



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

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

### **MINIMUM QUALIFICATIONS:**

1. Minimum of 20 years of age for Introductory Trips, Minimum of 21 years of age for Expeditionary and Advanced Trips
2. Previous leadership experience
3. Wilderness trip leading experience, knowledge of camping equipment, care and maintenance
4. Desire and proven ability to positively interact, teach, and build outdoor and life skills (including confidence and self-esteem) with youth in wilderness and in-camp settings
5. Certified in Wilderness First Responder (WFR), CPR and Lifeguard or Wilderness Water Safety (Certifications may be obtained through Camp Manito-wish prior to first day of work)
6. Good written, organizational and verbal communication skills
7. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

**RESPONSIBLE TO:** Outpost Assistant Director(s)  
Outpost Director  
Program Director- Wilderness Program

### **ESSENTIAL FUNCTIONS:**

1. Ability to plan, coordinate, and lead a safe wilderness trip with youth participants for 14 days (Introductory Trip), 24-30 days (Advanced Trip), or 45 days (Expeditionary Trip) in a designated discipline of Canoeing, Sea Kayaking, or Backpacking
2. Able to demonstrate outdoor living and wilderness tripping knowledge and proficiency
3. Able to demonstrate trip discipline (Canoe, Sea Kayak, or Backpacking) knowledge, emergency rescue skills, and general proficiency
4. Ability to effectively communicate, work independently and meet deadlines
5. Ability to effectively communicate and work with participants as related to age and skill levels, providing necessary coordination, instruction and appropriate supervision especially as it pertains to achieving camper development objectives and program risk management
6. Ability to effectively communicate and work with staff as related to skill levels, providing necessary coordination, instruction, and training especially as it pertains to program risk management and leading wilderness trips
7. Ability to observe participant and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
8. Able and willing to accommodate and provide equitable experiences to diverse groups of people
9. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
10. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
11. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
12. Able to carry a 75 pound boat or up to 50 pound portage pack or backpack
13. Able to canoe, kayak or backpack for up to 12 hours in any given day

### **SPECIFIC RESPONSIBILITIES:**

1. Maintain Manito-wish philosophies and high tripping standards
2. Maintain the health, safety, behavior and general welfare of trip participants and trip co-leader (as applicable)

3. Communicate with families and participants about Outpost trips as required pre- and post-trip with coordination and approval of the Program Director or Outpost Director
4. Complete a detailed itinerary including, routes, campsites, and evacuation plans before leaving camp
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. Coordinate food and equipment pack-out, pack-in, and related duties for assigned trip(s) and support others as needed
8. Maintain and be accountable for all equipment issued from the gear room
9. Assure that all participants have necessary personal clothing and equipment essential to their wilderness experience
10. Abiding by Camp's systems and policies regarding financial reporting (petty cash management, receipt retention and labeling, appropriate use of funds, accountability for all petty cash)
11. Complete all pre- and post-trip paperwork including: introductory letter, trip logs, participant evaluations, expense logs, incidents and near miss reports, and final family letters
12. Assist in the stewardship of Camp, the Manito-wish Leadership Center (MLC) and Outpost program spaces; maintain a high standard of cleanliness in the MLC, Outpost staff and participant housing, and assist in detail and special projects around Camp
13. Actively participate in training all training sessions
14. Present information on various wilderness and risk management topics to participants both in-camp and in the field
15. Provide direction to participants during emergency procedures, in both drills and implementation in case of emergencies
16. Attend each meal when not on time-off
17. Participate in evening activities, opening/closing day events, and special activities as assigned
18. Monitor and display active, sincere concern for participants and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
19. "Convoy" - act as camp representative on buses/vans bringing participants to and from camp at start and end of sessions, as necessary
20. Be prepared to serve as one of Camp's drivers, as necessary
21. Submit a report/evaluation at the end of the summer season as instructed by supervisor
22. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
23. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
24. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
25. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
26. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
27. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
28. Perform other duties as assigned

#### **TIME OFF:**

1. One 24-hour period off per week when in-camp
2. Time off cannot be taken while on trail. Staff will be paid out for one additional day of work for every seven days on trail- varies by trip length and session
3. Any other time off at the discretion of the Outpost Director or the Program Director