

YMCA Camp Bernie

Summer Camp Job Description



Job Title: Trip Leader

Reports To: Program Coordinator and Camp Nurse

Position Purpose: Trip Leader furthers the mission of YMCA Camp Bernie through the planning and leading of off-site activities and assisting with coverage of the Wellness Center. Deliver activities that are safe, fun, and appropriate to the camper's age and abilities.

Essential Job Functions:

- 1:** Enforce safety procedures on trips.
 - a. Assist in the implementation of staff training in trip procedures. Instruct other staff members in their responsibilities while on off-site trips.
 - b. Ensure campers and staff members follow all safety protocols on trips. Provide expert supervision during off-site trips to help prevent and manage injuries.
 - c. Prepare and deliver a detailed off-site trip itinerary with roster and emergency contact information prior to departure.
 - d. Understand and implement appropriate responses to changes in water or weather conditions affecting the trip. Be prepared to enact written emergency procedures in the event of accident or illness.

- 2:** Deliver a dynamic and organized trip program.
 - a. Evaluate the abilities of campers and staff related to the proposed trip. Teach 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 and emergency procedures.
 - b. Manage the storage facilities and equipment, ensuring that all necessary equipment is checked for integrity and cleanliness prior to packing.
 - c. Meet with the Camp Nurse, Food Service Director, and Maintenance Team before and after trips to ensure proper camper healthcare and paperwork, proper food preparation and packing, and timely equipment loading and exchanges.
 - d. Evaluate the success of the trip program, in partnership with the Program Coordinator, to ensure the development of camper abilities and skills.

3: When in camp, assist with the operations of the Wellness Center in coordination with the Camp Nurse.

- a. Provide coverage of the Wellness Center and manage daily medications and health calls when Camp Nurse is off-duty, including some nights and holdovers.
- b. Maintain proper documentation of health services provided.
- c. Arrange for advanced care at an outside treatment facility when conditions are out of scope.
- d. Participate in health screening of arriving campers and staff.

Other Job Duties:

- a. Contribute to verbal and written evaluations and communications as requested by the Leadership Team.
- b. Be an engaged member of the Camp community.
- c. Any and all other added responsibilities as requested by Administrative Staff.

Qualifications:

- a. Must be at least 21 years of age.
- b. Must carry current certifications in CPR/AED for the Professional Rescuer or CPR/AED for the Healthcare Provider, and ARC or YMCA Lifeguard certification with Waterfront Module. WFA/WFR or other medical experience preferred.
- c. Must have the ability to lead activities, be a group leader, and be flexible.

Physical Aspects of the Job:

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

Some physical requirements of a boating position could be endurance including prolonged sitting, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate waterfront equipment and waterfront activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 lbs. Willingness to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying water conditions.