



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA of Greater Syracuse Job Posting

**Job Title:** Medical Director  
**FLSA:** Non-exempt – Seasonal/Temporary  
**Dates:** June 25 through August 17, 2018 (two additional weeks from August 20 through 31, 2018)  
**Work Schedule:** Monday through Friday from 8:30am to 4:30pm

**Reports To:** Director of Camp Iroquois & Teens  
**Work Location:** Camp Iroquois

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### **A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

### **General Functions:**

Under the direction of the Director of Camp Iroquois & Teens, the Medical Director is responsible for the primary implementation of the camp's medical plan including proper authorization and distribution of medication, daily health surveillance of campers, recording injuries and illnesses accurately in the medical log and handling all medical emergencies.

### **YMCA Summer Day Camp Quality Service Theme:**

By acting as role models and building lasting relationships, we make a positive difference in families' lives.

### **Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

- Responsible for review of medication consent forms.
- Distribution of medication as indicated on original medicine bottle and doctor's instructions.
- Conduct daily health surveillance of campers through camper visits to Health Cabin and possible staff/parent concerns.
- Proper and accurate recording of injuries and illnesses in medical log.
- The handling of all medical emergencies including notification within 24 hours to the Health Department of any such emergencies.
- Notifying Director of Camp Iroquois & Teens immediately on the necessity of calling 911.
- Notifying the Health Department of any suspicion of communicable diseases to Health Department within 24 hours.
- Reviewing all campers' medical history prior to arrival at camp and making sure it is up to date.
- Communication with parents on any health matters/concerns.
- Communication with any emergency personal having to do with the condition of a camper(s) in a medical emergency.
- Ensure compliance with Health Department regulations and be prepared to handle Health Department visits.
- Preparation of overnight medical supplies for Unit Director.
- To be responsible for the cleanliness of the Medical Cabin.
- To be responsible for communication with counselor concerning health matters of one of their campers.
- Attend camp functions which include multiple family nights.
- To attend and be involved in staff training and orientation. To attend all weekly camp staff meetings and participate in all extra meetings as needed.
- To be available to work daily within the hours of the camp schedule as outlined by the Director of Camp Iroquois & Teens.
- To develop and maintain a friendly working relationship and act as a resource/support person for the other staff members.
- Be responsible for basic supply inventory and notifying the Director of Camp Iroquois & Teens of any needs that may arise.
- To act in a professional manner at all times including personal appearance, speech, and interaction with campers, their families, and other staff.
- To be responsible for implementing all other tasks assigned by the Director of Camp Iroquois & Teens.
- To be available after camp hours on the last day of the season and participate in the close up of camp.
- To be responsible for implementing all other tasks as assigned by the Director of Camp Iroquois & Teens.

### **Qualifications:**

- Must be 21 years of age.
- Excellent organizational and communications skills both verbal and written are essential to the success of this position.
- Brings to this position maturity, responsibility and a sincere interest in working with people.
- Possess a general knowledge and understanding of YMCA, its goals, and its mission.

**Trainings & Certifications:**

- Must possess one of the following: Physician, Nurse Practitioner, Physician Assistant, Registered Nurse, Licensed Practical Nurse, or EMT certification. All Certifications MUST be current.
- Must attend and complete YMCA Child Abuse Prevention and other related training at Camp Iroquois Orientation.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The Camp Iroquois Medical Director is committed to promote an environment that teaches values, is healthy, safe and provides an opportunity for positive growing experiences:

1. Strong lasting relationships with parents, campers, and co-workers
2. The Camp team provides safe and age-appropriate activities
3. Build a strong, positive community image

**Physical Demands:**

Ability to frequently stand, sit, walk, talk, hear, type, run, jump, kick, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, lift/move and carry approximately 35 lbs, and use hands and fingers. Must be able to lift and/or maneuver large gym equipment. Special vision abilities required: distance, peripheral, depth perception and ability to adjust focus. Must have basic swim abilities which include: swim at least 4 lengths of the pool (100 yards) and tread water for a minimum of 3 minutes.

**Work Environment:**

Duties are performed in an outdoor environment and in a camp group setting; at times camp employees may be exposed to undesirable working conditions, communicable infectious diseases, and the risk of injury from children. All camp employees are required to follow the preventive health policies of the Camp at all times. The noise level in the work environment is moderate to above average. Employees will be frequently exposed to a wet/cold, hot/humid climate.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Allie Clarke, Director of Camp Iroquois & Teens at (315) 637-2025, ext. 210 or email their application to [aclarke@syracuseymca.org](mailto:aclarke@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than January 31, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.