



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Health and Office Coordinator
REPORTS TO: Camp Director
DATE: Summer 2022

YMCA Camp Glacier Hollow offers a variety of Resident Overnight and Day Camps 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. 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 and serves up to 175 campers per week and runs from June – August annually.

GENERAL FUNCTION: The Health and Office Coordinator is responsible for maintaining health and emergency contact forms, medication distribution, and providing First Aid as well as coordinating with the Camp Director and Camp Coordinator to assist in planning and leading general program operations, camper supervision, office duties, staff files, record-keeping, schedule coordination, waterfront supervision, kitchen support, and other duties as determined by the Camp Director.

QUALIFICATIONS: The Health and Office Coordinator must be at least 21 years of age and have previous camp or related leadership and health services experience. CPR and first aid certifications are required (on site training may be available). Lifeguarding certification is preferred. Emergency Medical Response, First Responder or other Licensed Health Care Certification is a plus. Preference will be given to applicants who have completed college course work or have obtained a degree in health and wellness management, health information management and technology, health science, nursing, or other health care related field and/or have previous health care or camp experience. Previous leadership experience and/or desire to work with youth and teens is required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. Some online and/or in-person pre-camp training may be required.

PHYSICAL REQUIREMENTS: Must be able to lead and participate along with groups of campers in various physical activities and in various indoor/outdoor settings. A high level of physical fitness, energy, and stamina, as well as, being able to lift/carry/load heavy supplies and equipment is required. Such activities include traditional camp activities, canoeing, team building, swimming, and other sports and activities. Must be able to respond to campers or staff needing first aid in various situations around campgrounds. Prior to work all staff will be required to provide a Physician signed health examination.

SALARY: Pay starting at **\$388** per week (depending on experience and qualifications) from approximately May 23 – August 26, 2022.

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 and Office Coordinator is Sunday – Friday, 40 hours/week, and may include day, evening, overnight and weekend times. A schedule will be arranged in advance.

APPLICATIONS: Positions will be filled as qualified applicants are identified. For more information and application forms, please contact: Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481, (715) 952-2980. Applications are accepted online at www.spyymca.org/jobs/