

## **RECREATION MEDICAL DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for the coordination and administration of all medical related services to participants of a recreation program for a township or village. The position is normally seasonal or part-time and involves the administration of all aspects of the medical requirements of a recreation program, including performing routine and/or emergency first aid and maintaining complete and accurate records and reports on all treated injuries and illnesses. The employee is required to act independently in performing routine tasks and summons professional medical assistance from outside emergency services, if necessary. Work is performed under the general direction of a municipal board or higher level municipal official. Supervision is usually not a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Administers routine first aid, such as treating minor cuts and bruises and abrasions to participants and employees of a recreation program for a township or village;

Administers emergency first aid, such as treating immobilizing fractures, controlling bleeding and performing cardiopulmonary resuscitation (CPR) in the pre-hospital setting;

Collects and maintains participant and employee emergency contact information;

Notifies participant's parents or guardian in the event of illness and/or injury and arranges participant transportation in case of a medical emergency;

Summons professional medical assistance if outside emergency services are required;

Prepares and maintains complete and accurate records and reports on all treated injuries and illnesses;

Inventories and oversees the storage of first aid and health-related supplies and equipment and makes recommendations on supplies and items needed;

Consults with and advises staff concerning health issues of participants;

May obtain and record all pertinent information concerning a participant's health history as required by the parameters of the program;

May inspect program site and make suggestions on general safety issues and sanitary conditions to prevent illness and/or injury;

May administer medication prescribed by participant's physician, if properly trained and certified.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles, practices and techniques of emergency medical treatment procedures and services; working knowledge of the care and use of common medical equipment; working knowledge of sanitation and personal hygiene; ability to comprehend and apply information contained in technical manuals pertaining to emergency medical services and equipment; ability to make clear and effective decisions in stressful situations; ability to maintain complete and accurate records and prepare reports; ability to get along well with others; a high degree of confidentiality; mental alertness; patience; firmness; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Possession of a license issued by the New York State Department of Education to practice as a Physician, Nurse Practitioner, Physician's Assistant, Clinical Nurse Specialist, Registered Nurse, Licensed Practical Nurse, Emergency Medical Technician or other health care profession deemed acceptable to the permit issuing agency; **OR**
- B. Possession of current certification in Responding to Emergencies first aid issued by the American Red Cross **OR** a current certificate in first aid issued by a certifying agency determined by the State Commissioner of Health to provide an adequate level of first aid training; **AND** possession of current certification in cardiopulmonary resuscitation (CPR) issued by the American Red Cross **OR** a current certificate in CPR issued by a certifying agency determined by the State Commissioner of Health to provide an adequate level of CPR training.

**Notes:**

- 1. The above referenced certifications must be continuously maintained in order to be eligible for continued employment in this title. The appointing authority will be responsible to ensure that these requirements are met.
- 2. If the incumbent of this position is to administer medications, they must be certified in Medication Administration Training (M.A.T.) at the time of appointment, and continuously maintain this certification throughout their employment in this title.

ULSTER COUNTY  
5443 REC MD DIR (PT or SEAS)  
Classification: Non-Competitive  
OA

Adopted: December 12, 2005