



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

CAMP MANITO-WISH YMCA - SECTION 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, build 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: Summer Program Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with groups 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 counseling staff and schedule the day to day activities of campers
4. Skilled in outdoor living and willing to train staff in the proper ways to lead a wilderness trip
5. Ability to work independently, meet deadlines, and communicate effectively
6. Ability to accurately proof read parent letters
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. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate 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. Display active, sincere concern for campers throughout the camping session including their general hygiene and dress (appropriate and clean clothing for weather and activities)
2. Take direct responsibility for a section of up to sixty campers and twelve staff members
3. Take responsibility for, in conjunction with other Sectional Directors, Admin and the Summer Program Director, the smooth, daily functioning of entire Camp life which includes:
 - Coordinating cabin activities
 - Planning and facilitating all section activities and special events
 - Addressing staff and camper needs as they arise
 - Assessing and responding to trail needs and emergencies while trips are out
 - Regular microphone duty
4. Actively participate in all training sessions, and assist in facilitation as necessary
5. Lead a 4-day training trip, teaching the full training trip curriculum during staff training
6. Assist in section/cabin placement for staff and campers
7. Develop trail and time-off schedules for section
8. Monitor and display active, sincere concern for campers, insuring that counseling staff is attentive to camper needs, including their behavior, enjoyment, general hygiene and dress
9. Maintain open lines of communication with the trips department, health center, kitchen and front office with periodic check-ins and by providing appropriate paper work
10. Be familiar with emergency procedures in camp and on the trail
11. Collect, revise and approve trip itineraries and menus throughout the session and parent letters and camper evaluations at the end of each session

12. Proof-read letters home to the parent's of campers in your section
13. Offer consistent evaluation of staff verbally and in writing. At the close of each session a written and verbal evaluation will also need to be made
14. Submit a report of the responsibilities and a list of recommendations to be used as a tool for future Section Directors
15. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
16. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
17. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
18. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
19. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
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