



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

## **CAMP MANITO-WISH YMCA**

**POSITION TITLE: PROGRAM DIRECTOR – OUTPOST**

**JOB STATUS: April 15 – October 31, 2025**

**REPORTS TO: CAMP DIRECTOR**

**POSITION SUMMARY:** In partnership with the Program Team and Operations Team, ensures the programs are operating at the highest level of excellence by incorporating character and leadership development through the Manito-wish collaborative leadership model. Works collaboratively to execute the training of the best staff and delivery of program. Provide an overall participant and staff experience that embraces the [Manito-wish](#) Mission, Vision, and Commitment.

### **ESSENTIAL FUNCTIONS:**

- In collaboration with the Wilderness Risk Director and Camp Director, set direction and standards of excellence for program delivery under their program (Outpost) with the capability of supporting all three programs (Summer Camp, Leadership, Outpost)
- Coordinate with the hiring team on seasonal staff rehires
- In collaboration with the Program Team, implement trainings, evaluate, and utilize outcome focused participant curriculum as related to assigned program areas
- Supervision of assigned seasonal staff teams
- In collaboration with Camp Director, coordinate all aspects of assigned program areas including, but not limited to pre-arrival communications, on-site program delivery, transportation, evacuations, permitting and post departure evaluations
- Assist in tracking and achievement of annual operating results within budget
- Build positive relationships with families and seasonal staff which leads to greater retention of staff and campers
- Positively represent camp within the YMCA, ACA, land agencies, and other appropriate kindred organizations and community groups.
- Responsible for program purchases and inventory related to outpost and tripping
- Coordinate, develop and implement Outdoor Leaders School
- Oversee the Trips House to a high degree of organization and consistently ensuring appropriate gear is sent on trail and food is adequate for campers
- Work with the Program Team and Operations Team to support oversight for the Manito-wish Leadership Center
- Collaborate with Operations Team and Program Team to organize staff housing assignments and supervise housing policy and effectively implement staff check-outs
- Commits to the highest standards of Child Abuse Prevention policies and practices directed by Camp Manito-wish YMCA
- Implements assigned areas of the strategic plan and DEI objectives
- Participate as a part of the camp recruitment team, including off-site promotion
- Hold 24-hour on call responsibilities in rotation and respond to emergencies as needed as detailed in the Crisis Action Plan
- Positively represent camp within the YMCA, ACA, land agencies, and other appropriate kindred organizations and community groups
- Live onsite and fulfill host duties as assigned
- Effective communication with campers, staff & families
- Fulfill other duties as assigned



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**KNOW HOW:**

- A Bachelor's degree or equivalent experience
- Successful experience supporting staff and the ability to lead collaborative teams
- Minimum one to three years of leading and supporting best practices of wilderness trips
- First Aid/CPR or greater certification or ability and willingness to obtain certification prior to June 1<sup>st</sup>
- Ability to work with others, adapt to fluid situations and be a servant leader
- Proficiency in completing tasks via administrative functions such as Microsoft products etc.
- Preferred experience in overnight camping and our primary methods of wilderness tripping - canoeing, backpacking and sea kayaking
- Excellent communication skills to interface with our constituents such as campers, families, staff, etc.
- Preferred experience in staff hiring, training, supervision and evaluation
- Ability and current license to drive with a record that meets insurance and organizational expectations

**EFFECT ON END RESULTS:**

The effectiveness in fulfillment of this position will be measured by:

- Maintains recognizably outstanding programming based on the overall theme of collaborative leadership, character development and wilderness tripping
- Annual budget responsibilities are met
- A positive employment experience for seasonal staff are met
- Meet or exceeds camper's and families' expectations
- Fulfilling the Mission, Vision, and Commitment in delivery to staff and participants