



McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Clinic Coordinator
REPORTS TO: Operations Manager
SUPERVISES: Health Officers

SPECIFIC DUTIES

- Reviews and updates the Health Officer's Manual annually.
- Works with the Camp Director to locate and schedule Health Officers for each session of camp.
- Works with the Camp Director to determine supply needs for the season.
- Trains all Health Officers in Camp Echo procedures prior to camp.
- Orders supplies for the summer.
- Obtains the Standing Orders from a local physician.
- Arranges for Camp Echo's relationship with the Fremont, White Cloud, or Grant clinics.
- Sets up and stocks the clinic.
- Arranges an orientation session for staff during Staff Training.
- Takes the leading role, assisted by the Health Officers, in the collection of missing *Staff Health History Forms*.
- Reads the *Camper Health History Forms* starting 10 days prior to, and finishing 7 days prior to, each session
 - Creates a list of "red flag" campers with serious medical conditions for the Main Camp Director
 - Creates a list of campers with known allergies and special needs for the incoming Health Officers
- Manages, and is present for, the camper Check-In process.
- Helps smooth the transition between Health Officers in any way possible.
- Orders supplies as needed.
- Performs "Triage" during Sick Call after Breakfast, Sick Call after Dinner, and Night Time Meds
- Serves as a substitute Health Officer any time no Health Officer is in camp.
- Takes an inventory of all clinic supplies at the end of the season.
- Reports maintenance needs to the Property Manager.

ADDITIONAL DUTIES

- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 21 or older
- Certified EMT or higher
- Leadership ability and teamwork oriented
- Highly organized
- At least two summers experience working in the Camp Echo Clinic or with Camp Echo Health Officers
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals