



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

MCGAW YMCA IN EVANSTON CAMP ECHO JOB DESCRIPTION

IDENTIFICATION:

Job Title: Adventure Trip Support

Classification: Exempt (salaried)

Reports to: Adventure Trip Assistant Coordinator, Camp Echo

Department: (80) Camp Echo

Full or Part-time: PT/Seasonal

Revision Date: 10/8/2018

Under guidance from the Adventure Trip Assistant Coordinator, the Adventure Trip Support staff conducts the daily tasks required to keep the trip center and Adventure Trip program in motion. As a team, they will ensure the execution pre-trip preparations during sessions and layovers – taking time off mid-session. This includes but is not limited to trip binders, inventory of food and gear, first aid, gear care, gear repair, receiving and organizing food/gear orders, and assessing need for gear replacement.

Adventure Trip Support staff aids in the support of the pack out and pack in process, helps supervise Adventure Trip campers during campers' time on camp, and conducts trip skill development activities for Main Campers during Cabin Groups and/or Camptivities. Adventure Trip Support staff helps support guides that are arriving on-site when needed. Trip Logistic members may also serve as substitute guides or teen/wilderness staff when deemed necessary.

SPECIFIC DUTIES IN SUPPORT OF TRIP PROGRAM:

- Supports pre-trip preparation of trip center during session layovers
- Supports the assembly of trip materials such as trip binders
- Assists in preparing group gear, first aid supplies, and food for all off camp adventure trips
- Keeps the Trip Center clean and organized
- Receives and organizes food, first aid, and gear orders
- Provides supervision support of trip groups during their time on camp
- Conducts trip center food, first aid, and gear inventories
- Marks gear for repair and aids in recommendation for gear replacement
- Repairs and cleans group gear that is in disrepair from previous session
- Reports maintenance needs to the Adventure Trip Coordinator
- Available and prepared to join Adventure Trip as a guide or teen/wilderness program as staff (if deemed necessary)
- Leads trip skill development activities with Main Camp campers through camptivities and/or cabin groups

ADDITIONAL DUTIES & NOTES:

- Supervises campers directly and in-directly as assigned, possibly including living in on-site program/cabin
- Support On-Site Teen Programs that leave camp for adventure trip experiences
- Support all camp events such as barbecues and bus lunch preparation
- 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
- 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 do anything else deemed necessary by their supervisor 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):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Values	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.
Community	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.
Inclusion	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.
Relationships	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
Developing Others	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.
Decision Making	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.
Change Capacity	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):

For employees who directly supervise youth	For employees who do not directly supervise youth	For supervisors and administrators
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"> Custodians—ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations Front desk personnel—ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc. 	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 18 or older
- Certified in CPR; Wilderness First Aid and Lifeguard preferred (ACA HW-1B, HW-1C)
- Experience with adventure trips in a wilderness setting
- 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.