



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Job Title: Health Lodge Coordinator**

**Department: Overnight & Day Camp**

**Supervisor: Camp Director**

Camp Sloane YMCA is a 90+ year-old independent, non-profit charitable overnight and day camp. Camp Sloane YMCA is a member organization of the YMCA of the USA, licensed as a Youth Camp by the State of Connecticut and accredited by the American Camp Association. Our mission is to put Judeo-Christian principles into practices through programs that build healthy spirit, mind and body for all. Our campers come from the New York City metropolitan area and beyond, and represent a large diversity in socio-economic, religious, racial and ethnic background. Our staff members pride themselves on being positive role models whom our campers will remember for the rest of their lives.

### **Job Description:**

The Health Lodge Coordinator is responsible for assisting in the overall operations of the health lodge. The Health Lodge Coordinator is a member of Camp Sloane's summer director team, and must be prepared to assist with providing routine and emergency care to children and camp staff, monitor children with chronic diseases, educates campers and staff on preventative health issues, and collaborate with camp administrators to implement policies that reduce the risk of injury or illness. Flexibility, critical thinking and problem solving skills, along with a bit of humor and creativity enable the health lodge staff to promote and protect the health of the entire camp community. The Health Lodge Coordinator acts as the main contact point for the Camp Nurse(s).

### **Requirements:**

1. 21 years of age
2. Van driver training (provided by Camp Sloane)
3. Physical and mental endurance to respond or assist in responding during an emergency
4. Ability to lift 50 lbs.
5. Can work long days (12 hours +) involving significant amounts of physical labor (standing, walking, lifting, carrying, using tools, etc.)
6. Can communicate effectively with people of all ages, genders, and backgrounds (including racial, national, ethnic, sexual

- orientation, and socioeconomic)
7. Current CPR and First Aid

**Preferred:**

1. Some college
2. Interest in Health and Wellness Field

**Experience:**

1. Should possess knowledge, interest and skills in wellness field
2. Must have the ability to communicate with young adults and children
3. Show maturity, good judgment, creativity and experience in a variety of situations

**Responsibilities:**

- Ensure camper and staff safety, health and overall well-being.
- Attend and complete all staff paperwork and trainings.
- Ensure all camper and staff health records are up to date. Follow up with parents via phone for missing health records.
- Coordinate nursing team for check-in days, including communicating about times/schedules and training for expectations.
- Liaise with Director team about camper health care concerns.
- Coordinate camper's health care follow up procedures while they are at camp.
- Coordinate transportation to medical services for campers and staff
- Ensure that camper parents are kept informed when their child is sick/injured
- Maintain regular re-stock of camp wide first aid kits.
- Order health lodge supplies throughout the summer, ensuring that consideration is given to the appropriate budget guidelines.
- Ensure all equipment and supplies are properly used and maintained.
- Follow pre-planned schedules and arrive on time to set activities.
- Plan and implement rainy day med distribution.
- Coordinate missed medication plan and follow up with campers who don't attend med-call.
- Point person for each sessions' nurses, including orientation and on-boarding.
- Provide Food Service Director with written information about food allergies
- Report all injuries immediately and fill out appropriate forms.
- Use the Behavior and Disciplinary Action Plan when correcting a camper.
- Become CPR & First Aid certified prior to the start of camp.
- Assist in meeting and maintaining YMCA, State, and ACA camping standards.

**Leadership Competencies:**

**Mission Advancement:** Accepts and demonstrates YMCA core values. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

**Collaboration:** Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Takes initiative to assist in developing others.

**Operational Effectiveness:** Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.

**Personal Growth:** Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Demonstrates an openness to change, and seeks opportunities in the change process.

## **Essential Job Functions**

- I. Maintain an organized, informed health lodge**
  - a. Plan and carry out well organized and complete health lodge training for new and returning staff members
  - b. Prepare an end of summer report and Review & Recommendations by the end of session 5
  - c. Lead and guide campers and staff interactions with the health lodge, working to ensure a positive experience for each camper
  - d. Advise Camp Administration of issues that you feel are prevalent to camp operations
  - e. Be prompt when communicating camper whereabouts with office personnel
  - f. Work toward meeting and maintaining YMCA and ACA Camping Standards and Best Practices
- II. Provide High Quality of Care**
  - a. Oversee and assist with regular Health Lodge activities, including:
    - Sick call
    - Med pass
    - In- patient care
    - Camper and Staff health orientation
    - Assist RN with administration of medication
    - Treatments as directed by camp Nurse
    - Adequate record keeping; completion of all required documentation in order to follow the plan of care
  - b. Communicate effectively with RN and other health lodge staff to ensure time off is scheduled in advance and taking everyone schedules into consideration
  - c. Be willing to give and receive constructive criticism as well as learn from your experience
  - d. Maintain a professional demeanor at all times while working with staff, campers, or guests of Camp Sloane
  - e. Develop a positive working relationship with all administrative staff
- III. Maintain Staff and Camper Safety**
  - a. Maintain CLEAN and disinfected living and work area
  - b. Report problems to Camp Director or Executive Director in a timely fashion
  - c. Assure that all health facilities are clean after each use

- d. Guard the safety and welfare of all campers, reporting all accidents immediately and documenting them properly (incident reports)
- e. Log all incidents (even minor ones) using the incident reporting system and be sure to inform your immediate supervisor regarding the incident

**IV. Be an Effective and Impactful Leader**

- a. Be a role model for staff and campers
  - Model the four character values of Caring, Honesty, Respect, and Responsibility
  - Prevent negative or inappropriate influences from being a part of campers' and staff's time at Tockwogh (i.e. mature language/discussions, illicit materials, nicotine products, etc.)
  - Generally lead by example and exhibit the behaviors you expect of others
- b. Enforce the rules of camp evenly and fairly to all campers and staff
- c. Develop a positive working relationship with peers, supervisors and directors based on mutual respect

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**Be prepared to accept additional responsibilities as deemed necessary by the Camp Directors and/or the Executive Director.**

**Camp Sloane YMCA reserves the right to change this job description as conditions change.**

**By signing your staff agreement, you acknowledge that you have read this job description thoroughly, and that you are both able and willing to fulfill the requirements of the position enumerated above.**