



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

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

### **MINIMUM QUALIFICATIONS:**

1. Minimum of 21 years of age (preferred)
2. Background in Health Services or similar field
3. Leadership experience
4. Desire and proven ability to positively interact, teach, and build life skills (including confidence and self-esteem) with youth
5. Certified in Standard First Aid and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
6. Certification or training in Mental Health First Aid or equivalent (preferred)
7. Valid driver's license and no traffic violations within 12 months of starting date of employment (preferred)
8. Good written, organizational and verbal communication skills
9. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

**RESPONSIBLE TO:** Operations Director

### **ESSENTIAL FUNCTIONS:**

1. Support the wellness and health of all campers, participants and staff
2. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp) and the Health Center
3. Ability to work independently and meet deadlines
4. Ability to effectively communicate and work with campers as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
5. Ability to effectively communicate and work with staff as related to skill levels, providing necessary coordination, instruction, and training especially as it pertains to program risk management and leading wilderness trips
6. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
7. Able and willing to accommodate and provide equitable experiences to diverse groups of people
8. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
9. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness

### **SPECIFIC RESPONSIBILITIES:**

1. Attend daily administrative meetings, when not needed at the Health Center
2. Maintain a high level of confidentiality in regards to camper, participant, and staff needs, experiences, and care
3. Maintain open lines of communication with the other seasonal Admin, Program Areas, Trips team, Health Center, and front office with periodic check-ins and by providing appropriate paper work as needed
4. Maintain Camp Manito-wish YMCA philosophies and high health care standards according to the Health Care Plan and Procedures
5. Maintain effective communication and collaboration among health center medical staff, administration, staff and campers
6. Manage campers during medication administration
7. Manage trail medication preparation for campers and staff

8. Manage Trip check-ins and check-outs for orderly dispensing of meds for in-camp trail groups, outpost and leadership groups
9. Make copies of camper forms, itineraries, med sheets, etc.
10. Manage opening & closing day preparations
11. Work with the Operations Director and/or Wilderness Program Director in the ordering of Health Center supplies
12. Be the liaison between nurses' daily "shifts"
13. Be a Camp Manito-wish program resource for nurses
14. Provide direct communication to families prior to and throughout session about campers experience following check-in with appropriate administrative staff (Section Director, Program Director, etc.) and/or supervisor
15. Assist in the review of camper and participant health histories with the health center and/or full-time staff teams to be proactive and communicate with other staff on a need to know basis
16. Supervise detail and other special details assigned to the Health Center team
17. Actively participate in training and lead designated training sessions including but not limited to topics related to Health Center and self-care
18. Monitor and display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
19. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
20. Attend each meal when not on time-off
21. Deliver meal announcements as it pertains to general programming or Health Center needs
22. Participate in evening activities, opening/closing day events, and special activities as assigned
23. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
24. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
25. Be prepared to serve as one of Camp's drivers, as necessary
26. Submit a report at the end each session and the end of the summer season as instructed by supervisor
27. Reference, review, and update the position manual appropriate to role
28. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
29. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
30. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
31. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
32. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
33. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
34. Perform other duties as assigned

**TIME OFF:**

1. Two 24-hour and two 12-hour period off per session
2. Any other time off at the discretion of the Operations Director