FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Health Center Assistant
Employee Classification: Seasonal
Reports to: Executive Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

Under the supervision of the Executive Director and Head Nurse, the Health Center Assistant will maintain the cleanliness and organization of the Health Center, including assisting with record keeping, laundry and medication storage. The Health Center Assistant is responsible for helping carry out a program of health and safety in accordance with camp philosophy, objectives and related health policies and procedures. HCA will work with the camp nurses to provide support when health center is at its busiest, providing basic first aid and/or triaging incoming campers/staff.
The HCA is part of the Camp Admin/Leadership team and is expected to adhere to the leadership standards set forth for that group.

OUR CULTURE:

We firmly believe in our mission of putting Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. The YMCA of the Rockies staff are key players in helping cultivate an environment of healthy living, youth development, and community impact on our breathtaking properties outside Rocky Mountain National Park. This is a place where nature inspires, and staff lead with heart. We are committed to being welcoming to ***all*** people and to making a difference in the lives of our members, guests, and staff. The work each staff member does matters. We count on our staff to provide extraordinary mission-based experiences for our guests and for each other.

ESSENTIAL FUNCTIONS FOR ALL CAMP CHIEF OURAY STAFF:

- Create a safe space for all campers, families, and staff. Promote safe work practices to allow for development and growth for all.
- Possess the mental, social, and emotional skills necessary to build rapport and positive relationships, putting camper needs first
- Respond to camper and customer requests for service, troubleshoot problems and develop solutions in a patient and respectful manner.
- Contribute to a cooperative and positive camp community, be a team player
- Be responsible for the upkeep of the camp facility and cleanliness of camp. Report any repairs in a timely manner.
- Assist other departments as needed

ESSENTIAL FUNCTIONS FOR THIS POSITION:

- Training
    - Participate in admin and staff training prior to working with campers.
    - Assist with the coordination and implementation of curriculum for staff training.
    - Assist with all staff training, including but not limited to: discussing health and safety procedures, health screening procedures, general camper wellness and prevention, medication administration training, and first aid and emergency health procedures.

  - Assist in more extensive training of Wilderness Program leaders in appropriate first aid and emergency care techniques.
- Program
  - Become familiar with total camp program.
  - Prepare, clean and maintain the Health Center on a daily basis during the summer.
  - Maintain and safeguard the Health Center inventory; maintain adequate amounts of first aid equipment and supplies on hand at all time.
  - Establish designated "open hours" for basic first aid in consultation with the Summer Camp Director; live on-site and be available 24 hours a day while on duty for emergencies.
  - Guide staff with regard to their responsibilities in reporting illness, injury or unsafe practices or conditions that might contribute to camper or staff accidents; guide staff in making certain that campers received their medication if applicable.
  - Prepare and maintain first aid kits for emergency use for all program areas, counselors, camp vehicles, Leadership Training Program staff, and Wilderness Adventure staff.
  - Supervise and/or perform the physical check of each camper upon their arrival in camp; review and maintain all health records, discussing particular items with any staff concerned.
  - Be responsible for the safe storage and administration of any drugs, medicines and first aid kits brought to camp by campers and staff and use as directed by the camper's/staff's physician according to the current prescription or camp physician's orders.
  - Be available for and administer medications and assist in treatment of injuries and illnesses. Be responsible for logging all treatments and medications into CampMinder.
  - Schedule appointments and prepare appropriate paperwork for visits to the doctor's office or emergency facility.
  - With Camp Nurse contact parents/guardians within a reasonable time period if their camper is seen by a doctor or spent more than two hours in the Health Center or if the Summer Camp Director determines communication is necessary.
  - Assist the camp Nurse in additional health screening for every camper going away from main camp on a trip the morning of their trip departure and before supper on the day of their return (check for foot problems, high altitude sickness, general readiness for the trip, etc.)
  - Gain working knowledge of CampMinder software.
  - Complete appropriate reports as required by the YMCA of the Rockies Safety Program and policies.
  - Compile an end of the season report including: equipment inventory, suggested purchases, facility needs, daily to do list, and a summary of trends with suggestions for avoiding same problems in the future.
  - Write a report and evaluation of program (End of Season Report) and summer including programs, leadership, site and facilities and recommendations for the future.

REQUIREMENTS/QUALIFICATIONS:

- Preferably be at least 21 years of age, and have experience working at Camp Chief Ouray or with youth in a summer camp setting

- Experience in the medical field preferred, including schooling for registered nurse or practical nurse license
- Ability to prioritize tasks and efficiently manage time.
- Must have current certification in CPR/First Aid or be willing to obtain certification.
- Willingness to comply with YMCA and Colorado Department of Transportation rules to be approved to operate YMCA vehicles
    - Must have a valid US Driver's license or, if required, a Commercial Driver's License.
    - Must have a satisfactory driving safety record (Verified by MVR Review)
    - Drivers must complete a YMCA driver training program.

GENERAL YMCA OF THE ROCKIES REQUIREMENTS

- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith in all functions
- Uphold the YMCA of the Rockies Mission, policies, and programs.
- Possess and demonstrate excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- Support the YMCA of the Rockies safety program. Promote safe work practices and a safe environment for guests, members, and staff.
- Promote a cooperative, positive, and flexible atmosphere while working with others in a diverse community.
- Attend required abuse risk management training and report suspicious or inappropriate behaviors and policy violations.
- Commitment to diversity, equity, inclusion, and antiracism is required.
- Must meet acceptable criminal background check standards.
- All other duties as assigned.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

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.

- Be able to work inside and outside in all weather conditions
- Be able to hike on rugged terrain
- Must be able to lift 25 pounds, climb/work on ladders and in tight spaces.

ENVIRONMENTAL SUSTAINABILITY COLLABORATION:

Support organizational environmental sustainability goals through regular and effective collaboration and communication with sustainability leadership.

ADDITIONAL INFORMATION:

YMCA of the Rockies is a **Praesidium-accredited** organization. Our hiring process reflects the values and standards of Praesidium and other accredited organizations. For more information about Praesidium accreditation, please visit https://www.praesidiuminc.com/

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Note: Employees are held accountable for all duties of this job.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.