



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

CAMP MANITO-WISH YMCA – DRIVER

MINIMUM QUALIFICATIONS:

1. Minimum of 21 years of age
2. Valid driver's license and no traffic violations within 12 months of starting date of employment
3. Experience driving large multi-passenger vehicles (including 15 passenger vans)
4. Experience driving loaded boat and cargo trailers
5. 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)
6. Desire and proven ability to positively interact, teach, build life skills (including confidence and self-esteem) with youth
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: Logistics Director
Program Director- Summer Camp Program
Program Director- Wilderness Program

ESSENTIAL FUNCTIONS:

1. Able to complete Camp Manito-wish's driver training course and all its requirements
2. Follow the rules of the road and Camp driving procedures
3. Safely transport campers and staff to needed destination
4. Maintain clean vehicles and trailers
5. Ability to effectively communicate with all three Camp programs (Leadership, Outpost, and Summer Camp), work independently and meet deadlines
6. 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
7. 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
8. Ability to observe camper and staff behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques
9. Able and willing to accommodate and provide equitable experiences to diverse groups of people
10. Visual and auditory ability to identify and respond to environmental and other hazards related to wilderness and in-camp settings
11. Physical ability to respond appropriately to situations requiring first aid, fire evacuation and illness
12. Ability to work outdoors in diverse weather conditions, while safety is a top priority, candidates should be prepared for exposure to varying weather conditions
13. Able to carry a 75 pound boat and up to 50 pound portage pack or backpack
14. Able to drive for up to 8 hours in any given day

SPECIFIC RESPONSIBILITIES:

1. Serve as one of Camp's primary drivers
2. Review and confirm all necessary logistic plans and resources for drives including trail drop off and pick up, clinic/store runs, and other drives needed
3. Assist in the coordination of transportation orientations for staff and campers, to include procedures, policies, guidelines and risk management while on the road and off Camp property

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4. Be familiar with and follow procedures for reporting accidents, injuries, incidents, safety check, pre-trip check, backing up, loading, unloading, trailer attaching/detaching and vehicle/trailer break down
5. Keep records on vehicle maintenance and mileage
6. 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)
7. Assist in group pack-out, first aid kit maintenance, and equipment related duties
8. Assist in the development and implementation of a system to keep a clean and well-maintained fleet of Camp vehicles and trailers at all times
9. Assist in the stewardship of Camp, the Program Office (PO), Manito-wish Leadership Center (MLC) 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
10. Supervise detail and other special details assigned to Logistics team
11. Actively participate in training and lead designated training sessions
12. Provide leadership for and during emergency procedures, in both drills and implementation in case of emergencies
13. Attend each meal when not on time-off
14. Participate in evening activities, opening/closing day events, and special activities as assigned
15. 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)
16. "Convoy" - act as camp representative on buses/vans bringing campers to and from camp at start and end of sessions, as necessary
17. Submit a report at the end each session and the end of the summer season as instructed by supervisor
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 and two 12-hour period off per session
2. Any other time off at the discretion of the Logistics Director or Program Director