



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

CAMP MANITO-WISH YMCA - DRIVING ASSISTANT

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years old
2. Standard First Aid and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
3. Have a valid driver's license
4. NO traffic violations within 12 months of starting date of employment
5. Good written and verbal communication skills
6. Strong and good character: optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Logistics Director
Summer Program Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff
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 communicate and train staff and campers in safety regulations and emergency procedures
9. Ability to work independently, meet deadlines, and communicate effectively
10. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
11. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
12. Comfortable and interested in outdoor living and willing to develop expertise in boating
13. Effectively communicate, plan and conduct activities to achieve camper development
14. Visual and auditory ability to identify and respond to environmental and other hazards related to the in-camp program

SPECIFIC RESPONSIBILITIES:

1. Serve as one of Camp's primary drivers
2. Teach and monitor proper use of seat-belts, safe loading and unloading, proper behavior on the vehicle, and other aspects of vehicle safety
3. Manage petty cash account; submit all receipts marked indicating purpose
4. Participate in special activities, evening activities, and opening/closing day events
5. Assist with creatively leading additional program areas when a driver is not needed
6. Be familiar with and follow procedures for reporting accidents, injuries, incidents, safety check, backing up, loading and unloading and vehicle break down
7. Be familiar with any health problems of campers and staff that are transported
8. Actively participate in all training sessions
9. Keep records on vehicle maintenance and mileage
10. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements

11. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
12. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
13. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
14. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
15. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
16. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
17. Perform other duties as assigned

TIME OFF:

1. Time off at the discretion of the Logistics Director