



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

CAMP MANITO-WISH YMCA – BEHAVIORAL AND WELLNESS DIRECTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age
2. Background in Social Work, Education, Counseling/Psychology or similar
3. Certification or training in Mental Health First Aid or equivalent
4. Experience working with individuals in high emotional states and/or with behavioral challenges
5. Previous leadership and supervisory experience in a youth development setting
6. Wilderness trip leading experience (preferred)
7. Desire to positively interact with individuals under distress both at camp and in the wilderness setting
8. Desire and proven ability to positively interact, teach, and build life skills (including confidence and self-esteem) with youth and staff in wilderness and in-camp settings
9. Certified in Standard First Aid/Wilderness First Aid (WFA) and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
10. Valid driver's license and no traffic violations within 12 months of starting date of employment (preferred)
11. Good written, organizational and verbal communication skills
12. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Operations Director

ESSENTIAL FUNCTIONS:

1. Support the wellness and mental health of all campers, participants and staff
2. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp) and the Health Center
3. Ability to work independently and meet deadlines
4. Ability to effectively communicate and work with campers 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
5. 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
6. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
7. Able and willing to accommodate and provide equitable experiences to diverse groups of people
8. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
9. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness

SPECIFIC RESPONSIBILITIES:

1. Attend daily administrative meetings
2. Maintain a high level of confidentiality in regards to camper, participant, and staff needs, experiences, and care
3. Assist seasonal admin and full time staff in responding to urgent and/or escalated behavioral situations
4. Support, assist, and follow through with seasonal staff on creating support plans and managing camper, participant, and staff behavior needs
5. Assist in taking responsibility for aspects of camper experiences which include:
 - a. Responsibility for campers' general health and safety in camp
 - b. Ability to provide support and direction to campers

6. Maintain open lines of communication with the other seasonal Admin, Program Areas, Trips team, Health Center, and front office with periodic check-ins and by providing appropriate paper work as needed
7. Provide direct communication to families prior to and throughout session about campers experience following check-in with appropriate administrative staff (Section Director, Program Director, etc.) and/or supervisor
8. Assist in the review of camper and participant health histories with the health center and/or full-time staff teams to be proactive and communicate with other staff on a need to know basis
9. Complete and/or review appropriate family letters, written communications and camper evaluations at the end of each session
10. Supervise detail and other special details assigned
11. Actively participate in training and lead designated training sessions including but not limited to topics related to behavior management prevention and intervention, self-care, and building relationships
12. Monitor and display active, sincere concern for campers and staff throughout the session including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities)
13. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
14. Attend each meal when not on time-off
15. Deliver meal announcements as it pertains to general programming or Camp needs
16. Participate in evening activities, opening/closing day events, and special activities as assigned
17. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
18. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
19. Be prepared to serve as one of Camp's drivers, as necessary
20. Submit a report at the end each session and the end of the summer season as instructed by supervisor
21. Reference, review, and update the position manual appropriate to role
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. Two 24-hour and two 12-hour period off per session
2. Any other time off at the discretion of the Operations Director