



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

## **CAMP MANITO-WISH YMCA – OUTPOST TRIP LEADER**

### **MINIMUM QUALIFICATIONS:**

1. Minimum of 20 years old for Voyageur Level, 21 years old for other Tripping Levels
2. Previous leadership experience
3. Knowledge of camping equipment maintenance and care
4. Ability to work independently and meet deadlines
5. Certification in Wilderness Waters Safety, CPR, and Wilderness First Responder
6. Desire and proven ability to work with children
7. Ability to teach and model optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

**RESPONSIBLE TO:** Outpost Assistant Director(s), Outpost Director, and Program Director

### **ESSENTIAL FUNCTIONS:**

1. Ability to communicate and work effectively with groups of campers (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 observe camper's behavior, assess its appropriateness, enforce 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 and the trail
5. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
6. Possess strength and endurance required to maintain constant supervision of staff and campers
7. Cognitive and communication abilities to plan and conduct activities to achieve camper development

### **SPECIFIC RESPONSIBILITIES:**

1. Maintain Manito-wish philosophies and high tripping standards
2. Provide opportunities for discussion centering on Camp's mission and personal growth
3. Assist in food pack-out and equipment related duties
4. Drive as needed (those that are at least 21)
5. Create a well balanced and diverse menu and assemble all food items needed in the field
6. Become familiar with the use and applications of all items in the Outpost first aid kit
7. Assure that all participants have necessary personal clothing and equipment essential to their wilderness experience
8. Present information on various training topics to staff and participants both in-camp and in the field
9. Actively participate in all training sessions
10. Responsible for record keeping, retention of all receipts, safety, and accountability for all petty cash
11. Complete all pre and post trip paperwork including: introductory letter, trip logs, camper evaluations, expense logs, incidents and near miss reports, and final parent letters
12. Maintain and be accountable for all equipment issued from the equipment room
13. Maintain the health, safety, and general welfare of trip participants
14. Complete a detailed itinerary including, routes, campsites, and evacuation plans before leaving camp
15. Maintain the cleanliness of program and living facilities
16. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
17. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
18. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
19. Provide opportunities for participant/staff discussion centering on Camp's mission and personal growth

20. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
21. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
22. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
23. 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