



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

CAMP MANITO-WISH YMCA – SECTION DIRECTOR

MINIMUM QUALIFICATIONS:

1. 21 years of age (preferred)
2. Previous leadership and supervisory experience
3. Wilderness trip leading experience (preferred)
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. 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: Program Director- Summer Camp Program

ESSENTIAL FUNCTIONS:

1. Ability to manage counseling staff and schedule the day to day activities of campers
2. Ability to effectively communicate, 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, kayak or backpack for up to 12 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Take direct responsibility for a section of up to sixty campers and twelve staff members
2. Take responsibility for aspects of camper experiences which include:
 - Responsibility for campers' general health and safety in camp
 - Knowledge of Program Area and Section Game rules while in camp
 - Ability to provide support and direction to campers
3. Take responsibility for, in conjunction with other Sectional Directors, Admin and the Program Director, the smooth, daily functioning of entire Camp life which includes:
 - Coordinating cabin activities
 - Planning and facilitating all Section activities and special events
 - Assigning details
 - Addressing staff and camper needs as they arise

- Assessing and responding to trail needs and emergencies while trips are out
 - Regular microphone duty
4. Supervise and mentor assigned Counselors (Specialty Trip Counselors and Emerging Leader Experience Counselors if applicable), including:
 - Assignment of staff responsibilities and duties as per camper and programming needs
 - Provide staff support and guidance based on camper needs
 - Creation of staff work schedule and time-off schedule, based on programming and trail
 - Offer consistent evaluation of staff verbally and in writing, including an intentional end of session evaluations
 5. Assist in section/cabin placement for staff and campers
 6. Lead a 4-day training trip, teaching the full training trip curriculum
 7. Maintain open lines of communication with the other seasonal Admin, Program Areas, Trips team, health center, and front office with periodic check-ins and by providing appropriate paper work as needed
 8. Provide direct communication to families prior to and throughout session about campers experience with approval of Program Director
 9. Complete and/or review appropriate family letters, written communications and camper evaluations at the end of each session
 10. Collect, revise and approve trip itineraries and menus throughout the session
 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 Section
 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. Take responsibility for the 24-hour emergency line at least once a week
 16. Attend each meal when not on time-off
 17. Deliver meal announcements as it pertains to the general Camp programming, Section games, special occasions and staff updates
 18. Participate in evening activities, opening/closing day events, and special activities as assigned
 19. "Cunot" - take responsibility for a cabin group during cabin activity periods, meals, and at night, as necessary
 20. 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)
 21. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
 22. Be prepared to serve as one of Camp's drivers, as necessary
 23. Proof read communications to families as needed, including opening and closing letters and postcards
 24. Submit a report at the end each session and the end of the summer season as instructed by supervisor
 25. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role
 26. Understand and commit to the Manito-wish Mission, Vision and Commitment Statements
 27. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility
 28. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA
 29. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience
 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

Selected candidates will be expected to fill a Leadership Facilitator position or other designated position during the other half of the summer in addition to the Section Director role.

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