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YMCA CAMP CHEERIO JOB DESCRIPTION

Job Title: Medical Staff Liaison

Branch: Camp Cheerio

FLSA Status: Non-Exempt / Seasonal

Reports to: Health and Services Director, Camp Director

Revision Date: 2/10/26

POSITION SUMMARY:

The Medical Staff Liaison is part of the Leadership Staff and helps support the Medical Staff in all areas. Under the direction and daily supervision of the Health and Services Director and Camp Director, the Medical Staff Liaison is responsible for all aspects of the well-being and productivity of the Medical Staff. This Liaison mediates between the Full Time Directors and the members of the Doctor/Nurses team when needed.

ESSENTIAL FUNCTIONS:

1. Assists with Medication Administration and administers basic first aid until qualified medical personnel arrive. May pour meds and provide/assist with basic treatments (wound irrigation, band-aids, ice packs, assessments) under direct supervision of an RN. Assist physicians with tasks within an RN's scope of practice under the direct supervision of an RN.
2. During clinic/camp rush times, help check in campers, pull health forms, take temperatures (if appropriate), and document complaints. Assist with the flow of campers in waiting areas. Remain around Health Hut throughout the day, develop relationships, and assist in meeting Medical Staff needs and addressing any concerns.
3. Observes Medical Staff/Camper interaction on a regular basis. Assists in ensuring the morale of Medical Staff by observing relationships and assisting with making scheduled rest and free time available to them.
4. Assist nursing staff with bed changes/cleaning/laundry between campers in the infirmary.
5. Assists Medical Staff in preparation and assignments for Opening and Closing Days. Visits living areas of nurses on opening and closing days to monitor preparedness.
6. Assist with CampMinder charting.
7. Manage medicine inventory and inform Full Time Staff if an order is needed.
8. Pull/print copies of health forms for campers going off camp for activities and trips. Make sure to pull medications and have needed doses available for campers to take during trips.
9. Assemble emergency first aid kits for activity leaders.
10. Informs Directors of any issues regarding safety and conflicts.
11. Provides communication and feedback to Directors on Medical Staff performance, both positive and needed corrections as needed.
12. Serves as an active member of the Leadership Staff, assisting in a weekend, camper supervision, evaluations, and participating as a leader in other areas of camp as determined by the Camp Director.
13. Attends all staff meetings and in-service training.
14. Submits all required reports on time, such as Evaluations, feedback, etc.
15. Conducts behavior at all times in a professional manner to reflect positively on the YMCA.
16. Performs other duties and tasks as requested by immediate supervisor to facilitate efficient and effective operation of the YMCA.

17. Adheres and complies with the YMCA of High Point Employee Manual, Policy & Procedures Manual, Code of Conduct and Camp Cheerio Staff Standards & Expectations.

QUALIFICATIONS:

1. College Junior or Senior or age equivalent.
2. Experience in organized camping or related fields is a plus.
3. Excellent human relation and problem-solving skills.
4. Ability to enforce appropriate safety regulations, emergency procedures and apply appropriate behavior management techniques.
5. Ability to perform routine first aid tasks.
6. Excellent communication skills.
7. Ability to work with children outdoors, to relate to one's peer group, and ability to relate effectively to diverse groups of people from all social and economic segments of the community.

PHYSICAL DEMANDS

Sufficient strength, agility and mobility to perform essential functions. Hear noises and distress signals within all camp areas. Sufficient stamina to perform job duties in extreme climates. Physical ability to operate emergency exits and perform emergency procedures.

Medical Staff Liaison

Supervisor

Date

Date

