



YWCA Edmonton Job Description



Department: Camp Yowochas Title: Wellness Specialist Reports to: Assistant Director	Date Written: January, 1990 Last Revised: March, 2020 Revised By: Barb Specht, Registrar
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Qualifications Required:

- 18 years of age by commencement of camp program
- Current Standard First Aid & CPR
- Medication Administration training
- On site residence is a requirement of this position
- Evening and weekend work is a requirement
- Hours of work are usually 7:30am to 10:00pm
- A clear Criminal Record Check
- A clear Intervention Record Check through Alberta Children's Services

Major Responsibilities:

The Wellness Specialist is responsible for accurately distributing and recording all medications to campers and ensuring correct medical care is given in emergency situations.

Medication and First Aid

- Collect, verify expiry dates, and document all medication as campers arrive
- Administer medication as needed as per medical directives and parent/guardian's directions
- Document all medication administration and first aid according to YWCA procedures
- Ability to recognize the signs and symptoms, and to manage homesickness
- Oversee all first aid treatments that require more than a band-aid
- Perform first aid as needed

Program Development and Delivery

- Be familiar with program options offered during summer camp

Camper Care and Supervision

- Ensure campers return home in the same (or better) condition in which they were sent
- Redirect the behavior of campers as needed in a fair and appropriate way
- Work to build relationships with campers who may be experiencing homesickness or other challenges of being at camp

Administrative Duties

- Liase with parent/guardians regarding incidents and illness
- Complete reports as necessary (incident, behavioral, medicine dosage, et cetera)
- Assist in administration and maintenance duties as assigned
- Complete set-up and clean-up tasks before and after camp sessions
- Write a report on summer camp programs to be completed prior to the last week of camp

All other duties as assigned