



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

CAMP MANITO-WISH YMCA - PROGRAM STAFF 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 management to program staff
2. Must be able to relate effectively to diverse groups of people
3. Ability to manage 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. Effectively communicate, plan and conduct activities to achieve camper development

SPECIFIC RESPONSIBILITIES:

1. Take direct responsibility for Program Areas, equipment and management of Program Staff
2. Take responsibility for, in conjunction with Section Directors, Admin and the Summer Program Director, the smooth, daily functioning of entire Camp life which includes:
 - a. Coordinating Coaching Periods and Cabin Activities
 - b. Planning and facilitating all section activities and special events
 - c. Assigning details
 - d. Addressing staff and camper needs as they arise
 - e. Assessing and responding to emergencies on property
 - f. Regular microphone duty
3. Actively lead and participate in all training sessions
4. Work with the Summer Program Director in training the Program Staff
5. Develop time-off schedules for Program Staff
6. Monitor and display active, sincere concern for campers, insuring that program staff is attentive to camper needs, including their behavior, enjoyment, general hygiene and dress
7. Be familiar with emergency procedures in camp, especially in Program Areas
8. With Summer Program Director collect, revise and approve areas of excellence, lesson plans, etc.
9. 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

10. Review and update the manual
11. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
12. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
13. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
14. Provide opportunities for camper/staff discussion centering on Camp's mission and personal growth
15. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
16. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
17. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
18. Perform other duties as assigned

TIME OFF:

1. Two 24-hour and two 12-hour period off per week
2. Any other time off at the discretion of the Summer Program Director