



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

## **CAMP MANITO-WISH YMCA - TRIPS DIRECTOR**

### **MINIMUM QUALIFICATIONS:**

1. Minimum of 21 years of age
2. Previous leadership and supervisory 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. Certification in Standard First Aid/Wilderness First Aid (WFA) and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
5. Good written, organizational and verbal communication skills
6. Strong and good character: 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 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. Ability to manage staff and schedule the trips department
4. Ability to effectively communicate with all three Camp programs
5. Skilled in outdoor living and willing to train staff in the proper ways to lead a wilderness trip
6. Ability to work independently, meet deadlines, and communicate effectively
7. Ability to communicate and train staff and campers in risk management and emergency procedures
8. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
9. Ability to observe camper's behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
10. Visual and auditory ability to identify and respond to environmental and other hazards related to the in-camp program and the trail
11. Can carry a 75 pound canoe and up to 50 pound portage pack or backpack
12. Able to canoe, kayak or backpack for up to 12 hours in any given day

### **SPECIFIC RESPONSIBILITIES:**

1. Maintain Manito-wish philosophies and high tripping standards
2. Supervise and mentor the Trips Logistical Assistants
3. Create and adapt the Trips Schedule for all Summer Camp and Leadership trips, including assigning Tripping Co-Leaders appropriately
4. Supervise all trips packing-in and packing-out of the Trips Department
5. Take responsibility for the 24-hour emergency line at least once a week
6. Develop and implement a system to keep a clean and well maintained Trips House, Trips Lawn and Trips Sinks at all times
7. Supervise detail and other special details assigned by Trips Department
8. Actively participate and lead in all training sessions
9. Coordinate and execute a thorough Trips House Orientation for Staff and for Campers and Participants to include procedures, policies, guidelines and risk management
10. Organize tripping workshops; train and teach tripping skills to staff and campers
11. Assist in food pack-out, first aid kit maintenance, and equipment related duties

12. Work closely with the Leadership Trail Director to create a smooth and effective Leadership trips program
13. Support Trips Logistical Assistants in working with Executive Chef, Outpost Director, Outpost Assistant Directors and Leadership Trail Director to maintain needed amount of dry/fresh foods for trips
14. Take responsibility for equipment inventory, maintenance and care, and stress the importance with campers and staff
15. Supervise the first aid kit stocking and reordering process
16. Work with Wilderness Program Director to maintain relationship with DNR personnel regarding state campsites and with general public, specifically neighbors who grant portage rights
17. Conduct and document post-trip debriefs with trip leaders
18. Attend each meal when not on time-off
19. Make announcements at meals as to when trips are to pack-out for the trail and when trips are returning
20. Present the various awards at the Paul/Pauline Bunyan Banquet
21. Fire Marshall: responsible for organization of fire drill/tornado alert procedures and implementation in case of emergencies
22. Submit a report at the end of the summer
23. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
24. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
25. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
26. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
27. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
28. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
29. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
30. Perform other duties as assigned

**TIME OFF:**

1. Two 24-hour and two 12-hour period off per session
2. Any other time off at the discretion of the Wilderness Program Director