



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

CAMP MANITO-WISH YMCA - OUTPOST ADMINISTRATION TEAM LOGISTICS 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 Wilderness First Aid (WFA) or higher 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 Program Director
Wilderness Risk Director

ESSENTIAL FUNCTIONS:

1. Manage staff and trip routes
2. Communicate with all three Camp programs (Leadership, Outpost, and Summer Camp), work independently, and meet deadlines relating to trip logistics, including transportation, permitting, and stakeholder communication
3. Effectively communicate and work with participants as related to age and skill levels, providing mentorship, instruction, and supervision, especially pertaining to camper development and risk management
4. Effectively communicate and work with staff as related to skill levels, providing support, guidance, and training especially pertaining to risk management and wilderness tripping
5. 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, mitigate, 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 both during trip planning and while on Trail
 - Assign and oversee staff responsibilities and duties
 - Create staff work and time-off schedules in conjunction with Outpost Program Director
 - Provide staff verbal and written feedback, including an intentional end of contract evaluation
3. Support staff training, including facilitation of training sessions and serving as a resource for staff learning
4. Assist in trip logistics and emergency evacuation logistics

5. Assist in stewarding 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 staff housing, and coordinate detail and special projects around Camp
6. Assist in management of the MLC Gear Room and Food Room with the the Food Room and Gear Room Directors
7. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergency
8. Take responsibility for the 24-hour emergency line at least once a week
9. Attend each meal when not on time-off
10. Deliver meal announcements as pertaining to Outpost
11. Participate in evening activities, opening/closing day events, and special activities as assigned
12. 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)
13. "Convoy" - act as camp representative on buses/vans bringing participants to and from camp at start and end of sessions, as necessary
14. Serve as one of Camp's drivers, as necessary
15. Proofread communications to families as needed, including opening and closing letters
16. Submit a report at the end of the summer season as instructed by supervisor
17. Reference, review, and update the position manual appropriate to role
18. Understand and commit to the Manito-wish Mission, Vision, and Commitment Statements
19. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
20. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
21. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
22. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
23. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
24. Perform other duties as assigned

TIME OFF:

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