



Silver Bay YMCA

Position: First Aid Office – RN, EMT, RTE

Position reports to: 1st Aid Office Team Member

Classification: Seasonal/Non-Exempt

General Function: The First Aid Office treats guests and EMPs for simple health problems and injuries.

Know How: The First Aid office Team Member should hold at least one of the following licenses/certifications:

- RN must have a New York State Registered Nurses Professional License (Documentation must be provided prior to the start of work each summer).
- The EMT must be certified in NY State.
- The RTE must be certified as Red Cross RTE **(On-site training available)**.
- All First Aid Officers must hold a current Red Cross CPR and EPI Pen certification.

NOTE: Applicants with out of state certifications CAN STILL APPLY. We regularly help health professionals cross over to NYS certifications.

Principle Activities:

- Maintain daily office hours and be on-call as scheduled between 7:00 a.m. and 11:00 p.m.
- The First Aid Officer is on campus primarily to treat Silver Campers, EMPs and staff, but will also be called upon to treat guests. The First Aid Officer can expect to treat simple health problems and injuries.
- Arrange for the guest or EMP to be seen by a physician or go to an emergency room if needed.
- Keep a daily log of all persons treated by the First Aid Officer.
- Complete accident forms for all incidents requiring treatment.
- Assemble, distribute, and maintain the supplies in first aid kits throughout the summer.
- Any other duties as assigned.

Submit Applications to: zsmalley@silverbay.org