

YMCA of Greater Bergen County

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We build strong kids, strong families, strong communities.

Job Title: Health Coordinator
Job Classification: Seasonal
Department: Camp Department
Reports To: Camp Site Director
Dates of Service: June 18, 2010-August 24, 2010

Job Description: The Health Coordinator is responsible for, but not limited to, performing the following acts of duty:

- Conduct infirmary hours after meals or as needed. Treat emergencies at any time.
- Keep infirmary clean and neat.
- Keep a daily record of all treatments rendered. Record any phone calls to doctors that are related to campers or staff health.
- Prepare all necessary forms related to the infirmary (daily sick call forms, insurance forms, etc.)
- Order, through the Site Director, medications and supplies.
- Keep camper records on file, bring to the attention of the cabin counselor any particular personal problems a camper may have written on his personal data card.
- Collect and supervise the dispensing of any prescription drugs brought to camp by any camper or staff.
- Inspect all cabins daily and record the results of this inspection in each cabin.
- Prepare an end of the summer report to be given to the Site Director and included as a part of the final camp report.
- Keep the Director abreast of all activities associated with the functioning of the infirmary.
- Be responsible for a fair share of general camp duties.
- Any other responsibilities necessary to maintain a safe program, deemed by the director.
- The Health Director will notify the New York Department of Health within 24 hours if the following should occur:
 - Injuries or illness that result in death or that requires resuscitation or referral to a hospital or other facility for medical attention.
 - Injuries that involve bone fractures or lacerations requiring sutures.
 - Physical or sexual abuse allegations.
 - Illnesses suspected of being water, food or airborne, or spread by contact.

Job Qualifications:

The Health Director shall meet the following minimum requirements:

- 21 years or older.
- Must have Red Cross CPR, First Aid, RTE and also must be a licensed RN, LPN or EMT.