

YMCA of Middle Tennessee Job Description

Hourly / Non-exempt

PAY GRADE

Starting at \$160.00 Daily Rate (DOE)

TITLE: Camp Nurse (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 Camp Nurse is responsible for the coordination of the operations of the Health Lodge Center, supervision of health lodge assistants, and assisting with overall coordination of the health of the camp community.

Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Supervise and develop summer schedule for health lodge assistants
- Conduct periodic inventories of all supplies and order necessary items
- Conduct an orientation for staff and health lodge assistants during staff week
- Maintain quality relationships with local doctors, clinics and hospitals
- Submit at the conclusion of the summer season to the Resident Camp Director: inventory of all equipment and supplies; recommendations for following year; medical charges for campers and staff
- Maintain good communication with Day and Resident Camp Directors about camper and staff charges, insurance and worker's compensation issues
- Report all maintenance needs to Resident Camp Director
- Post necessary emergency procedures in the Health Center
- Hold brief staff meetings with health lodge assistants on each session's first day
- File all insurance claims
- Ensure that communication with parents occurs whenever necessary regarding a camper's medication or illness. Any overnight stays in the Health Center will warrant a phone call to parents within 24 hours
- Assist in the pre-camp Health Center set-up
- Assume responsibility for coordination of end of summer Health Center shut down
- Perform daily visual observation of all Health Center operations, and weekly visual inspections of all equipment
- Follow all rules and safety regulations as set forth by camp
- Carry out all other tasks/objectives as assigned by the Camp Director; maintain a positive working relationship with all staff

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
- 4 year college degree required
- Current RN License for the State of Tennessee
- Experience supervising others preferred

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
- Before start of 1st shift: must sign and return the Hepatitis B Declination/Acceptance form indicating acceptance or declination of Hepatitis B vaccine

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: _____