



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA of Lansing Association Job Description
Mystic Lake YMCA Camp
9505 Ludington Dr, Lake, MI, 48632
517-827-9650

HEALTH DIRECTOR

At Mystic Lake YMCA Camp, our goals are to teach youth social responsibility through environmental stewardship, community living, and working with one another in a group setting that builds friendships. Youth develop and learn new skills to improve their sense of self-worth and confidence in an accepting environment where all are welcome.

GENERAL FUNCTION

Under the supervision of the Program Director, the Health Officer is responsible for the health, safety, and medication administration. The Health Director will maintain the cleanliness and organization of the camp Health Center and health/emergency supplies. In addition, the Health Director will function as a member of the administrative team, providing leadership to all of the camps.

TRAINING AND EXPERIENCE

Must be at least 21 years of age with a desire to work and live in a camp community, and possess good interpersonal and communication skills. This person must hold a current certification as an Emergency Medical Technician, RN, LPN, WFR, or American Red Cross Camp Health Officer (training can be provided). This person must demonstrate the ability to organize, update and maintain records.

POSITION RESPONSIBILITIES

1. Inventory health care supplies and inform the Program Director of inventory needs
2. Attend and take a lead role in staff training, specifically training counseling staff about their role in the health service program
3. Review all camper and staff health forms, making a note of any particular health-related circumstances
4. Assists in calling parents for any camper-related health needs
5. Manage daily medication delivery to campers and staff and keep accurate records of all medication delivery, according to American Camp Association accreditation and State of Michigan licensing standards
6. Perform 24-hour on-call duty, by managing daily health issues as they arise and keeping accurate records of any treatment given
7. Maintain a clean and sanitized camp health center for camper and staff healthcare

8. Maintain a positive role model for campers and staff
9. Establish a good working relationship with staff
10. Coordinate a health screening for all campers within the first 24 hours of their arrival at camp
11. Performs other functions as assigned by supervisor

MEASUREMENT OF PERFORMANCE

1. Campers will have a positive and safe experience with health services
2. Staff will take an active role in health management
3. The health services program will operate in compliance with accreditation and licensing standards
4. Medication will be dispensed properly and promptly, to campers and staff
5. All paperwork will be completed accurately and on time, as determined by the Program Director
6. Camp will operate at a high level of health standard, with minimal injury and/or illness

DISCLAIMERS

- Must successfully complete background screening for YMCA
- This job description may not be all-inclusive, and the employee is expected to perform all other duties as assigned by direct management
- Job descriptions and duties may be modified when deemed appropriate by management

SALARY/ HOURS/ BENEFITS

This is a seasonal position, and the applicant must be available Sunday - Friday, June 11 - August 19, 2023. \$350-\$400/week depending upon experience, plus incumbent will receive meals while campers/groups are utilizing the facilities. Onsite housing is required when summer camp is in session.

Include: YMCA of Lansing Application (lansingymca.org/jobs), with 3 non-family references and 1 family reference

Contact: Amiee Woodrow, Senior Program Director, awoodrow@lansingymca.org, 517-827-9650