

GREATER NEWBURGH YMCA

CAMP ROBBINS - JOB DESCRIPTION



Position: Health Director
Reports to: Camp Director

General Description

To supervise and be responsible for the general health and safety of the campers and staff. Appropriately treat any and all accidents, keep records of such treatments and communicate with family, administration and departments as required. Must have good judgment and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must have current certifications in CPR, First Aid, and Responding to Emergencies and have prior nursing or health experience. Detail oriented and capable of keeping clear and concise medical logs. Must demonstrate maturity, responsibility, and have strong communication and record keeping skills. Positive role model, who is flexible to all situations and respond appropriately to any and all medical/emergency situations.

Specific Duties

- Review, make recommendations and update all safety health plans, information provided to staff and participants, and assure all areas of health and safety are adequately prepared for, and responded to appropriately.
- Participate and lead specific areas of staff training pertaining to health and safety, CPR, First Aid, and use of universal precautions for infection control
- Collect, organize, and review staff and camper medical forms
- Organize and restock all first aid kits, provide personal protective items to staff and oversee walkie-talkies and all supplies for “out-of way” activities, pool kits and off-site activities are operable, in good standing order and ready for use.
- Conduct inventory of supplies and report to Camp Director list of medical supplies needed
- Notify staff members of any special health, developmental, social, behavioral needs of individual campers
- Maintain a clear and legible daily health log
- Respond to and administer appropriate treatment to campers, staff or visitors of camp as outlined in Standing Orders and Camp Written Plan and documented/reported appropriately
- Document & notify parents/guardians and staff of any medical needs such as illness, accident, necessity to pick-up camper if child is too ill to remain at camp or any other medical related concern
- Accompany campers/staff to the emergency room when necessary
- Assure all incident reports are completed with full documentation within the same camp day and provided to the Camp Director for review
- Keep in close communication with representatives of the Health Department as required by law
- Communicate all issues pertaining to health and wellbeing of camp community to Camp Director in prompt and appropriate manner
- Communicate all emergencies immediately to Camp Director and appropriate supervisory staff, providing all necessary documentation within same camp day.
- Attend and work Family Fun Nights
- Adhere to camp policies, schedules, and procedures
- Oversee personal and social growth of campers
- Provide positive leadership and role-modeling,
- Demonstrate respect and appreciation for diversity among people and ideas
- Attend and assist leading mid-season camp evaluation
- Attend and assist camp sleepovers until 8pm (returning the following morning no later than 7:30am)
- Assist where needed

Terms of Employment

Contracted to complete all pre-camp and post-camp responsibilities as needed and work the specified 8-week summer season as outlined in agreed contract (end of June to mid-August) for an agreed upon wage. Continued employment is contingent upon a receipt of cleared background checks. Must attend the pre-camp training scheduled before camp begins. As one of the administrative staff, participate in presenting information at training and attend all supervisory staff meetings. Each employee is also required to participate in the four (4) scheduled overnight stays.

Terms of Payment

Paychecks are distributed on the 15th and 30th of each month beginning June 30th ending August 30th (unless otherwise stated in contract). Salary is based on experience, qualifications, certifications, artistic talent, applicable skills, and budgetary constraints.

**GREATER NEWBURGH YMCA
CAMP ROBBINS - JOB DESCRIPTION**



Position: Office Manager
Reports to: Camp Director

General Description

Oversees the daily operation of all office needs and responsibilities. Responds to all phone calls/messages, monitors attendance, manages snack/soda orders and money, receives and organizes all permission slips, program forms and payments. Assures all staff and participants receive messages, forms, communications as needed. Performs tasks assigned by Camp Administration and is required to be actively engaged with campers and the programs facilitated.

Qualifications

Must be 19 years of age or older with prior office or clerical experience. Must be detail oriented with strong communication skills, organizational experience, good judgment and interpersonal skills.

Specific Duties

- Communicate effectively with parents, staff and any other callers to the camp.
- Inform camp administration of any calls relative to camp needs, issues, etc.
- Collect and tabulate daily attendance and submit to main office
- Make deliveries and pick-ups at main office
- Distribute printed materials to campers and staff
- Count and sort money of goods sold at camp store. Send to main office
- Maintain petty cash monies
- Collect and sort invoices from vendors
- Order soda, ice-cream, and snacks
- Keep camp office organized and orderly
- Communicate to Camp Director in prompt and appropriate manner any issues or concerns, emergency calls, etc.
- Provide positive leadership & role-modeling, demonstrate respect & appreciation for diversity among people & ideas
- Adhere to camp policies, schedules, and procedures
- Oversee personal and social growth of campers
- Attend and work Family Fun Nights
- Attend and assist camp sleepovers until 8pm (returning the following morning no later than 7:30am)
- Attend mid-season camp evaluation
- Assist where needed

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