



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

## **CAMP MANITO-WISH YMCA – EQUIPMENT ROOM MANAGER**

### **MINIMUM QUALIFICATIONS:**

1. Minimum of 21 years old
2. Previous leadership experience
3. Wilderness trip leading experience
4. Strong organizational skills
5. Current Wilderness First Responder and Wilderness Water Safety certification
6. Desire and proven ability to work with youth in building confidence and self-esteem
7. Ability to work independently, meet deadlines, and communicate effectively
8. Ability to teach and model optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

**RESPONSIBLE TO:** Outpost Director, Program Director

### **ESSENTIAL FUNCTIONS:**

1. Ability to communicate and work effectively with participants as related to age and skill level, and provides 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 development objectives
7. Possess strength and endurance required to maintain consistent supervision of participants

### **SPECIFIC RESPONSIBILITIES:**

1. Manage the Equipment Room and Equipment Repair Room; maintain a high standard of cleanliness in the MLC, maintain a sufficient supply of functional equipment for scheduled trips, and regularly run Equipment Room orientations for groups packing out
2. Assist in the stewardship of the MLC and Outpost program spaces; maintain a high standard of cleanliness in the MLC, support a culture of stewardship in Outpost housing, and regularly coordinate detail and special projects around camp
3. Coordinate the use of gear amongst Outpost, Summer Camp, and Leadership programs and work with the Program Director or Outpost Director to order gear as necessary
4. Be present for and manage pack-in and pack-out procedures for all Outpost wilderness trips leaving or returning from trail
5. Manage the repair of broken equipment as necessary
6. Edit the Equipment Room Manager Manual including a.) Brief summary of season; b.) Recommendations for next year; c.) Staff Reviews; and d.) Inventories
7. Assist in travel logistics and driving trips
8. Take responsibility for 24-hour coverage of the Outpost emergency phone line at least once a week

9. Serve as a resource for staff when planning their trips or calling-in for advice
10. Teach classes during staff training, and throughout the summer for campers and staff
11. Actively participate in all training sessions
12. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
13. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
14. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
15. Provide opportunities for participant/staff discussion centering on Camp's mission and personal growth
16. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
17. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
18. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
19. Perform other duties as assigned

**TIME OFF:**

1. One 24-hour period off per week
2. Any other time off at the discretion of the Outpost Director or the Program Director