



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

CAMP MANITO-WISH YMCA - PROGRAM STAFF DIRECTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age
2. Previous leadership and supervisory experience
3. 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
4. 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)
5. Certified Lifeguard Instructor (LGI) and/or Water Safety Instructor (WSI) (preferred)
6. Valid driver's license and no traffic violations within 12 months of starting date of employment (preferred)
7. Good written, organizational and verbal communication skills
8. Good character role model able to demonstrate optimism, resilience, humility, empathy, awareness of self and others, resourcefulness, responsibility and adaptability

RESPONSIBLE TO: Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Ability to manage staff and schedule the day to day activities of campers
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
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 boat, 60 pound bag of grain, and up to 75 pound portage pack or backpack

SPECIFIC RESPONSIBILITIES:

1. Take direct responsibility for Program Areas, equipment and management of Program Staff
2. Take responsibility for, in conjunction with Section Directors, Admin and Program Director, the smooth, daily functioning of entire Camp life which includes:
 - a. Coordinating Coaching Periods and Cabin Activities
 - b. Planning and facilitating all Section activities and special events
 - c. Assigning details
 - d. Addressing staff and camper needs as they arise
 - e. Assessing and responding to emergencies on property
 - f. Regular microphone duty

3. Supervise and mentor all Program Staff, including:
 - a. Assignment of staff responsibilities and duties as per Program Area needs
 - b. Creation of staff work schedule and time-off schedule, based on programming
 - c. Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
4. Take direct responsibility for Waterfront program areas, equipment and management of Waterfront Director
5. Promote Waterfront safety procedures amongst the staff and campers
6. Periodic Waterfront Staff training regarding safety/rescue procedures throughout the sessions
7. Supervise and mentor Waterfront Director, ensuring:
 - a. Assignment of staff responsibilities and duties as per waterfront needs
 - b. Creation of staff work schedule and time-off schedule, based on programming needs
 - c. Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
 - d. Coordinate programs with Sailing, Pier, and Boathouse
8. Take direct responsibility for Horses program area, equipment and management of Barn Director(s)
 - a. Creation of staff work schedule and time-off schedule, based on programming
 - b. Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
9. With Program Director collect, revise and approve areas of excellence, lesson plans, etc.
10. 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)
11. 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
12. Supervise detail and other special details assigned to Program Staff team
13. Actively participate in training and lead designated training sessions
14. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
15. Attend each meal when not on time-off
16. Deliver meal announcements as it pertains to general Camp programming, Program Areas and coaching period details
17. Participate in evening activities, opening/closing day events, and special activities as assigned
18. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
19. 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)
20. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
21. Be prepared to serve as one of Camp's drivers, as necessary
22. Proof read communications to families as needed, including opening and closing letters and postcards
23. Submit a report at the end each session and the end of the summer season as instructed by supervisor
24. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
25. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
26. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
27. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
28. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
29. Capable of effective and sustained mental, emotional, and social interaction with others in the camp's fast-paced, youth-centered, community living environment
30. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment
31. 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 Program Director