



## YMCA OF LANSING JOB POSTING

### Health Officer

**General Function:** Under the supervision of the Program Director, the Health Officer is responsible for the health, safety, and medication administration. The Health Officer will maintain the cleanliness and organization of the camp Health Center and health/emergency supplies. In addition, the Health Officer will function as a member of the administrative team, providing leadership to all of the camp. Candidate will reside at Mystic Lake Camp, outside of Clare, Michigan, for the contract's duration.

#### **Duties and Responsibilities:**

- Inventory health care supplies and inform the Program Director of inventory needs
- Attend and take a lead role in staff training, specifically training counseling staff about their role in the health service program
- Review all camper and staff health forms, making a note of any particular health-related circumstances
- Assists in calling parents for any camper-related health needs
- 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
- Perform 24-hour on-call duty, by managing daily health issues as they arise and keeping accurate records of any treatment given
- Maintain a clean and sanitized camp health center for camper and staff healthcare
- Maintain a positive role model for campers and staff
- Establish a good working relationship with staff
- Coordinate a health screening for all campers within the first 24 hours of their arrival at camp
- Performs other functions and duties as assigned by supervisor.

**Salary & Hours:** \$350-400 per/week; Sunday-Friday beginning June 7<sup>th</sup> through August 7<sup>th</sup>

#### **Benefits:**

- Onsite housing plus meals while camp is in session
- Free YMCA Adult Membership
- 25% discount on program fees for themselves or eligible family members up to \$300 per year
- Paid YMCA risk required trainings

#### **Job Requirements:**

- Minimum age of 21 years.
- Desire to work with children and peers.
- Outgoing, friendly, and enthusiastic personality.
- Strong interpersonal and communication skills.
- Need to hold a current certification as an Emergency Medical Technician, RN, LPN, WFR, or American Red Cross Camp Health Officer (training can be provided).
- Must demonstrate the ability to organize, update, and maintain records.
- Ability to accept constructive feedback and guidance from supervisors.
- Ability to respond to safety and emergency situations.
- Completion of YMCA trainings within a required time frame.

#### **Physical Demands**

While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity. Must be able to work in an outdoor environment.

#### **Disclaimers:**

- Must complete successful background screening.
- This job description may not be all-inclusive and 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.

**Apply in person at any YMCA of Lansing location or on-line @ [lansingymca.org/jobs](https://lansingymca.org/jobs)**