



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Health Care & Administrative Program Coordinator

REPORTS TO: Camp Program Director

DATE: Summer 2017

GENERAL FUNCTION: The Health Care & Administrative Program Coordinator is responsible for assisting the Program Director with the health of campers and staff including: camper health checks, administering camper medications, first aid and sick camper treatment/documentation. Administrative duties include, staff supervision, general office, camper files, record keeping, program schedule planning/organization and camp programing.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips for youth ages 7-17. We are dedicated to providing a safe, fun and small group environment, which develops the spirit, mind and body of each individual. Camp is a special place where youth and teens learn about the environment, develop positive values, make meaningful friendships, learn new skills and increase self-confidence. In our community of caring adults Y Camp Glacier Hollow helps kids grow and find themselves. Camp is nestled just 14 miles east of Stevens Point in beautiful Central Wisconsin on Lake Elaine. Camp serves up to 150 total campers per week and runs from May 30 – September 2, 2017.

QUALIFICATIONS: Health Care & Administrative Program Coordinator must have training or experience in care giving and first aid. Emergency Medical Response, First Responder or other Licensed Health Care Certification is required or willing to obtain before camp begins. Preference will be given to applicants who have completed college course work or a degree in health related fields, previous camp experience, and experience with medications. Previous leadership experience and/or desire to work with youth and teens is required. A valid driver's license required. Lifeguarding certification preferred. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. Some online pre-camp training may be required.

PHYSICAL REQUIREMENTS: Must be able to respond to campers or staff needing first aid in various situations around camp grounds. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

SALARY: Pay ranges from **\$8.00 – \$10.00** per hour for 35-40 hours/week from June 11 – September 2, 2017 (depending on experience and qualifications). Regular Camp meals are included. Salary pay ranges from **\$250-\$265/week** for 2 weeks from May 30 – June 10, 2017 for staff training. Room and 3 meals/day are provided during staff training.

APPLICATIONS: For more information and application forms, please contact:

Tiffany Praeger, Camp Program Director or Pete Matthai, Camp Director
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481
pmatthai@spymca.org (715) 342-2980 ext. 308 tpraeger@spymca.org (715) 342-2980 ext. 326

APPLICATION DEADLINE: Positions will be filled as qualified applicants are identified with the intent that all positions will be filled by April 15th.

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Stevens Point Area YMCA (Business)

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • www.spymca.org

YMCA Camp Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • www.glacierhollow.com

WORK SCHEDULE: The Stevens Point Area YMCA has a full schedule of programs during the summer months, including programs that continue on some weekends and holidays. Typical schedule for the Health Care & Administrative program Coordinator is 35-40 hours/week and includes Sunday's from 1:00pm – 6:00pm during Resident Camp check in's and Monday – Friday 8:30am – 4:30pm (non-paid break times will be arranged for up to 1 hour per day). A schedule will be arranged in advance.

2017 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 30–June 9	Overnight Staff Training Day Camp (8 th & 9 th)	May 30–June 9	Overnight Staff Training Day Camp (8 th & 9 th)	May 30–June 9	Overnight Staff Training Camp 2.0 (8 th & 9 th)
June 12-16	LIT Training w/ Thurs. ON	June 11-16	Flambeau River Canoe Trip	June 12-16	Sportsa' Palooza w/ Wed. ON
June 18-23	CIT Training	June 18-23	Climbing/Caving Trip	June 19-23	Zombie-Pirate w/ Wed. ON
June 25-July 1	Campers for LIFE	June 25-July 1	Resident/Day Support	June 26-30	Carnival Adventure Horse Camp
July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	*Day Support; Thurs. ON	July 3, 5-7	Party In The USA w/ Thurs. ON
July 9-15	Camp Wise Spirits for Girls	July 9-15	Day Support; Female on Res Camp	July 10-14	Wet N' Wild 1 All Females on Res Camp
July 16-21	Beginning Adv's; Thurs. ON & Day Support	July 16-21	Backpacking Trip	July 17-21	Hooked On Fishing w/ Thurs. ON
July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night	July 21-22	Weekend Kids Day/Night
July 23-29	The Adventure	July 23-29	The Adventure Resident/Day Support	July 24-28	Dinner and a Play Horse Camp
July 31-Aug 4 Aug 5	Day Support; Thurs. ON Saturday Timbertop Training	July 30-Aug 4 Aug 5	Sea Kayaking Trip; Saturday Timbertop Training	July 31-Aug 4	Wet N' Wild 2 w/ Thurs. ON
Aug 6-12	Timbertop Camp for Kids w/ LD	Aug 6-12	Resident/Day Support	Aug 7-11	Wild, Wild West w/ HR Camp SOAR
Aug 13-19	Splash & Sport	Aug 13-19	Resident/Day Support	Aug 14-18	Mythical Mysteries (Bigfoot) Camp SOAR
Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25 Aug 25-27	Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 21-25	Outdoor ED-V... w/ Wed. ON Horse Camp
Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	*Day Camp Support; Wed. ON; Wed. Open House Saturday Camp Clean-up	Aug 28-Sept 1 Sept 2	Camp Flashback w/ Wed. ON; Wed. Open House Saturday Camp Clean-up

**Indicates Possible Week Off (Depending on Requests and Need)*

ON = Wednesday or Thursday Day Camp Overnighter

KEY RESULT AREAS:

- Provide a SAFE and FUN experience for all summer camp program participants.
- Oversee the operation of the Health Center by preparing for upcoming camps, conducting a weekly inventory of medical supplies and medications, preparing camper lists, health forms and medical needs/kits and for all off site adventures and overnight camping trips, and other duties as assigned.
- Review all camper registrations and health forms.
- Perform health checks upon camper arrival Resident Camp week.
- Dispense and record medications daily.
- Provide first aid for injuries and illnesses.
- Assist with training staff in first aid and health care procedures.
- Assistant Program Director duties include, staff supervision, general office, camper files, record keeping, program schedule planning/organization and camp programming.
- Ensure smooth program operations that are responsive to participants needs.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the camping programs.
- Maintain a commitment to professionalism, quality programming and clean facilities.
- Ensure the safety and wellbeing of participants by; making participants aware of and enforcing appropriate safety regulations and procedures, applying appropriate behavior management techniques, and maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature _____

Date _____

Employer Signature _____

Date _____