

Wenatchee Valley YMCA – Lake Wenatchee YMCA Camp

Position Description 1/09

Position: Trip Director

Classification: Temporary Exempt (Seasonal)

Supervisor: Assistant Director

General Function

The Trip Director assists all director staff in providing quality summer programs that are safe, fun and that encourage kids to grow and learn in a supportive environment. The Trip Director is responsible for all groups leaving camp, including day hikes, overnight trips, multi-night trips and specialty activities that happen off site including Horse Camp. The Trip Director ensures all groups leaving camp complete the YMCA risk management documentation and have adequate supplies and safe functional equipment. As a member of the director staff, the Waterfront Director will support the Assistant Director Leadership role in camp and may assist camp by coordinating, organizing, and leading camp activities, or by providing administrative office support.

Position Requirements

The Trip Director must be able to manage multiple tasks in an organized manner and have the ability to relate well with a variety of people. Multiple camper groups will be departing and returning to camp at different times from a variety of locations and programs each week. The Trip Director will be an enthusiastic person who wants to spend the summer working with campers and staff in a rustic camp setting. The Trip Director must be committed to the Wenatchee Valley YMCA mission, be an advocate for the values of Caring, Honesty, Respect, and Responsibility and the enhancement of developmental assets in children.

As part of the director staff the Trip Director should be prepared to take a leadership role in camp. This includes working with campers and staff to resolve personal conflicts, accepting private or public praise and/or criticism from other staff in an appropriate and professional manner. The Trip Director must support the other director staff's decisions relating to their program areas, and leading by example. All staff are expected to act as positive role models to staff and participants by demonstrating the YMCA's four core values of Caring, Honesty, Respect and Responsibility in all their interactions.

The job functions are performed in a rustic outdoor environment and in a variety of buildings and outdoor settings. Residence at the Lake Wenatchee YMCA Camp is required during the summer season as described in the letter of agreement (typically 6 weeks). Room and board is provided during this seasonal employment. The Trip Director must have at least two seasons of previous camping experience or equivalent experience, current First Aid, CPR and AED certifications, a Washington State Food Handler's Permit, be at least 21 years old, and have a valid drivers license with a satisfactory driving record. Other preferred current certifications include: Lifeguarding, Waterfront, Wilderness First Aid, First Responder, and/or CDL -Passenger Endorsement.

Essential Position Functions

1. Prepare for and assist with the training of staff in proper trip procedures and practices that meet or exceed American Camping Association (ACA) standards, State Health Codes and YMCA policies and standards.
2. Schedule and coordinate all camper groups leaving camp property for the day or overnight, including transportation, risk management, equipment and food needs.
3. Maintain all required documentation for campers leaving camp property during the session, including leaders' and campers' names, planned route and alternative routes, scheduled drop-off and pick-up locations, check-in times and locations, and emergency and risk management plans.
4. Only allow those groups to leave camp, that are adequately prepared for the weather, terrain, or other natural conditions, and that have completed all required risk management documentation and emergency plans.
5. Assume responsibility for the health/welfare of participants entrusted to him/her.
6. Regularly inspect, maintain, and clean camping equipment as needed to ensure safe, functional, and clean equipment.

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Other Position Functions

1. Prepare for, assist in leading, and actively participate in staff training and staff meetings.
2. Act as a positive role model for campers and other staff, demonstrating the values of Caring, Honesty, Respect, and Responsibility in the performance of job duties.
3. Provide leadership and administrative support as directed by coordinating, organizing, or leading camp activities.
4. Review, practice, follow and make recommendations to improve safety procedures and practices at Wenatchee Valley YMCA Lake Wenatchee Resident Camp.
5. Provide input on seasonal summer staff performance to the Camping Services Director for to assist with the evaluation process.
6. Maintain and deliver accurate records.
7. Respond to emergency situations.
8. Perform other duties as may be assigned.

Key Result Areas

This position has a primary impact on the effectiveness with which the YMCA accomplishes its mission, goals, and objectives. Successful Trip Director performance is evidenced by:

1. Safe, functional, and clean tripping equipment and supplies.
2. Enthusiasm and high morale of campers, staff, and volunteers.
3. A cohesive camp leadership team and positive working relationship with staff.
4. Positive parent and camper evaluations of all off-site activities.
5. Accurate recording and delivery of information.
6. Demonstrated increase in developmental assets of campers.
7. Participant safety to meet or exceed ACA and YMCA standards.
8. Compliance with Health Department regulations and with all Wenatchee Valley YMCA policies, procedures and safety standards

Equal Opportunity Employer

The Wenatchee Valley YMCA is an Equal Opportunity Employer. The Wenatchee Valley YMCA does not discriminate on the basis of race, creed, religion, color, sex, marital status, age, national origin, or any protected class or disability.

Wenatchee Valley YMCA Mission

The mission of the Wenatchee Valley YMCA is to strengthen youth, families, and communities by promoting Christian principles and putting them into practice through leadership and programs that build healthy spirit, mind, and body for all.

Disclaimer

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or other position functions. The Wenatchee Valley YMCA reserves the sole right to modify this position description at any time with or without notice. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of any type. Employment is “At-Will” and may be terminated at any time by the employee or employer with or without cause or notice.

Employee Signature:

Date: