



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

JOB DESCRIPTION

Position: Adventure Trips Director
Department: Resident Camp
Location: Camp Burgess & Hayward
Reports to: Outdoor Education Director
Position Type: Seasonal Full Time

Revision Date: December 2021

Position Summary:

The Adventure Trips Director will develop and implement Camp Burgess & Hayward's [adventure travel program](#) for teens. This position is seasonal full time, with a start date of March 2022 and a flexible end date, depending on the needs of the candidate and the YMCA. Candidate must work through August 2022. This position has potential to become full time. Private on-site housing is provided with this position. Job duties will align with the goals and mission of the YMCA, which is dedicated to providing an opportunity for all to grow, learn, and thrive through our services and programs.

Essential Duties and Responsibilities:

1. Plan, organize, and implement summer adventure travel programs for 12-17 year-olds.
2. Hire, supervise, and coach 10 summer trip leaders throughout their employment.
3. Manage the budget and financial reporting of all trips including: contractor costs, food and program supplies, travel and accommodation expenses, equipment purchases.
4. Serve as the spokesperson for the Adventure Trips program by representing the YMCA at open houses and fostering positive relationships with organizations and the community.
5. Assist in the shared duties of facility maintenance and site improvement projects.
6. Assist with answering general phone calls, processing paperwork, and participate in fundraising efforts.
7. Must live on camp property (housing provided)

Supervisory Responsibilities:

- Recruit, interview and hire 10 trip leading staff.
- Oversee the direction, coordination and evaluation of the trip leaders.
- Plan, schedule and implement the staff training program.
- Facilitate the regular briefing and debriefing of trip leaders before and after each trip.

Qualifications:

- Must be at least 21 years of age.
- A bachelor's degree is preferred.
- One or two years of relevant experience in a director/coordinator position for youth programs, or an equivalent combination of education and experience.
- Lifeguard and WFA/WFR certifications preferred

Skills:

- Applicants must be driven and motivated to grow and develop their own program. The position requires great flexibility and the capacity to solve problems under pressure.

- Ability to prioritize tasks, define the most important issues, collect and evaluate data, and continue to develop the program.
- Ability to maintain composure and professionalism in stressful situations.
- Works well in a team setting and able to coordinate logistics in a fluid environment alongside other camp programs.

Customer Service:

- Serve as the spokesperson for the Adventure Trips program. Demonstrate excellent interpersonal skills in all interactions with camper families and contractors, both over the phone and in person.
- Ability to respond to inquiries or concerns from families, regulatory agencies and members of the community. Ability to create, organize and present ideas and promotional materials to groups of people.

Office Skills:

- Ability to apply concepts of basic budgeting and bookkeeping.
- Familiarity with website management and Microsoft Office programs including Publisher and Excel, and ability to create and manage spreadsheets, staff schedules, and advertising materials.
- Ability to read, analyze and interpret policies, financial information and legal documents.

Physical Requirements:

- Able to walk one mile in under 14 minutes without assistance.
- Able to lift a 14" X 18" X 36" trunk weighing 40 pounds to a height of 48".
- Able to climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, walk, lift and/or move up to 40 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- Must be a capable swimmer and be comfortable on a variety of watercraft.
- While performing the duties of this job, the employee is regularly required to stand, talk, hear and walk over grounds that are uneven, hilly, not paved and spread out over 300 acres. The employee must be able to work in an outdoor environment for long durations in rain, snow and other inclement weather.

General Sign Off:

The employee is expected to adhere to all association policies and to act as a role model in the adherence to association policies.

I have read and understand this explanation and job description

Adventure Trips Director

Date