First Aid Station that is visible and convenient • Keep and dispense medications according to GSNorCal guidelines • Administer first aid as needed to girls or adults and inform event manager and parents of any injuries sustained • Maintain Health Log and share with event manager • Maintain a supply of Accident/Injury, Incident, and Insurance Claim forms. If there are any injuries, ensure that the form is filed within 24 hours along with a copy of the girl's or adult's Health History form. 		
QUALIFICATIONS	<ul style="list-style-type: none"> • Registered and screened Girl Scout, at least 18 years of age, with volunteer approval on file • Current First Aid and CPR certification as specified in <i>Volunteer Essentials</i>. Additional first aiders are required for events with more than 200 participants. A Wilderness First Aider is required when the activity or event is located more than 30 minutes away from emergency medical responders or as indicated in the Safety Activity Checkpoints. • Completion of GSNorCal's "Girl Scout First Aider" and "Girl Scout Event First Aider" online training, go to http://training.girlscoutsnorcal.org • Ability to maintain good judgment regarding health and safety procedures and crisis situations. • Ability to assess when additional medical attention should be obtained • Knowledge of typical emotional and physical needs of children • Knowledge in CPR and First Aid protocols for adults and children • Good oral, written communication & interpersonal skills • Knowledge of health and safety standards as outlined in <i>Volunteer Essentials</i> and GSNorCal Health and Safety Plan for Activities or Events. 		
For more information, details and links for this position, go to: http://training.girlscoutsnorcal.org			
APPOINTMENT			
Your appointment to the above begins on		and will continue to September 30, 20____	
Service Unit	Printed Name	Signature	Date
Appointed by	Printed Name	Signature	Date