



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

CAMP MANITO-WISH YMCA - LOGISTICS DIRECTOR

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- Wilderness 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. Serve as one of Camp's primary drivers but focused attention to closer proximity drives
2. Supervise and mentor all Drivers and Camps additional drivers trained 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. Schedule travel logistics, ensuring all drive needs are covered
 3. 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
 4. Coordinate pre-drive logistics and purchases when applicable including facility use, vendor relationships, lodging, etc.
 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. Supervise detail and other special details assigned to Logistics team
 12. Actively participate in training and lead designated training sessions
 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 Camp programming, trips, and travel
 16. Participate in evening activities, opening/closing day events, and special activities as assigned
 17. 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)
 18. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
 19. Submit a report at the end each session and the end of the summer season as instructed by supervisor
 20. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
 21. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
 22. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
 23. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
 24. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
 25. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
 26. 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 Program Director or Camp Director