



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

CAMP MANITO-WISH YMCA – OUTPOST ASSISTANT DIRECTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years old
2. Previous leadership experience
3. Wilderness trip leading experience
4. Strong organizational skills
5. Desire and proven ability to work with youth in building confidence and self-esteem
6. Ability to work independently, meet deadlines, and communicate effectively
7. Ability to teach and model optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Outpost Director, Wilderness Program Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work effectively with participants as related to age and skill level, and provides necessary instruction to participants
2. Must be able to relate effectively to diverse groups of people
3. Ability to observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the Outpost Program
5. Physical ability to respond appropriately to situations requiring first aid, fire, evacuation and illness
6. Cognitive and communication abilities to plan and conduct activities to achieve participant development objectives
7. Possess strength and endurance required to maintain consistent supervision of participants

SPECIFIC RESPONSIBILITIES:

1. Supervise, mentor and support Outpost Trip Leaders and Outpost Logistical Assistants
2. Create opportunities for participants and staff discussion centering on Camp's Mission
3. Serve as a resource for staff when planning their trips or calling in for advice
4. Assist in the stewardship of the MLC and Outpost program spaces; maintain a high standard of cleanliness in the MLC, support a culture of stewardship in Outpost housing, and regularly coordinate detail and special projects around camp
5. Assist in the management of the MLC Gear Room and Food Room with the guidance of the Food Room and Gear Room Managers
6. Assist in travel logistics, including driving to pick up and drop off trips
7. Review and edit parent letters
8. Take responsibility for 24-hour coverage of the Outpost emergency phone line at least once a week
9. Teach multiple classes during staff training, and throughout the summer for both campers and staff
10. Lead a 4-day training trip, facilitating the full training trip curriculum
11. Actively participate in all training sessions

12. Edit the Position Guide appropriate to your job and include: a.) Brief summary of season; b.) Recommendations for next year; c.) Staff Reviews; and d.) Inventories
13. Update or create curriculum to support learning objectives within the Outpost program.
14. Assist in emergency evacuation logistics from the field
15. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
16. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
17. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
18. Provide opportunities for participant/staff discussion centering on Camp's mission and personal growth
19. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
20. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
21. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
22. Perform other duties as assigned

TIME OFF:

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