



YMCA of Greater Vancouver
YMCA Camp Elphinstone
Position Description

ASSISTANT WELLNESS DIRECTOR

REPORTS TO: WELLNESS DIRECTOR & SUMMER CAMP DIRECTOR

POSITION PURPOSE:

The Assistant Wellness Director is a part of the support team required to deliver YMCA Camps program. The Assistant Wellness Director will be a member of the program staff team and will provide expertise, experience and skills specific to the operation of the camp health centre. This person will be required to live on-site.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all the members of the community and to provide opportunities for growth and learning. Staff at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, but is not limited to:

- Role modeling appropriate behaviour
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers
- Understanding that the greater good of our client's experience must be at the forefront in every decision made
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

SPECIFIC DUTIES AND RESPONSIBILITIES

As a member of the program staff team, the Assistant Wellness Director will be expected to:

- Provide leadership and role modeling to all staff and campers
- Provide supervision for staff designated to the wellness centre
- Attend and participate in program staff meetings as required
- Assist in leading the YMCA Camps staff training
- Cover the duties of the Wellness Director when he/ she is away from site

The Assistant Wellness Director will also be expected to:

- Assess and treat campers and staff who report to the Wellness Centre
- Dispense medications and maintain a log of medications dispensed
- Assess campers requesting PRN medications, administer and track
- Maintain a wellness centre log and complete incident reports when appropriate
- Complete WCB forms when appropriate
- Ensure the Wellness Director, Camp Manager, Assistant Camp Director and Summer Camp Program Coordinator are kept apprised of developing situations
- Ensure the Wellness Centre and all first aid kits are kept adequately stocked
- Provide first aid for incidents when required
- Contact parents of campers with health related issues
- Manage health checks for all campers
- Provide health education and awareness. This will include presenting regular sun safety and cabin cleanliness awards

YMCA OF GREATER VANCOUVER
YMCA CAMP ELPHINSTONE ASSISTANT WELLNESS DIRECTOR
REPORTS TO: WELLNESS DIRECTOR & SUMMER CAMP DIRECTOR

The Assistant Wellness Director may be required to assist in duties not listed above. This position works as a team with the Wellness Director to ensure the integrity of our health and safety policies and procedures. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

QUALIFICATIONS/EXPERIENCE

- Current Standard First Aid, CPR-C, 2nd year nursing student at least
- Participation in 100% of YMCA Camps staff training
- Paramedic, Occupational First Aid 3 preferred

COMPETENCIES

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check with a vulnerable sector search (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____