



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

CAMP MANITO-WISH YMCA - TRIPS ASSISTANT 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: Trips 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. Work with the Trips Director to:
 - a. Mentor Trips Logistical Assistants and supervise Tripping Co-leaders
 - b. Supervise all trips packing-in and packing-out of the Trips Department
 - c. Implement a system to keep a clean and well maintained Trips House, Trips Lawn and Trips Sinks at all times
 - d. Supervise a detail after breakfast and other special details assigned by Trips Department
 - e. Conduct post-trip debriefs with trip leaders
3. Actively participate in all training sessions
4. Execute a thorough Trips House Orientation for Staff and for Campers to include procedures, policies, guidelines and risk management
5. Organize tripping workshops; train and teach tripping skills to staff and campers
6. Assist in food pack-out, first aid kit maintenance, and equipment related duties

7. Support Trips Logistical Assistants in working with Kitchen, Outpost Director, and OPADs to maintain needed amount of dry/fresh foods for trips
8. Take responsibility for maintenance and care of the equipment and facility, and stress the importance with campers and staff
9. Attend each meal when not on time-off
10. Make announcements at meals as to when trips are to pack-out for the trail and when trips are returning
11. Present the various awards at the Paul/Pauline Bunyan Banquet
12. Submit a report at the end of the summer including: a. Responsibilities; and b. Recommendations
13. Assist in responding to emergency calls from the backcountry
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. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
18. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
19. Manage all risks associated with abuse as directed by Camp Manito-wish YMCA
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. Two 24-hour and two 12-hour period off per session
2. Any other time off at the discretion of the Summer Program Director