



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA Hayo-Went-Ha Camps JOB DESCRIPTION

Job Title:	Trip Shack Coordinator
Classification:	Exempt (Seasonal)
Salary:	As noted on your camp employment agreement
Other Compensation:	Room and Board
Reports to:	Camp Director
Revision Date:	March 2022

POSITION SUMMARY

The Trip Shack Coordinator is responsible to further the mission of the camp through the development and delivery of tripping activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the physical operation of the tripping program and related equipment.

ESSENTIAL FUNCTIONS

- Evaluate abilities of campers and staff related to the proposed trip.
- Set up the Trip shack during staff training.
- 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.
- Coordinate coverage of the Trip Shack when on a day off or away driving.
- Evaluate the success of the tripping program.
- Teach cabins the skills necessary for a fun and safe trip before leaving camp, including personal and group health and safety, outdoor cooking and camping, comfortable travel methods, maintenance and care of equipment, emergency procedures, etc.
- Go over itineraries with campers and cabin leaders prior to trip.
- With the assistance of campers and staff, pack and load into vehicles all necessary camping and safety equipment, food, and water for the trip.
- Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
- Ensure that camp staff and campers follow established safety guidelines.
- Check equipment and make (or file for) repairs when needed.
- Conduct daily check of the area and equipment for safety, cleanliness and good repair.
- Train other staff in their responsibilities on trips.
- Work with the Program Coordinator and Division Coordinator to schedule all shake downs or overnights and have food and supplies available.
- 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.
- Order, pack and store all trip food and ensure all dehydrated food needs are met for each group and all shakedown.
- Conduct initial and end of season inventory, and store equipment for safety.
- Ensure campers and staff follow safety procedures.
- Performs any other functions necessary for the smooth and efficient operation of camp to make experience the best it can be for our campers.

REQUIREMENTS/QUALIFICATIONS:

- Previous experience with wilderness trips.
- Current Certification in CPR/First Aid.
- At least 21 years of age.

YMCA LEADERSHIP COMPETENCIES:

- **Relationship-building:** Creates and maintains authentic relationships while enhancing individual and team performance.
- **Communication:** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience.
- **Developing Others:** Recognizes and acts on the need to continually develop others’ abilities to attain the highest level of performance.
- **Decision-making:** Integrates logic, intuition, and sound judgment to analyze information to identify key opportunities, make thoughtful decisions and solve problems.
- **Leadership:** By providing the right example, motivates and encourages others in pursuit of common goals.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Long days of preparation, organizing, repairing equipment, and sending out cabins on trips with all gear required.
- Ability to be standing for long periods of time and lift at least up to 50lbs.
- Ability to work in and adapt to all weather conditions.

EFFECT ON END RESULTS

The Trip Shack Coordinator at Hayo-Went-Ha Camps play a vital role to ensure the best possible experience for the campers. The end result will be measured by the quality of safety, training, organization, and preparedness of the tripping program.

Note: Employees are held accountable for all duties of this job. This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

SIGNATURE:

I have reviewed and understand this job description and I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the State YMCA of Michigan. I acknowledge that this job description is not to be construed as an express or implied contract of employment and does not alter my status as an employee at will.

Employee’s name

Employee’s signature

Today’s date: _____

