



McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Adventure Trip Planner
REPORTS TO: Program Manager
SUPERVISES: None

SPECIFIC DUTIES

Fall

- Plan and execute any appropriate scouting trips in preparation for the next summer.
- Update the trip fee calculation spreadsheet using actual information from the previous summer.
- Word process the trip journals and send them to the Program Manager for distribution to trippers.
- Provides the Program Manager with revised trip information for the website and camp brochure.

Winter

- Attends the teen reunion if possible.
- Plan the trips for the next summer – van/trailer needs, trains/planes, permits, itineraries, emergency numbers.
- Provides the Program Manager with the details necessary for arranging for the leased vans for trips
- Obtains all necessary waiver forms for trips prior to the mailing of the Parent Information Packets and Forms
- Assists the Program Manager with the hiring process for Trip Guides.
- Attends the parent meetings for trips if possible.
- Assists the Program Manager with the update of the Teen/Trip Staff Manual.

Spring

- Arranges, and manages the accounts, for any and all Camp Echo Pro Deals with vendors of outdoor equipment.
- Provide the Program Manager with the details necessary for obtaining credit cards for trip staff.
- Assists the Program Manager and Teen Camp Director in assigning staff to Trips and Teen Programs
- Plan and run Trip Staff Training (if employed as the summer Teen Adventure Coordinator).

QUALIFICATIONS

- Minimum age 21; college graduate preferred
- Previous experience in an Adventure Trip program at Camp Echo or an equivalent camp
- Leadership ability and teamwork oriented
- Detail oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals