



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

CAMP MANITO-WISH YMCA - LOGISTICS DIRECTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years old
2. Previous leadership experience
3. Desire and proven ability to positively interact, teach, building confidence and self-esteem and work with children and staff in wilderness and "in-camp" settings
4. Aptitude for creation and improvement of logistical systems, both digital and analog
5. Have a valid driver's license
6. NO traffic violations within 12 months of starting date of employment
7. Standard First Aid and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
8. Good written, organizational and verbal communication skills
9. Strong and good character: Optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Wilderness Program Director
Camp Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work effectively with groups of campers participating (age and skill levels), and provide necessary instruction to campers
2. Must be able to relate effectively to diverse groups of people
3. Able to complete Camp Manito-wish's driver training course and all its requirements
4. Adaptability to ensure all driving needs are covered
5. Follow the rules of the road and Camp driving procedures
6. Safely transport campers, staff to needed destination
7. Maintain clean vehicles and trailers
8. Ability to effectively communicate with all three Camp programs
9. Ability to work independently, meet deadlines, and communicate effectively
10. Ability to communicate and train staff and campers in risk management and emergency procedures
11. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
12. Ability to observe camper's behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
13. Visual and auditory ability to identify and respond to environmental and other hazards related to the driving in camp vehicles

SPECIFIC RESPONSIBILITIES:

1. Serve as one of Camp's primary drivers but focused attention to closer proximity drives
2. Coordinate, supervise, and support all off-property drivers and driving staff, including camper convoy staff, before and during road trips and upon return to Camp
3. Manage petty cash account; submit all receipts marked indicating purpose
4. Keep records on vehicle maintenance and mileage
5. Coordinate staff mileage tracking to ensure proper rest is completed in between drives
6. Assist in the development and implementation of a system to keep a clean and well-maintained fleet of Camp vehicles at all times throughout the summer season
7. Coordinate and execute thorough transportation orientations for staff and campers, to include procedures, policies, guidelines and risk management while on the road, as needed

8. Assist in group pack-out, first aid kit maintenance, and equipment related duties
9. Maintain a system for tracking Camp's vehicle use and liaise with the appropriate representatives of Camp's seasonal and full-time staff to ensure proper implementation
10. Make announcements at meals as to when trips are to pack-out for the trail and when trips are returning as needed in coordination with the Trips Department, Outpost Administrative Team, and Leadership Program team in disseminating information about trip pack-out and return from trail
11. Participate in special activities, evening activities, and opening/closing day events
12. Assist with creatively leading additional program areas when a driver is not needed
13. Be familiar with and follow procedures for reporting accidents, injuries, incidents, safety check, backing up, loading and unloading and vehicle break down
14. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
15. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
16. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
17. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
18. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
19. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
20. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
21. Perform other duties as assigned

TIME OFF:

1. Two 24-hour period off per week
2. Any other time off at the discretion of the Wilderness Program Director or Camp Director