



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

CAMP MANITO-WISH YMCA – OUTPOST DIRECTOR

Job Objective: The Outpost Director (OPD) is responsible for the delivery of the Outpost Program. The OPD works with the Program Director and Camp Director to secure permits, organize logistical support for all Outpost trips, and communicate with Outpost partners and families. In addition, the OPD will assist with hosting Manito-wish Groups, preparing for programming, supporting camper recruiting processes and events, and completing special projects as assigned. The OPD is instrumental in planning Outpost staff training. The OPD will mentor, supervise, and train all Outpost staff.

MINIMUM QUALIFICATIONS:

1. Minimum 21 years old
2. Previous supervisory/management experience
3. Wilderness trip leading and facilitation experience
4. Strong leadership and 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. Strong character qualities of: optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Wilderness Program Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work effectively with participants as related to age and skill level, and provide 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 and staff development objectives
7. Possess strength and endurance required to maintain consistent supervision of participants and staff
8. Manages the day-to-day happenings of the Outpost Program, including the overseeing of logistics, participants, and staff.

SPECIFIC RESPONSIBILITIES:

1. Maintain Manito-wish philosophies and high tripping standards
2. Communicating with parents, participants, partners, and other stakeholders about Outpost trips
3. Booking logistics for all Outpost trips including campsites, shuttles, flights, ferries, resupplies, etc.
4. Purchasing gear and food necessary for wilderness trips
5. Abiding by Camp's systems and policies regarding financial reporting (credit card reconciliation, expense tracking, appropriate use of funds)
6. Supervise, mentor, and support the Outpost Assistant Directors, trip leaders, and logistical assistants
7. Assist in travel logistics and driving trips
8. Assist the Program Team and Camp Recruiters with recruiting events and hosting Manito-wish groups, sometimes involving travel
9. Assist in emergency evacuation logistics from the field

10. Serve as a resource for Camp Manito-wish staff when planning their trips or calling in for advice
11. Take responsibility for 24-hour coverage of the emergency phone line at least once a week
12. Create, schedule and participate in staff and camper training programs appropriate to our mission
13. Review and edit parent letters
14. Be available as a resource to the wider camp community throughout the summer
15. Oversee management of MLC including the gear room and food room and work with the Executive Chef to maintain needed amount of dry/fresh foods for all Outpost, Summer Camp, and Leadership trips
16. Edit the Outpost Director Guide and include: a. Summary of the season; b. Recommendations for next year; c. Staff reviews; D. OPAD PDP's and e. Inventories
17. Assist in communicating with permitting bodies for the areas we travel in, including submitting itineraries, providing trip information, and actual use reports
18. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
19. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
20. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
21. Provide opportunities for participant/staff discussion centering on Camp's mission and personal growth
22. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
23. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
24. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
25. Perform other duties as assigned

TIME OFF:

1. Two days off per week between January and May
2. Five Paid Time Off (PTO) days to be used between January and May
3. One 36-hour period off per week from May through August
4. Any other time off at the discretion of the Wilderness Program Director