



**SEEKING NURSES for  
Governor's Institutes of Vermont (Various Locations)**

**Job Description - March 2025**

## Position Overview

The Governor's Institutes of Vermont (GIV) is a nonprofit that helps hundreds of Vermont high school students pursue their interests and find their people. We provide intensive summer enrichment programs on college campuses that inspire them to think deeper and dream bigger, focused on topics ranging from the Arts to Entrepreneurship to Technology & Design. Up to 30 years later, 88% of our alumni report that their time at GIV was one of the most important experiences of their teenage years. GIV is committed to making these world-class experiences accessible to students of all backgrounds! To learn more, please visit our website: <https://giv.org>

We are seeking Nurses for a seasonal contract for in-person 2025 summer Institutes; winter/spring preparation is primarily done remotely and asynchronously.

If you have a passion for creating community, inspiring young people, and working in a student-centered environment, we would love to hear from you! The ideal candidate will be organized, compassionate, and have a sense of humor.

## Primary Responsibilities

The Institute Nurse acts as the primary on-site health care professional to ensure all basic medical needs are met and appropriate first aid or other appropriate interventions are initiated. The Institute Nurse manages and ensures distribution of medications to participants. The Institute Nurse is also responsible for administrative and preventative tasks related to the health and well-being of student participants, on-site mentors, and program staff.

### **Key Responsibilities:**

- Communicate effectively with students, staff, and families to ensure the health and safety of all Institute participants

- Provide healthcare to meet individual and Institute-wide needs of students and staff, when necessary
- Utilize daily medical logs for treatment and medications
- Ensure a staff orientation on basic medical preparedness is delivered
- Collaborate with other Institute staff, in some cases including a mental health counselor, to meet the needs of students
- Identify any observable evidence of illness or communicable diseases

Most Institutes take place over 1-2 weeks during June and July, and are full-day residential commitments for all staff, faculty, and leadership.

### **PRE-INSTITUTE (Fall/Winter/Spring):**

- Fall:
  - Communicate with Institute Director re: what worked during the previous summer, and what needs to be changed for the upcoming summer
- Winter:
  - Sign contract for coming summer
  - Work with Institute Director to develop or adapt materials that will need to be shared with students, other staff, and/or families
- Spring:
  - Attend staff training with the GIV Health Advisor to review protocols for the upcoming summer
  - Ensure student medical forms are accounted for and accessible
  - Review pertinent health information for students and staff
  - Leading up to the Institute, communicate proactively and responsively with families and students regarding needs as communicated on the medical registration forms, including medications, severe allergies, and any other important information
  - As needed, communicate proactively and responsively with HQ, Institute Director and other leadership team members

### **DURING THE INSTITUTE (Summer):**

**This role lives on campus and is in residence with the community on a college campus. Institutes vary in number of students and staff.**

- Lead staff training session prior to student arrival
- Participate in full staff orientation and welcome activities
- Student Arrival:
  - Help welcome students and check in one final time re: students' medical needs and any changes since forms were completed
  - Assist staff with health-check-in and screening on the day students arrive at the Institute.
  - Receive and review medication from student/parent/guardian

- Confirm with students/parent/guardian re: status of serious allergies and procedures for mitigating reactions
- During the Institute:
  - Ensure necessary health screenings and COVID protocols are executed
  - Ensure safekeeping and appropriate self-administration of authorized student medications and basic OTC medications
  - Supervise students in the dorm who feel unwell while their peers are in classes.
  - Perform general patient assessments if necessary.
  - Act as the first medical point of contact for the duration of the Institute
  - Collaborate with other staff, and in some cases, the Mental Health Counselor
  - Foster a cooperative spirit and sense of community
- Final Day:
  - Conduct any final health assessments if needed, especially for students with ongoing health issues or conditions that require attention.
  - Ensure that any students who take daily medications receive their final doses before leaving. Double-check that all medications are returned to parents/guardians.
  - Check if any first aid supplies need replenishing or if medical equipment needs to be cleaned and packed up.
  - If there were any injuries or health incidents during the Institute, make sure they are well documented and communicated to the proper parties

## Qualifications

The ideal candidate has. . .

- Registered Nurse (RN) license as required by Vermont state law
- Certification in CPR and First Aid
- Experience with illness/injury care for both adolescents and adults
- Experience with young people in an educational and/or residential setting
- Strong organizational skills and an orientation to getting the details right
- Familiarity with using and creating spreadsheets and a willingness to learn new software. GIV uses Google Suite.
- A valid driver's license
- A love for GIV's mission, and an investment in young people and their dreams
- A sense of humor!

## Compensation & Work Environment

**Compensation for Institute Nurses ranges from \$2600-\$3000, determined by the length of the Institute.** GIV nurses are paid by check or direct deposit at the end of their Institute. Room & board while on campus is included, and no additional benefits are included. The person in this role will report to the Institute Director.

**GIV is an equal opportunity employer.** We value a diverse workforce and an inclusive culture. We strongly encourage applications from all qualified individuals without regard to national origin, race, ancestry, color, ethnicity, age, gender identity or expression, marital status, medical condition, mental or physical disability, religious creed, or sexual orientation.

## How to Apply

**Application Process:** Please complete this short application form to indicate your interest in this role: [Institute Nurse](#) We will review submissions immediately and reach out to you if we are interested in considering you. Once filled, we will remove the role from our website (<https://giv.org/jobs>). Questions? Please email [jobs@giv.org](mailto:jobs@giv.org)