



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

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

### **IDENTIFICATION:**

**Job Title:** Trip Logistics Specialist (Camp Echo)

**Department:** (80) Camp Echo

**Classification:** Exempt (salaried)

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

**Reports to:** Adventure Trip Manager, Camp Echo

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

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This position requires at least one year of prior experience leading Adventure Trips in a wilderness setting for Camp Echo or similar. The Trip Logistics Specialist carries out daily operations and organization of the trip center. They support a small team of Adventure Trip Support members to carry out these tasks. As a team, they will ensure the completion of pre-trip preparations during sessions and layovers – taking time off mid-session. Preparation includes trip binders, inventory of food and gear, first aid supply re-stocking, gear care, gear repair, and assessing gear replacement needs. The Adventure Trip Coordinator supports the pack out and pack in process for all trips and for off-site teen excursions, as well as aiding in their transport to and from the Camp Echo site.

### **SPECIFIC DUTIES:**

- Supports the Adventure Trip program daily operations.
- Guide execution of daily schedule for the Trip Support members.
- Supports the pack out/pack in process of all off camp adventure programs.
- Facilitates gear checkout/check-in and food packing for Adventure Trips
- Assists Trip Guides with pre-trip logistics.
- Supports pre-trip preparation of trip center during session layovers.
- Supports trip airport pickup and drop off (both in Michigan and Chicago)
- Keeps an inventory of Trip Center food, working gear, and gear needing service or replacement.
- Repairs and recommends replacement of any and all non-working gear.
- Provides final check that all Trip Guides have complete resources including camper health forms, accurate itineraries, emergency procedures, phone numbers, and gear.
- Assists in handling challenges/emergencies that come up during trips.
- Keeps the Trip Center clean and organized, and maintains a written log of safety checks, maintenance, and repairs.
- Works with the Adventure Program Manager to implement and document ACA standards.
- Reports maintenance needs to the Property Manager.

### **ADDITIONAL DUTIES:**

- Provides additional supervision of trip participants, during their time on camp.
- Aids the medical check process of trip participants during their first day.
- Fields satellite phone check-in's in tandem with the Adventure Trip Coordinator.
- Works with the Adventure Program Coordinator and to support portions of Teen and Main Camp Staff Training.
- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Reports maintenance needs to the Property Manager.
- Shares responsibility for Cause Driven Leader on Duty, teen program driver duties, and subbing in camp programs as necessary.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Maintains positive relationships with campers, parents and other staff.
- Encourages physical, emotional and spiritual growth and positive character development in all campers.
- Handles whatever else is necessary to ensure that the Adventure Program runs smoothly and safely.
- Practices cultural humility, striving to actively learn about and be sensitive to cultures different than their own
- Prepared to do anything else deemed necessary by the Adventure Program Coordinator.

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

**EXPENSE: NULL**

**INCOME: NULL**

**NUMBER OF STAFF (VOLUNTEERS) SUPERVISED: INCLUDE SEASONAL PERSONNEL AS PART TIME: 8**

## 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:

- Minimum age 21.
- Previous experience with Adventure Trip program at Camp Echo or an equivalent camp.
- Proven leadership ability with organizational skills and a talent for supporting others.
- Certified in CPR and First Aid, Wilderness First Responder and Lifeguard.
- 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: \_\_\_\_\_      \_\_\_ Other: \_\_\_\_\_

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