



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **CAMP MANITO-WISH YMCA – HEALTH CENTER COORDINATOR**

### **MINIMUM QUALIFICATIONS:**

- Minimum of 21 years old
- Strong leadership and organizational skills
- Certification Standard First Aid and CPR/AED
- Desire and proven ability to work with youth in building confidence and self-esteem
- Ability to work independently, meet deadlines, and communicate-effectively
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Clean Driving Record

**RESPONSIBLE TO:** Operations Director

### **ESSENTIAL FUNCTIONS:**

- Ability to communicate and work effectively with participants as related to age and skill level.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program.
- Physical ability to respond appropriately to situations requiring first aid, fire, evacuation and illness.
- Anticipates others' needs.
- Must be able to relate effectively to diverse groups of people.

### **SPECIFIC RESPONSIBILITIES:**

- Maintain Camp Manito-wish YMCA philosophies and high health care standards according to the Health Care Plan and Procedures.
- Maintain effective communication and collaboration among health center medical staff, administration, staff and campers.
- Manage campers during medication administration.
- Manage trail medication preparation for campers and staff.
- Manage Trip check-ins and check-outs for orderly dispensing of meds for in-camp trail groups, outpost and leadership groups.
- Make copies of camper forms, itineraries, med sheets, etc.
- Manage opening & closing day preparations.
- Work with the Operations Director and/or Wilderness Program Director in the ordering of supplies.
- Be the liaison between nurses' daily "shifts"
- Be a Camp Manito-wish program resource for nurses.
- Assist in driving campers to the clinic when needed.
- As necessary attend Board Game when not obligated in Health Center.
- Understand and commit to the Manito-wish Mission, Vision and Commitment Statements.
- Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility.
- Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA.
- Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth.
- Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience.

- Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment.
- Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment.
- Daily schedule is set on a needs basis over the course of 24-hours
- Perform other duties as assigned.

**TIME OFF:**

- 36 hours/week. Schedule is coordinated by the Operations Director.
- Housing is provided on site in Staff Housing.