



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

## **MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION**

### **IDENTIFICATION:**

**Job Title:** Adventure Trip Guide (Camp Echo)

**Classification:** Exempt (salaried)

**Reports to:** Teen & Adventure Trips Coordinator, Camp Echo

**Department:** (80) Camp Echo

**Full or Part-time:** PT/Seasonal

**Revision Date:** 10/8/2018

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Camp Echo's Adventure Trip Guides carry out the execution of backcountry adventure trips for campers grades 6-12. Trips range from 3 to 20 days in the backcountry setting around the United States and Canada. Guides are responsible for caring for all individuals on the trip in spirit, mind, and body. This leadership requires knowledge of youth development, wilderness medicine, cooking, logistics, communication, and so much more. This requires a strong sense of personal and group responsibility.

### **SPECIFIC DUTIES:**

- Conducts all aspects of the Adventure Trip from start to finish. Cooperates with outside outfitters and experts
- Responsible for the direction, leadership, safety, and well-being of the Adventure Trip participants
- Works with the Adventure Trip Asst. Coordinator to pack out food and gear for the trip.
- Makes requests to the Adventure Trip Asst. Coordinator for special food and gear needs prior to each trip
- Works with the Adventure Trip Asst. Coordinator on pre-trip logistics and preparation as needed
- Verifies that the trip itinerary is accurate and that emergency and check-in procedures are in place
- Checks out gear for the trip from the Trip Center with guidance from the Adventure Trip Asst. Coordinator
- Shares driving responsibilities with co-guide on each trip, ensuring safe travel and good care of vehicle at all times
- Logs all expenses, organizes all receipts, and ensures that cash out and cash in balance with receipts after the trip
- Develops team-building plan for pre-trip, then coordinates activities with other groups and staff.
- Facilitates post-trip closure and debriefing sessions for the group
- After each trip, returns clean gear, reports repair needs or problems, and accounts for gear not returned
- After each trip, submits all administrative documentation to Adventure Trip Coordinator
- Reports maintenance needs to the Property Manager

### **ADDITIONAL DUTIES:**

- Maintains the cleanliness of the living space to which they are assigned
- Serves as a mentor to younger staff in general; specific assignments may also be made by your supervisors
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers
- Cares for and maintains equipment, supplies and property of camp
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Prepared to work in a Trip Support role when deemed necessary
- Prepared to do anything else deemed necessary by the Adventure Trip Coordinator or Camp Director

### **BUDGET FOR WHICH THE POSITION IS RESPONSIBLE FOR:**

**EXPENSE: NULL**

**INCOME: NULL**

**NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: INCLUDE SEASONAL PERSONNEL AS PART TIME: NULL**

## MCGAW YMCA LEADERSHIP COMPETENCIES (Highlight one):

	<b>Leader*</b>	<b>Team Leader</b>	<b>Multi-Team Leader</b>	<b>Organizational Leader</b>
<b>Values</b>	Accepts and demonstrates the Y's values.	Models and teaches the Y's values.	Reinforces the Y's values within the organization and the community.	Incorporates the Y's mission and values into McGaw's vision and strategies.
<b>Community</b>	Demonstrates a desire to serve others and fulfill community needs.	Ensures a high level of service with a commitment to improving lives.	Effectively communicates the benefits and impact of the Y's efforts for all stakeholders.	Ensures community engagement: promotes the global nature of the Y.
<b>Inclusion</b>	Works effectively with people of different backgrounds, abilities, opinions and perceptions.	Champions inclusion activities, strategies, and initiatives.	Develops strategies to ensure staff and volunteers reflect the community we serve.	Advocates for and institutionalizes inclusion and diversity throughout McGaw.
<b>Relationships</b>	Builds rapport and relates well to others.	Builds relationships to create small communities.	Builds and nurtures strategic Relationships to enhance support for McGaw.	Initiates the development of relationships with influential leaders to impact and strengthen the community
<b>Developing Others</b>	Takes initiative to assist in developing others	Provides staff with feedback, coaching, guidance, and support.	Provides tools and resources for the development of others	Ensures that a talent management system is in place and executed effectively.
<b>Decision Making</b>	Makes sound judgments, and transfers learning from one situation to another.	Provides others with the frameworks for making decisions.	Integrates multiple thinking processes to make decisions.	Possesses penetrating insight and strong strategic and critical thinking skills.
<b>Change Capacity</b>	Demonstrates an openness to change, and seeks opportunities in the change process	Facilitates change; models adaptability and an awareness of the impact of change.	Creates a sense of urgency and positive tension to support change.	Effectively drives change by leveraging Resources and creating alignment to expand organizational opportunities.

\*Leader is the category for all McGaw employees who are not supervisors, managers, directors, etc. In this regard, ALL McGaw employees are leaders.

## ABUSE RISK MANAGEMENT REQUIREMENTS (Highlight one):

<b>For employees who directly supervise youth</b>	<b>For employees who do not directly supervise youth</b>	<b>For supervisors and administrators</b>
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures related to managing high-risk activities and supervising youths	Reports suspicious and inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths
Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies and procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> <li>• Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations</li> <li>• Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc.</li> </ul>	Responds quickly to policy and procedure violations using the organization's progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization's commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

## QUALIFICATIONS:

- Age 21 or older
- Certified in CPR, Lifeguard, and Wilderness First Responder (ACA HW-1B, HW-1C, HW-14)
- Valid driver's license and a clean driving record
- Experience with youth in a wilderness setting or on camping trips
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals

## WORKING CONDITIONS (Check all that apply):

- Walking     
 Crouching     
 Lifting (25lbs)     
 Sitting     
 Stooping     
 Kneeling  
 Climbing     
 Standing     
 Carrying (25lbs)     
 Pulling (25lbs)     
 Pushing (25lbs)  
 Other: This position is expected to live on site.

The Y: We're for youth development, healthy living, and social responsibility.