

Camp Arbutus Hayo-Went-Ha

Trip Shack Director

Job Description

Desired Qualifications

- Training and experience in wilderness adventure trips and activities
- Training and experience in working with children
- Enthusiasm, sense of humor, patience and control
- Current CPR and first aid certifications
- Desire to work and live in a camp community

Responsible to
Camp Director

Camp Goals/Mission

The mission of YMCA Camp Arbutus Hayo-Went-Ha is to create a community that affords each individual camper and staff member the opportunity to develop her leadership and communication skills, while growing mentally, physically and spiritually through teamwork, self challenge and positive motivation.

General Responsibilities

To prepare, direct and supervise staff and campers for their wilderness trip with location knowledge and proper equipment use and care.

Specific Responsibilities

1. Set up the Trip shack during staff training.
2. Participate in and lead specific areas of staff training pertaining to the trip shack and staff responsibilities with assigned equipment including coordinating equipment for staff training overnight.
3. Coordinate coverage of the Trip Shack when on a day off or away driving.
4. Check equipment and make (or file for) repairs when needed.
6. Conduct daily check of the area and equipment for safety, cleanliness and good repair.
7. Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
8. Schedule with cabin staff specific times for all cabins that need to have prior knowledge of the trip equipment and trip areas before they leave.
9. Working with the Cabin leaders, transportation coordinator (if needed) and Division Leaders to schedule all shake downs or overnights and have food and supplies available.
10. Monitor and assign all needed equipment at the beginning of each trip and ensure all equipment is returned in a timely manner and in good repair with exception to routine wear and tear.
11. Order, pack and store all trip food and ensure all dehydrated food needs are met for each group and all shakedown
12. Ensure all fresh food needs are met by creating menus for shorter trips; food needs for shakedown and pack food for all van drop off or pick up trips. This should be coordinated with kitchen staff for ordering and packing needs.
13. Ensure fuel for stoves is clearly marked and stored in trip shack that will be locked at all times when unattended. Fuel should be disposed of safely.
14. Conduct initial and end of season inventory, and store equipment for safety.
15. Evaluate current season and make suggestions for the following seasons.
16. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

Essential Functions

The Trip Shack Director needs to communicate effectively to enforce safety regulations, lift/assist campers and staff with trip equipment; must be able to train staff; observe camper behavior; identify and respond to hazards; work with different age and skill levels; plan and conduct daily events and activities.