



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

FAMILY YMCA OF MARION & POLK COUNTIES
PO BOX 110, Salem, OR 97308
503.581.9622 | www.theYonline.org

JOB TITLE: Health Services Director
DEPARTMENT: Camp
REPORTS TO: Camp Director
LOCATION: Camp Silver Creek
STATUS: Salary, Exempt
PAY RATE: \$300/week

Position Summary:

The Health Services Director is responsible for working with our volunteer nurse/physician to supervise the health care, including first aid, of all campers and staff. The Health Services Director is responsible to administer medications, practice preventative measures to minimize injury and illness to all campers and staff. The Health Services Director may serve as the program staff in unit for counselor support and emergencies.

Entry Requirements:

- Age 18 or over by start of camping season.
- Must have a working knowledge of basic medical procedures. Additional medical training preferred such as Medication Administration or Wilderness First Aid.
- Must be able to administer the correct dosage of medication at the proper time.
- Must be able to respond and act quickly in a medical emergency situation.
- Possess desire and ability for working with children and teens.
- Ability to understand the needs of campers and place camper's needs and camp's needs ahead of personal needs.
- Ability to relate to one's peers, supervisors, and children effectively.
- Ability to work in outdoor environment and display an appreciation and understanding of the natural environment to campers.
- Possess flexibility, maturity, and the ability to work with a minimum of supervision.
- Enjoy working and interacting with people of all types and ages, with a special emphasis on children, modeling and utilizing the important core value of caring, honesty, respect, and responsibility.
- Excellent communication (written and verbal) and interpersonal skills are vital to this position.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Must be CPR and First Aid certified or willing to become certified within the first 30 days of employment. (Certification classes available upon employment.) Lifeguard certification encouraged.
- Current Oregon Food Handler's Certification.



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Essential Functions:

- Screen the physical condition of all staff and campers from the Health History Form filled out by all participants. Notify appropriate staff of any camper that has a severe medical problem or condition that they should be aware of.
- Collect all camper medication upon their arrival and assure a complete understanding of the direction for its use and return all medication at the end of the session.
- Administer all medication at the appropriate times and dosages. Keep accurate records of when the medication is given.
- Coordinate getting all health forms and insurance information from camper's families to staff before the session begins. Maintain health forms in alphabetical order and easily accessible so that they can be found quickly in an emergency.
- Maintain accurate records of all accidents, first aid, and medical treatments of everyone at camp.
- Keep a medical log in a bound book which has printed page numbers and lined pages which the following procedures are observed:
 - All visits and treatments are recorded.
 - No line is skipped.
 - All entries are in ink, dates, and are signed or initialed by the person making the entry
- Must be on call 24 hours a day and ready to act in an emergency situation.
- Be in attendance at the weekly 12:00 PM Sunday program staff meeting and 12:30 PM staff meeting.
- Assist in any area of camp as directed.
- Orient the volunteer nurse/physician to camp and the Health Center, and camp procedures. Work with them to understand and fulfill their role.
- Participate in all courses, activities, classes, training, and planned sessions during the weeks of pre-camp.
- May work with Camp Director and Camping Services Director to help design and implement staff training.
- Follow all Standards set forth by the ACA (American Camping Association) and applicable local and state laws relating to Health Care.
- Create and maintain a harmonious, positive working relationship with fellow staff, YMCA Camp Silver Creek campers, participants, and the entire camp community.
- Demonstrated commitment to quality, the core values of the YMCA, and joy in working with youth of all ages.
- Consistently provide friendly, courteous assistance exceeding customer expectations every day.
- Support and contribute to a safe, clean camp environment for staff and guests.
- Maintain knowledge of association policies and procedures, risk management and safety practices, and applicable laws.
- This position is responsible for supporting the overall association's initiatives through camp.
- Ability to work independently, organize and prioritize tasks and communicate effectively.



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Work Environment & Physical Demands:

- Physically able to accompany campers to and participate in all camp activities.
- Able to communicate verbally with campers and to provide instructions.
- Possess visual and auditory ability to respond to critical incidents and physical ability to act swiftly in emergency situations.
- Able to observe camper behavior, respond to health and safety concerns and deal appropriately with camper behavior.
- Able to work long hours including nights and weekends.
- Able to work outdoors in varying weather conditions (rain, heat etc.) and live in a rustic outdoor setting.
- Able to follow all camp rules and YMCA policies and procedures as outlined in the Staff Handbook.
- May work at another camp location as needed.