



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

CAMP MANITO-WISH YMCA - TRIPS LOGISTICAL ASSISTANT

MINIMUM QUALIFICATIONS:

1. Minimum of 18 years of age
2. Wilderness trip leading experience
3. Knowledge of outdoor and trip equipment including maintenance and care
4. Leadership experience (preferred)
5. Desire and proven ability to positively interact, teach, and build outdoor and life skills (including confidence and self-esteem) with youth in wilderness and in-camp settings
6. Certified in Wilderness First Aid and CPR (Certifications may be obtained through Camp Manito-wish prior to first day of work)
7. Certified in Wilderness First Responder and Lifeguard or Wilderness Water Safety (preferred)
8. Good written 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: Trips Assistant Director
Trips Director
Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Able to assist and coordinate trip preparation, equipment and food pack outs, and trip pack in
2. Able and willing develop expertise in trip discipline (Canoe, Sea Kayak, or Backpacking)
3. Able and willing to develop expertise in primitive wilderness tripping and backcountry camping
4. Comfortable and interested in outdoor living and outdoor activities
5. Ability to teach campers about outdoor living, program activities, and wilderness tripping as learned in staff training and previous experiences according to Camp Manito-wish policies and practices
6. Ability to effectively communicate, 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 observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
9. Able and willing to accommodate and provide equitable experiences to diverse groups of people
10. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
11. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
12. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
13. Able to carry a 75 pound canoe or up to 50 pound portage pack or backpack
14. 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. Assist in teaching and training campers and staff including safety policies, emergency procedures, wilderness tripping and outdoor living skills, and proper use and care of food, gear, and equipment
3. Coordinate and assist in all pre-trip preparation and post-trip clean-up associated with the Trips House and Trips Lawn

4. Coordinate and assist in Trips House tasks like Trips Orientation, food packing, first aid kit stocking, gear packing and gear maintenance/repair
5. Coordinate with appropriate cross program staff to request and maintain needed amount of dry food, fresh food, and specialty food for trips
6. Maintain and be accountable for all equipment issued from the Trips House or MLC gear room
7. Become familiar with the use and applications of all items in the trip first aid kit
8. Be responsible cleanliness, organization, and management of the Trips House and Trips Lawn area and equipment
9. Utilize and practice industry standard operations and risk management over the trips areas and equipment
10. Provide appropriate repairs to trips areas and equipment per skill and expertise
11. Submit maintenance requests for Trips House equipment and areas as needed
12. Deliver program announcements and skits for lesson plans, trip schedule information and activities offered for the day
13. Review and develop lesson plans during training week with updates following throughout the summer, as applicable
14. Assist in planning and coordinating special events, activities, skits and camper trainings including All Day Initiative (skills days) and trip workshops
15. Participate in all evening activities, opening/closing day events, and special activities
16. Assist in the responsibility for aspects of camper experiences which include:
 - Responsibility for campers' general health, safety and behavior management in camp and on Trail
 - Knowledge of Program Area, waterfront and Section Game rules while in camp
 - Knowledge of swimming rules while in camp and on Trail
 - Knowledge and implementation of risk management in camp and on Trail
 - Ability to provide support and direction to campers
17. 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)
18. Be familiar with emergency procedures in camp and on Trail
19. Provide direction to campers during emergency procedures, in both drills and implementation in case of emergencies
20. Complete detail (cleaning assignment) as assigned and assist in the stewardship of Camp- assist in detail and special projects around Camp and maintaining a high standard of cleanliness in the Trips House, on the Trips Lawn, shared workspaces, program areas and housing
21. Complete all pre- and post-session paperwork and assist staff in Trail related paperwork including: trip planning paperwork, food requests, route planning, equipment request sheets, incident and near miss reports and camper evaluations
22. Submit an evaluation at the end each session and the end of the summer season as instructed by supervisor
23. Actively participate in all training sessions
24. Attend each meal when not on time-off
25. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
26. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
27. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
28. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
29. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
30. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
31. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
32. Perform other duties as assigned

TIME OFF:

1. Two 24-hour and one 12-hour period off per session
2. Any other time off at the discretion of the Trips Director or Program Director