



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

CAMP MANITO-WISH YMCA – OUTPOST GEAR ROOM ASSISTANT DIRECTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age
2. Previous leadership and supervisory experience
3. Wilderness trip leading experience
4. Desire and proven ability to positively interact, teach, and build outdoor and life skills (including confidence and self-esteem) with youth and staff in wilderness and in-camp settings
5. 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)
6. Certified in Wilderness First Responder (WFR) and Lifeguard or Wilderness Water Safety (preferred)
7. Valid driver's license and no traffic violations within 12 months of starting date of employment (preferred)
8. Good written, organizational and verbal communication skills
9. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Outpost Director
Program Director- Wilderness Program

ESSENTIAL FUNCTIONS:

1. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp), work independently and meet deadlines
2. 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
3. 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
4. Ability to observe participant and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
5. Able and willing to accommodate and provide equitable experiences to diverse groups of people
6. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
7. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
8. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
9. Able to carry a 75 pound canoe and up to 50 pound portage pack or backpack
10. 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. Coordinate the use of gear amongst Outpost, Summer Camp, and Leadership programs and work with the Program Director or Outpost Director to order gear as necessary
3. Be present for and manage pack-out and pack-in procedures for all Outpost wilderness trips and support in the pack-out and pack-in of Summer Camp and Leadership trips at the MLC
4. Manage the repair of broken equipment as necessary
5. Lead a 4-day training trip, facilitating the full training trip curriculum, as needed
6. Review and update curriculum to support learning objectives within the Outpost program, as needed
7. Assist in trip travel logistics and emergency evacuation logistics

8. Manage the MLC Equipment Room, Equipment Repair Room, assist in the management of the Dish Room:
 - Maintain a high standard of cleanliness
 - Maintain a sufficient supply of functional equipment for scheduled trips
 - Maintain an accurate inventory during the season and a post inventory following the season
 - Regularly run Equipment Room and Dish Room orientations for groups packing out and packing in
 - Ensure Dish Room equipment is being used and cared for properly
9. Assist in the stewardship of the Manito-wish Leadership Center (MLC) and Outpost program spaces; maintain a high standard of cleanliness in the MLC, support a culture of stewardship in Outpost housing, and regularly coordinate detail and special projects around Camp
10. Assist in the management of the MLC Food Room with the guidance of the Food Room Director
11. Actively participate in training and lead designated training sessions
12. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
13. Take responsibility for the 24-hour emergency line at least once a week, serving as a resource for Trip Leaders during trip planning and when requesting advice
14. Attend each meal when not on time-off
15. Deliver meal announcements as it pertains to Outpost
16. Participate in evening activities, opening/closing day events, and special activities as assigned
17. 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)
18. "Convoy" - act as camp representative on buses/vans bringing participants 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. Proof read communications to families as needed, including opening and closing letters
21. Submit a report at the end of the summer season as instructed by supervisor
22. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
23. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
24. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
25. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
26. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
27. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
28. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
29. Perform other duties as assigned

TIME OFF:

1. One 24-hour period off per week
2. Any other time off at the discretion of the Outpost Director or Program Director