



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

CAMP MANITO-WISH YMCA - TRIPS 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: Program Director- Wilderness Program and Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Ability to manage staff and schedule the trips department
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 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
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 camper 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. Create and adapt the Trips Schedule for all Summer Camp and Leadership trips
3. Supervise and mentor all Trips Staff (Trip Assistant Director, Trip Logistical Assistants and Tripping Co-leaders), including:
 - Assignment of staff responsibilities and duties as per trip needs
 - Creation of staff work schedule and time-off schedule, based on trip needs
 - Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
4. Coordinate and execute a thorough Trips House Orientation for staff, campers and participants to include emergency procedures, policies, guidelines and risk management
5. Organize tripping workshops; train and teach tripping skills to staff and campers

6. Work with Program Director- Wilderness Programs to maintain relationship with DNR personnel regarding state campsites and with general public, specifically neighbors who grant portage rights
7. Work with the designated Leadership Program staff to create a smooth and effective Leadership Trips Program
8. 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)
9. Supervise all trips packing-in and packing-out of the Trips House
10. Assist in food pack-out, first aid kit maintenance, and equipment related duties
11. Supervise the first aid kit stocking and reordering process
12. Support Trips Logistical Assistants in working with appropriate cross program staff to request and maintain needed amount of dry/fresh foods for trips
13. Develop and implement a system to keep a clean and well maintained Trips House, Trips Lawn and Trips Sinks at all times
14. Take responsibility for equipment inventory, maintenance and care, and education of with campers and staff in these responsibilities
15. Conduct and document post-trip debriefs with trip leaders
16. Present the various awards at the Paul/Pauline Bunyan Banquet
17. Assist in the stewardship of Camp, the Program Office (PO) 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
18. Supervise detail and other special details assigned to Trips team
19. Actively participate in training and lead designated training sessions
20. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
21. Take responsibility for the 24-hour emergency line at least once a week
22. Attend each meal when not on time-off
23. Deliver meal announcements as it pertains to the Trips House, including when trips are to pack-out for the trail and when trips are returning
24. Participate in evening activities, opening/closing day events, and special activities as assigned
25. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
26. Monitor and 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)
27. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
28. Be prepared to serve as one of Camp's drivers, as necessary
29. Proof read communications to families as needed, including opening and closing letters and postcards
30. Submit a report at the end each session and the end of the summer season as instructed by supervisor
31. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
32. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
33. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
34. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
35. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
36. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
37. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
38. 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