



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

CAMP MANITO-WISH YMCA – STAFF APPRENTICE PROGRAM LEADER

MINIMUM QUALIFICATIONS:

1. Minimum 19 years old
2. Previous mentoring, coaching, leading, or facilitation experience
3. Desire and proven ability to positively interact, teach, build confidence and self-esteem and work with teens and staff in both wilderness and “in-camp” settings
4. Ability to work independently and meet deadlines
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: Summer Program Director

ESSENTIAL FUNCTIONS:

1. Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to participants
2. Must be able to relate effectively to diverse groups of people
3. Ability to develop curriculum and create lesson plans, communicate these effectively to co-counselors of the program
4. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness\
5. Abilities to observe participant behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques
6. Facilitate multi-day front country experiential programming for participants in 10th-12th grade, including:
 - a. autonomously planning and running sequences of activities and processing to achieve social-emotional outcomes and ensure growth
 - b. facilitating and belaying on a low and high ropes course
 - c. creating a physically and emotionally safe community environment
 - d. coordinating service learning projects in the community
7. Comfortable and interested in outdoor living and willing to develop expertise in canoe, backpacking or sea kayaking leadership
8. Desire to learn about outdoor living and willing to teach campers the proper ways to wilderness trip
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the in-camp program and the trail
10. Can carry a 75 pound canoe and up to 50 pound portage pack or backpack
11. Able to canoe, kayak or backpack for up to 12 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Take responsibility for safety aspects of camp and trail life which include:
 - a. Responsible for group’s general health and safety in camp and on trail
 - b. Knowledge of waterfront and swimming rules while in camp and on the trail
 - c. Familiarity with geographic areas of the trip and potential dangers
 - d. Ability to apply risk management policies and procedures in camp and on the trail
 - e. Adherence to Camp Manito-wish YMCA policies and procedures

2. Display active, sincere concern for participants throughout the camping session including their general hygiene and dress (appropriate and clean clothing for weather and activities)
3. Actively participate in all staff training sessions
4. Take responsibility for a cabin of five to ten participants in collaboration with a Co-Counselor in camp and on the trail
5. Monitor and display active, sincere concern for participant needs, including their behavior, enjoyment, general hygiene and dress
6. Show interest in individual participants throughout the session at games, activities and on trail
7. Stimulate and guide participants to make responsible decisions in both trip and program planning
8. Facilitate goal setting with each individual participant and group goals for both "in-camp" and "trail" experiences
9. Submit participant evaluation forms for each participant at the end of the session
10. Submit Staff and Staff Apprentice Program evaluation forms at the end of the session
11. Provide information for a beginning of the summer letter to parent(s)/guardian(s) of each participant
12. Effectively hand-write letters to the parent(s)/guardian(s) of each participant at the end of the session
13. Conduct regular one on ones with every participant to include opening and closing one on ones
14. Participate in all evening activities, opening/closing day events, and special activities
15. Be familiar with emergency procedures in camp and on the trail
16. Be responsible for and actively participate in cabin cleanliness and other camp details
17. Attend and be on-time to each meal when not on time off
18. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
19. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
20. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
21. Provide opportunities for participant/staff discussions centering on Camp's mission and personal growth
22. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
23. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
24. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
25. 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 Summer Program Director