



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

CAMP MANITO-WISH YMCA

POSITION TITLE: PROGRAM DIRECTOR

JOB STATUS: FULL-TIME, EXEMPT

REPORTS TO: CAMP DIRECTOR

POSITION SUMMARY: In partnership with the Program Team, Camp Director and Operations Director ensures the programs are operating at the highest level of excellence by incorporating character and leadership development through the Manito-wish collaborative leadership model. Works collaboratively to hire and train the best staff, implement program delivery and provide an overall participant and staff experience that embraces the [Manito-wish](#) Mission, Vision and Commitment Statements.

ESSENTIAL FUNCTIONS:

- In collaboration with the Camp Director, set direction and standards of excellence for program delivery under their program of oversight (Outpost or Summer Camp) with the capability of supporting Leadership Programs in conjunction with the Manito-wish Leadership Center Director
- Coordinate with the hiring team to hire seasonal staff positions
- In collaboration with the Program Team, create and implement trainings and outcome focused participant curriculum as related to assigned program areas
- Supervision of assigned seasonal staff teams
- Coordinate all aspects of assigned program areas including, but not limited to pre-arrival communications, on-site program delivery, transportation, evacuations, and post departure evaluations
- Prepare, track and achieve annual operating results within budget
- Build positive relationships with families and seasonal staff which lead to greater retention of staff and campers
- Responsible for program purchases and inventory
- Implements assigned areas of the strategic plan
- Capable of effective and sustained mental, emotional and social interaction with others in camp's fast-paced, youth-centered, community environment
- Ability to maintain mental, emotional and social resiliency
- Passionate about and able to uphold Camp's Mission, Vision and Commitment Statement
- Commits to the highest standards of Child Abuse Prevention policies and practices directed by Camp Manito-wish YMCA
- Work with the Program Team, Camp Director and Operations Director to support oversight for the Manito-wish Leadership Center
- Implement Diversity, Equity, and Inclusion initiatives in support of organizational goals
- Hold 24-hour on call responsibilities in rotation with other year-round staff and respond to emergencies as needed as detailed in the Crisis Action Plan
- Positively represent camp within the YMCA, ACA, land agencies, and other appropriate kindred organizations and community groups
- Fulfill other duties as assigned
- Live on-site and fulfill host duties as assigned throughout the year



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KNOW HOW:

- A Bachelor's degree from an accredited college, university or equivalent experience
- Successful experience in management of seasonal camp staff and the ability to lead collaborative teams
- Minimum two to three years of leading and supporting best practices of summer camp administrative experience, working with historically underserved youth with untapped potential, wilderness tripping, supervising staff, developing wilderness programming and trainings, and experiential education program delivery
- Advanced First Aid or greater certification or ability and willingness to obtain a Wilderness First Responder certification within the first 6-month of employment
- Ropes Course facilitation experience at an ACCT certificate level or equivalent with the ability and willingness to obtain certification as needed
- Sea Kayaking and/or Canoeing experience at an ACA certificate level or equivalent with the ability and willingness to obtain certification as needed
- Ability to work with others, adapt to fluid situations and be a servant leader
- Ability to travel to recruit participants and staff
- Experience of completing tasks via administrative functions including organizing paperwork, answering phone calls and email, and Microsoft applications.
- Knowledge of our primary methods of wilderness tripping - canoeing, backpacking and sea kayaking
- Excellent communication skills to interface with program participants, volunteers, staff, clients vendors, and partners
- Experience in staff hiring, training, supervision and evaluation
- Ability and current license to drive with a record that meets insurance and organizational expectations

EFFECT ON END RESULTS:

The effectiveness of the position in fulfillment of this position will be measured by:

- Maintains recognizably outstanding programming based on the overall theme of collaborative leadership, character development and wilderness tripping
- Annual budget goals will be met
- Goals for quantity, quality & diversity of seasonal staff hired and retained are met
- Meet or exceeds participation and recruitment goals
- Fulfilling the Mission, Vision, and Commitment in delivery to staff and participants
- Successful completion of assigned strategic plan goals

In addition to all responsibilities and roles outlined in the standard Program Director job description, the Wilderness Program Director will primarily focus on Outpost Oversight and Wilderness Tripping across all three programs at Camp programming. Please see the following supplemental job description for further information:



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CAMP MANITO-WISH YMCA, INC. Supplemental Wilderness Focus

Position Summary:

In addition to all responsibilities and roles of the standard Program Director job description, the Wilderness Program Director will primarily focus on Outpost Oversight and Wilderness Tripping across all three programs at Camp programming. Their role will include risk management oversight for all programs and act as the liaison between areas with support from the Operations Team.

Outpost Program: These small-group, remote wilderness trips for ages 15 and older focus on both the technical and interpersonal skills necessary for extended wilderness travel. Participants fine-tune their leadership abilities and through the challenge of a 9-45 day canoeing, backpacking or sea kayaking trip. Some trip destinations include: Isle Royale National Park, Quetico Provincial Park, Lake Nipigon, Northern Saskatchewan, Lake Superior and Alaska.

Essential functions:

- Direct oversight of the Outpost Program including all staffing, participants and logistics before, during and post program delivery
- With the Outpost Director, run the day to day operations of the Outpost Program including but not limited to:
 - Transportation and evacuation logistics
 - Family communication
 - Staff and participant needs
- Continue implementations curriculum and lesson plans for staff training, participant learning outcomes and staff development on topics including but not limited to:
 - Group formation
 - Wilderness travel and best practices
 - Staff training sessions
 - Challenge Course facilitation
 - Activities and sequences related to leadership and team development
 - Social emotional learning
 - Wilderness Risk Management
 - Processing and transference
- Collaborate with the Program Team, Operations and Camp Director in evacuation logistics from the field
- Oversee the Trips House and Trips House Director to ensure Summer Camp and Leadership trips are prepared for the field
- Communicate frequently with families in preparation for and during program delivery
- In collaboration with the Program Team, support Leadership Program delivery in winter, spring and fall
- Develop and maintain strong partnerships with land agencies and seasonal staff
- Oversee all wilderness focused inventory camp-wide and be responsible for all trail equipment and trail food purchases with support from Camp Director and Operations Director
- Coordinate planning of the Outdoor Leaders School with support from Camp Director and Operations Director