



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

CAMP MANITO-WISH YMCA - BARN DIRECTOR

MINIMUM QUALIFICATIONS:

1. 21 years of age (preferred)
2. Previous leadership and supervisory experience
3. Level 1 CHA Instructor or Trail Guide Certification or equivalent experience with horses
4. Knowledge of horse care and training as well as equipment maintenance and care
5. 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
6. 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)
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 Staff Director
Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Ability to teach both English and Western riding styles to participants of various skill levels
2. Ability to take care of horse and maintain a safe barn
3. Ability to physically ride and train the horses
4. Ability to effectively communicate, work independently and meet deadlines
5. 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
6. 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
7. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
8. Able and willing to accommodate and provide equitable experiences to diverse groups of people
9. Visual and auditory ability to identify and respond to environmental and other hazards
10. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
11. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions.
12. Able to carry a 60 pound bag of grain or hay bale

SPECIFIC RESPONSIBILITIES:

1. Supervise and mentor all Barn Staff, including:
 - Assignment of staff responsibilities and duties as per barn needs
 - Creation of staff work schedule and time-off schedule, based on programming needs
 - Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
2. Manage the risk to best provide a safe and secure riding area
3. Maintain a good working relationship with the horse owner, ferrier, feed suppliers, veterinarians, DNR personnel, and general public who may have an impact on (or be impacted by) our riding program
4. Work with horses and classify them as to their suitability for various levels of riding skill
5. Teach variety of riding skills, maximizing the number of riders for instruction
6. Include participants in feeding and grooming the horses

7. Lead trail rides around the area and trail
8. Complete lesson plans during training week with updates following throughout the summer
9. 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
10. Supervise detail and other special details assigned to Barn team
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, especially as it pertains to the barn and horses
13. Attend each meal when not on time-off
14. Deliver meal announcements as it pertains to the Barn, including coaching period details
15. Participate in evening activities, opening/closing day events, and special activities as assigned
16. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
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. Be prepared to serve as one of Camp's drivers, as necessary
20. Submit a report at the end each session and the end of the summer season as instructed by supervisor
21. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
22. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
23. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
24. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
25. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
26. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
27. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
28. Perform other duties as assigned

TIME OFF:

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