



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

CAMP MANITO-WISH YMCA - TRIPS LOGISTICAL ASSISTANT

MINIMUM QUALIFICATIONS:

1. Minimum of 18 years old
2. Previous leadership 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. Knowledge of camping equipment maintenance and care
5. Certified in Lifeguard Training (LGT)/Wilderness Water Safety (WWS), Standard First Aid/Wilderness First Aid (WFA) and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
6. Good written and verbal communication skills
7. Strong and good character: Optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Trips Director
Summer Program Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work effectively with groups of campers 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 assist counselors and campers in trip preparation and clean up, and work under deadlines
4. Ability to communicate and train staff and campers in safety regulations and emergency procedures
5. Ability to work independently, meet deadlines, and communicate effectively
6. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
7. Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
8. Comfortable and interested in outdoor living
9. Effectively communicate, plan and conduct activities to achieve camper development
10. Visual and auditory ability to identify and respond to environmental and other hazards related to the in-camp program

SPECIFIC RESPONSIBILITIES:

1. Assist in food pack-out, first aid kit maintenance and equipment related duties
2. Make announcements at meals as to when trips are to pack out for the trail
3. Assist in organizing tripping workshops. Train and teach tripping skills to staff and campers
4. Coordinate and assist with packing out of food after receiving the groups' menus
5. Maintain Manito-wish philosophies and high tripping standards
6. Assist staff in Paperwork Pooza during Staff Training, with food requests, route planning, and equipment request sheets
7. Maintain and repair inventory of all Trips equipment and work with campers and counselors to stress care of equipment
8. Participate in evening activities, opening/closing day events, and special activities
9. Attend each meal when not on time off
10. Actively participate in all training sessions
11. Give out various awards at the Bunyan Banquet

12. "Cunot" - take responsibility for a cabin group during activity periods, meals, and at night as necessary
13. "Convoy" - act as camp representative on buses/ vans bringing campers to and from camp at start and end of session as necessary
14. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
15. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
16. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
17. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
18. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
19. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
20. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
21. Perform other duties as assigned

TIME OFF:

1. Two 24-hour and one 12-hour period off per session
2. Any other time off at the discretion of the Trips Director