



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

CAMP MANITO-WISH YMCA – FALL LOGISTICAL ASSISTANT

JOB OBJECTIVE: The Fall Logistical Assistant helps to train and supervise Leadership staff during Prairie School, while taking a lead role in Prairie School trail logistics.

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age
2. Previous leadership and supervisory experience
3. Aptitude for creation and improvement of logistical systems, both digital and analog
4. Experience driving large multi-passenger vehicles (including 15 passenger vans)
5. Experience driving loaded boat and cargo trailers
6. Desire and proven ability to positively interact, teach, and build life skills (including confidence and self-esteem) with youth and staff
7. 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)
8. Valid driver's license and no traffic violations within 12 months of starting date of employment
9. Good written, organizational and verbal communication skills
10. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Program Director- Leadership Program
Camp Director

ESSENTIAL FUNCTIONS:

1. Able to complete Camp Manito-wish's driver training course and all its requirements
2. Follow the rules of the road and Camp driving procedures
3. Ability to manage staff and schedule travel logistics, ensuring all drive needs are covered
4. Safely transport campers and staff to needed destination
5. Maintain clean vehicles and trailers
6. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp), work independently and meet deadlines
7. 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
8. 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
9. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
10. Able and willing to accommodate and provide equitable experiences to diverse groups of people
11. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
12. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
13. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
14. Able to carry a 75 pound boat and up to 50 pound portage pack or backpack
15. Able to drive for up to 8 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Assist other members of the Leadership Admin Team in the overall implementation of staff training for Prairie School Facilitators and programming for partner organizations

2. Assist in the supervision and mentoring of all Fall Prairie School Facilitators and Camps Drivers (both staff/volunteers), including:
 - Assignment of staff responsibilities and duties as per trip and travel needs
 - Creation of staff work schedule and time-off schedule, based on trip and travel needs
 - Coordinate and support all driving staff when off-property on drives, including camper convoy staff
 - Coordinate staff mileage tracking and drive times to ensure proper rest is completed during and in between drives
 - Oversight and support pre-drive and upon return to Camp
 - Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
2. Review and create all necessary logistic plans and resources for drivers for all trips off Camp including trail drop off and pick up, clinic/store runs, and other drives needed
3. Work with representatives of client organizations to adapt programming as necessary and communicate information to facilitators
4. Take responsibility for 24-hour coverage of the emergency phone line as part of a rotation and work with other staff to manage ensuing incidents
2. Schedule travel logistics, ensuring all drive needs are covered
3. Coordinate and execute thorough transportation orientations for staff and campers, to include procedures, policies, guidelines and risk management while on the road and off Camp property
4. Maintain a system for tracking Camp's vehicle and trailer use and liaise with the appropriate representatives of Camp's seasonal and full-time staff to ensure proper implementation
5. Be familiar with and follow procedures for reporting accidents, injuries, incidents, safety check, pre-trip check, backing up, loading, unloading, trailer attaching/detaching and vehicle/trailer break down
6. Keep records on vehicle maintenance and mileage
7. Abiding by Camp's systems and policies regarding financial reporting (petty cash management, receipt collection and labeling, credit card reconciliation, expense tracking, appropriate use of funds)
8. Assist in group pack-out, first aid kit maintenance, and equipment related duties
9. Assist in the development and implementation of a system to keep a clean and well-maintained fleet of Camp vehicles and trailers at all times
10. Assist in the stewardship of Camp, the Program Office (PO), Manito-wish Leadership Center (MLC) and Summer Camp program spaces; maintain a high standard of cleanliness in work areas, staff and participant housing, and assist in detail and special projects around Camp
11. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
12. Attend each meal when not on time-off
13. Deliver meal announcements as it pertains to general Camp programming, trips, and travel
14. Participate in evening activities, opening/closing day events, and special activities as assigned
15. Facilitate and supervise groups on ropes course and ground initiatives as needed
16. 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)
17. Submit a report at the end of the session as instructed by supervisor
18. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
19. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
20. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
21. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
22. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
23. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
24. Perform other duties as assigned

TIME OFF:

1. Schedules are made according to programming schedule
2. Any other time off at the discretion of the Program Director or Camp Director