



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

CAMP MANITO-WISH YMCA - TRIPS DIRECTOR

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age.
2. 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 CPR and Wilderness First Aid or higher (Required). Certified as Red Cross Lifeguard or in Wilderness Water Safety (Preferred). Certifications may be obtained at Manito-wish prior to beginning work.
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.

REPORTS TO: Wilderness Risk Director (WRD)

ESSENTIAL FUNCTIONS:

1. Maintain high standards of professionalism throughout the In-Camp Tripping program.
2. Work with WRD to execute the In-Camp Trips Schedule and Training Trip Schedule.
3. Help build a culture of communication, including clear expectations, productive use of feedback, and willingness to have challenging conversations.
4. Collaborate with Outpost Administration Team (OAT) members, particularly regarding food packout, dish room management, and sharing equipment.
5. Oversee all In-Camp trips through staff training, administering Camp policies & procedures, and the 2020 emergency field line.
6. Management and inventory of equipment in Trips House, including first aid supplies, field line phones, and more.
7. Physically and emotionally able to respond to situations requiring first aid, evacuation, or camper management.
8. Ability to safely work outdoors in diverse weather conditions, including rain, wind, mud, heat, and cold.
9. Visual and auditory ability to identify, mitigate, and respond to hazards in wilderness and In-Camp settings.
10. Able to carry a 75-pound canoe and up to 75-pound portage pack or backpack.
11. Able to canoe, kayak, or backpack for up to 12 hours in a day.

SPECIFIC RESPONSIBILITIES:

1. Execute the schedule for all Summer Camp trips in collaboration with the WRD.
2. Manage the 2020 emergency field line. Includes responding to calls from groups, ensuring sufficient availability of 2020 phones, creation and management of a rotating schedule that includes Trips Director, Trips Assistant Director, Sectionals, and others as determined by Camp Director and Wilderness Risk Director.
3. Maintain assigned sections of the Admin Time Off Calendar, including 2020 rotations and time off for Trips Director and Trips Assistant Director.
4. Supervise and mentor all Trips Staff (Trip Assistant Director, Trip Logistical Assistants and Tripping Co-Leaders), including:
 - Assignment of staff responsibilities and duties per trip needs
 - Creation of staff work schedule and time-off schedule, based on trip needs
 - Consistent evaluation of staff verbally and in writing, through intentional evaluations during sessions
5. Coordinate and execute a thorough Trips House Orientation for staff, campers, and participants to include emergency procedures, policies, guidelines, and risk management.
6. Work with Wilderness Risk Director to maintain relationships with DNR personnel regarding state-owned campsites and with general public, specifically neighbors who grant portage rights.
7. Work with Leadership Program staff to facilitate smooth and effective Leadership Trips.
8. Abide by Camp's systems and policies regarding petty cash management.

9. Supervise all trips packing-in and packing-out of the Trips House.
10. Assist in food pack-out, first aid kit maintenance, and equipment related duties.
11. Supervise the first aid kit stocking and supply ordering process in conjunction with the Operations Director.
12. Support Trips Logistical Assistants in working with MLC Food Room Manager to maintain food needed for trips.
13. Keep a clean and well-maintained Trips House, Trips Lawn and Trips Sinks at all times
14. Manage equipment inventory, maintenance, and proper use by campers and staff.
15. Conduct and document post-trip debriefs with trip leaders.
16. Present various awards at the Paul/Pauline Bunyan Banquet.
17. Assist in the stewardship of Camp, the Program Office, 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.
18. Supervise detail and other tasks assigned to Trips team.
19. Actively participate in training and lead designated training sessions.
20. Provide leadership during emergency procedures, in both drills and implementation in case of emergencies.
21. Attend each meal when not on time-off.
22. Deliver meal announcements as it pertains to the Trips House, including when trips are to pack-out for the trail and when trips are returning.
23. Participate in evening activities, opening/closing day events, and special activities as assigned.
24. Monitor and support campers and staff throughout the summer, including their behavior, enjoyment, general hygiene and dress (appropriate and clean clothing for weather and activities).
25. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary.
26. Be prepared to serve as one of Camp's drivers, as necessary.
27. Submit a report at the end of the summer to prepare the next Trips Director for success.
28. Reference, review, and update the position manual appropriate to role as well as the manuals for those supervised within this role.
29. Understand and commit to the Manito-wish Mission, Vision and Commitment.
30. Understand and commit to the YMCA core values of caring, honesty, respect, and responsibility.
31. Understand and commit to all policies related to Child Abuse Prevention directed by Camp Manito-wish YMCA.
32. Uphold rules and policies associated with Camp Manito-wish YMCA and support the group living experience.
33. Capable of effective and sustained mental, emotional, and social interaction with others in the fast-paced, youth-centered, community living environment of Camp Manito-wish.
34. Able to maintain mental, emotional and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment.
35. Perform other duties as assigned.

TIME OFF:

1. Two 24-hour and one 12-hour period off per session
2. Other time off at the discretion of the Wilderness Risk Director