

YMCA of Middle Tennessee Job Description

Hourly / Non-exempt

PAY GRADE
Starting at \$110.00 Daily Rate

TITLE: Health Lodge Assistant (Summer Seasonal)

DEPT: Camp

CENTER: Joe C. Davis YMCA Outdoor Center

Position Summary:

Consistent with the Christian mission and vision of the YMCA of Middle Tennessee, and in cooperation with other YMCA staff, under the direction of the Resident Camp Director, the Health Lodge Assistant is responsible for participating in the daily operations of the Health Center and cooperating with overall coordination of the health of the camp community.

Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Be an appropriate role model for all campers & staff
- Work with the Camp Directors and Camp Nurse to organize and prepare medication for campers
- Work with Camp Nurse during sick calls
- Maintain cleanliness of the Health Center
- Count and record total number of campers seen, number referred and number spending the night
- Communicate with Day and Resident Camp Directors about camper issues
- Coordinate and ensure all campers have a current health form on file in the health lodge
- Ensure that health forms are organized and prepared 1 week prior to each session
- Prepare dietary needs for Dining Lodge 1 week prior to each session
- Transport campers to and from the health lodge
- Ensure Ouch Reports are sent home with injured campers
- Order needed supplies for health lodge
- Be readily available to help in health lodge
- Follow all rules and safety regulations as set forth by the center
- Ensures that each guest and client has a pleasant experience and their goals and purpose was adequately met
- Maintain a positive working relationship with other staff
- Carry out all other task and objectives as assigned by the Resident Camp Director

Qualifications:

Passion, enthusiasm, and commitment to the mission and cause of the YMCA

An enthusiastic personality with the desire to serve volunteers, guests, participants and staff to create a culture of service

Strong interpersonal and communication skills and the ability to relate effectively to diverse groups of people from all social and economic segments of the community

- Excellent communication and organization skills
- Ability to work on a team and willingness to work outdoors
- Ability to understand the needs of participants and to place these needs ahead of his/her own
- Ability to think in the abstract, solve problems, make decisions, instruct, evaluate, lead others
- Ability to work a flexible schedule, including evenings and weekends
- Minimum 18 years of age
- Two years of college in a medical related field required
- Minimum two years of experience working in a medical facility required

Certifications Required:

- Before start of 1st shift: New Hire Orientation Certification
- Within two weeks of hire or before 1st shift with children (whichever comes first): CPR/First Aid/AED, Camp Staff Training Orientation

Information Security and Sensitivity Conditions:

- This position requires elevated security permissions (administrative) to one or more systems which store or maintain sensitive and/or confidential information
- This position requires access to sensitive and confidential information
- All system activity performed by individuals working in this position is subject to periodic system audits
- This position may be subject to privileged information such as organization changes, staffing changes, security events or other sensitive communications and is expected to protect and keep sensitive or confidential communications and/or information private
- Failure to comply with any security and/or sensitivity related duties as defined in this section will result in disciplinary action which may include termination

While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; see; talk or hear; taste or smell. S/he must be able to lift up to 50 pounds. S/he may be exposed to weather conditions prevalent at the time. S/he must be able to walk and stand in an indoor or outdoor environment for extended periods of time. The noise level is usually minimal to moderate.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Middle Tennessee reserves the right to review and adjust this job description as business needs dictate.

Employee Signature: _____

Date: _____