



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

CAMP MANITO-WISH YMCA – LEADERSHIP PROGRAM ASSISTANT DIRECTOR - CHALLENGE COURSE

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. Lifeguard or Wilderness Water Safety (required)
7. Certified in Wilderness First Responder (WFR) (preferred)
8. Valid driver's license and no traffic violations within 12 months of starting date of employment (preferred)
9. Good written, organizational and verbal communication skills
10. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability
11. Significant previous ropes course and ground initiative facilitation experience

RESPONSIBLE TO: Leadership Program Director
Camp Director

ESSENTIAL FUNCTIONS:

1. Ability to manage staff and program schedule
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 for up to 12 hours in any given day
12. Able to stand and facilitate designated program groups for up to 8 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Manage, set-up and maintain challenge course and indoor climbing wall hardware, ropes and equipment
2. Adapt and implement the schedules for all Leadership groups
3. Supervise all participants and facilitators on low and high challenge course and indoor climbing wall

4. Assist in training staff in belaying, sequencing, implementation and processing of challenge course and community building activities
5. Complete a monthly inspection of the indoor climbing wall and low and high ropes course
6. Maintain Manito-wish philosophies and high tripping standards
7. Adapt and implement the schedules for all Leadership groups
8. Supervise, mentor and support the program's Facilitators
 - Assignment of staff to facilitation groups
 - Offer consistent evaluation of staff verbally and in writing, including an intentional beginning and end of session evaluations
9. In conjunction with the Program Director and Leadership Program Assistant Director - Logistics, plan and implement a staff training for Facilitators
10. Facilitate and supervise groups of youth on ropes course and ground initiatives as needed
11. Work with representatives of client organizations to adapt programming as necessary and communicate information to facilitators
12. Take responsibility for 24-hour coverage of the emergency phone line as part of a rotation and work with other staff to manage ensuing incidents
13. Create a physically and emotionally safe environment for all participants
14. With the Program Director and Leadership Program Assistant Director - Logistics, take responsibility for overall implementation of all programming
15. Assist in the stewardship of Camp, the Manito-wish Leadership Center (MLC) Office and programming spaces; maintain a high standard of cleanliness in work areas, staff and participant housing, and assist in detail and special projects around Camp
16. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
17. Attend each meal when not on time-off
18. Be prepared to serve as one of Camp's drivers, as necessary
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. Summer - Two 24-hour and one 12-hour period off per session.
2. Spring and Fall – One 24-hour period off each week
3. Any other time off at the discretion of the Program Director