



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

CAMP MANITO-WISH YMCA – OUTPOST LOGISTICAL 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 (required) (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 manage staff and trip routes
2. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp), work independently and meet deadlines
3. 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
4. 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
5. Ability to observe participant and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
6. Able and willing to accommodate and provide equitable experiences to diverse groups of people
7. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
8. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
9. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
10. Able to 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. Maintain Manito-wish philosophies and high tripping standards
2. Supervise and mentor Outpost Trip Leaders, including:
 - Serving as a resource for leaders during trip planning and when requesting advice
 - Assignment of staff responsibilities and duties
 - Creation of staff work schedule and time-off schedule
 - Offer evaluation of staff verbally and in writing, including an intentional end of trip evaluations
3. Lead a 4-day training trip, facilitating the full training trip curriculum

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4. Review and update curriculum to support learning objectives within the Outpost program
5. Assist in trip travel logistics and emergency evacuation logistics
6. 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
7. Assist in the management of the MLC Gear Room and Food Room with the guidance of the Food Room and Gear Room Directors
8. Actively participate in training and lead designated training sessions
9. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
10. Take responsibility for the 24-hour emergency line at least once a week
11. Attend each meal when not on time-off
12. Deliver meal announcements as it pertains to Outpost
13. Participate in evening activities, opening/closing day events, and special activities as assigned
14. 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)
15. "Convoy" - act as camp representative on buses/vans bringing participants to and from camp at start and end of sessions, as necessary
16. Be prepared to serve as one of Camp's drivers, as necessary
17. Proof read communications to families as needed, including opening and closing letters
18. Submit a report at the end of the summer season as instructed by supervisor
19. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
20. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
21. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
22. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
23. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
24. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
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. One 24-hour period off per week
2. Any other time off at the discretion of the Outpost Director or Program Director