



SUMMER CAMP JOB ANNOUNCEMENT/DESCRIPTION

POSITION TITLE: Health & Office Manager

REPORTS TO: Camp Director

DATE: Summer 2019

GENERAL FUNCTION: The Health & Office Manager is responsible for coordinating with the Camp Director and Program Director with planning and leading general program operations and adventure trips, camper supervision, general office duties, staff files, record keeping, schedule coordinating, maintaining program equipment and general facility cleanliness, waterfront supervision, and kitchen support and supervision. Health care duties include supervision of health services.

YMCA Camp Glacier Hollow offers a variety of traditional Resident Overnight Camps, Day Camps and Adventure Trips 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. Camp is a special place where 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. Camp serves up to 175 total campers per week and runs from May 20 – August 31, 2019.

QUALIFICATIONS: The Health & Office Manager must be at least 21 years of age and has previous camp or related leadership and health services experience. Emergency Medical Response, First Responder or other Licensed Health Care Certification is required. Lifeguarding certification is preferred. Preference will be given to applicants who have completed college course work or a degree in health related fields, previous camp experience, and experience with medications. Previous leadership experience and/or desire to work with youth and teens is required. A valid driver's license required. Must be a positive role-model, flexible, energetic, dedicated and a responsible team player. Some online 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 camp grounds. Prior to work all staff will be required to provide a Physician signed health examination which includes a Mantoux Tuberculin Skin Test.

SALARY: Salary pay ranges from **\$275-\$295/week or \$40-\$45/day** for 14-15 weeks from May 20 – August 31, 2019 (depending on full time/part time schedule, experience, qualifications and room and board).

APPLICATIONS: For more information and application forms, please contact:

Tiffany Praeger, Camp Director
Stevens Point Area YMCA, 1000 Division Street, Stevens Point, WI 54481
tpraeger@spymca.org (715) 342-2980 ext. 326

APPLICATION DEADLINE: Positions will be filled as qualified applicants are identified with the intent that all positions will be filled by April 15th.

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Stevens Point Area YMCA (Business)

1000 Division Street • Stevens Point, Wisconsin 54481 • 715-342-2980 • fax: 715-342-2987 • www.spymca.org

YMCA Camp Glacier Hollow (June – August)

P.O. Box 142 • 9289 Pavelski Road • Nelsonville, WI 54458 • 715-824-5267 • www.glacierhollow.com

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 & Office Manager is Sunday – Friday with daily flexibility and will include day, evening, overnight and weekend times. A schedule will be arranged in advance.

2019 PROGRAM SCHEDULES INCLUDE:

Resident Camp Staff		Adventure Trip Staff		Day Camp Staff	
May 23-25 & May 28-June 7	Overnight Staff Training Day Camp (June 7)	May 23-25 & May 28-June 7	Overnight Staff Training Day Camp (June 7)	May 23-25 & May 28-June 7	Overnight Staff Training Day Camp (June 7)
June 10-14	LIT Training w/ Thurs. ON	June 10-14	LIT Training w/ Thurs. ON	June 10-14	Sports of All Sorts w/ Wed. ON
June 16-21	CIT Training	June 16-21	Canoe-Climb-Hike Trip	June 17-21	Zombies Return w/ Wed. ON
June 23-28 June 23-26	Huntin' Fishin' Campin' Beginning Adventures	June 23-28	Resident/Day Support	June 24-28	Art is ALL Around
July 1-3 & 5	*Day Support; Tues. ON	July 1-3 & 5	*Day Support; Tues. ON	July 1-3 & 5	Reach for the Stars w/ Tues. ON
July 7-12	Camp Wise Spirits for Girls	July 7-12	Day Support; Female on Res Camp	July 7-12	Wet N' Wild 1 All Females on Res Camp
July 14-19	The Adventure	July 14-19	Resident/Day Support	July 15-19	Fishing Frenzy
July 22-26 July 26-27	Day Support; Wed. ON KDAC Fri-Sat ON	July 21-26	Flambeau Canoe Trip	July 22-26 July 27	Nuts for Nature w/Wed. ON KDAC Sat Day Program
July 29-Aug 2 Aug 3	Day Support; Thurs. ON Saturday Timbertop Training	July 28-Aug 2 Aug 3	Porkies Backpack Trip Saturday Timbertop Training	July 29-Aug 2	Wet N' Wild 2 w/ Thurs. ON
Aug 4-10	Timbertop Camp for Kids w/ LD	Aug 4-10	Resident/Day Support	Aug 5-9	Horsin' Around w/ HR
Aug 11-16	Splash & Sport	Aug 11-16	Resident/Day Support	Aug 12-16	Oopy Goopy Week
Aug 19-23 Aug 23-25	*Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 19-23 Aug 23-25	*Day Camp Support; Wed. ON; *Family Camp Weekend	Aug 19-23	Survivor: FF w/ Wed. ON
Aug 26-30 Aug 31	*Day Camp Support; Thurs. ON; Thurs. Open House Saturday Camp Clean-up	Aug 26-30 Aug 31	*Day Camp Support; Thurs. ON; Thurs. Open House Saturday Camp Clean-up	Aug 27-31 Aug 31	Farewell Fun w/ Thurs. ON; Thurs. Open House Saturday Camp Clean-up

**Indicates Possible Week Off (Depending on Requests and Need)*

ON = Wednesday or Thursday Day Camp Overnighter

KEY RESULT AREAS:

- Provide a SAFE and FUN experience for all summer camp program participants.
- Oversee the operation of the Health Center by preparing the Assistant Camp Director for upcoming camps, conducting a weekly inventory of medical supplies and medications, preparing camper lists, health forms and medical needs/kits and for all off site adventures and overnight camping trips, and other duties as assigned.
- Provide first aid for injuries and illnesses.
- Lead training staff in first aid and health care procedures.
- Coordinating with the Program Director and Assistant Program Director with planning and leading general program operations and adventure trips, camper supervision, general office duties, staff files, record keeping, schedule coordinating, maintaining program equipment and general facility cleanliness, and kitchen support and supervision.
- Ensure smooth program operations that are responsive to participants needs.
- Establish positive and productive relationships with campers, parents and staff.
- Support social, emotional, spiritual, and physical development and provide positive guidance to all program participants.
- Provide positive leadership and role modeling.
- Maintain a flexible, energetic, and mature attitude.
- Incorporate Character Development, the YMCA Four Values, and the YMCA mission into all aspects of the camping programs.
- Maintain a commitment to professionalism, quality programming and clean facilities.
- Ensure the safety and wellbeing of participants by; making participants aware of and enforcing appropriate safety regulations and procedures, applying appropriate behavior management techniques, and maintaining all program equipment and facilities.
- Work as a contributing team member and demonstrate initiative.
- Adhere to the Stevens Point Area YMCA Code of Conduct, Staff Polices, and Camp Licensing procedures.
- Adhere to OSHA standards and guidelines.

I understand and mutually accept that the above job description represents my agreement as to the job to be performed and that this job description is not a contractual agreement.

Employee Signature _____

Date _____

Employer Signature _____

Date _____