



McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Outdoor Ed Director
REPORTS TO: Program Manager
SUPERVISES: Staff working Outdoor Ed

SPECIFIC DUTIES

- Researches and prepares or updates the Outdoor Ed curriculum
- Recruits school and other groups and manages the schedule of arrival and departure for same
- Communicates the rates and prepares letters of agreement for each group
- Prepares an estimated billing with deposit due for each group
- Communicates with each group to prepare an itinerary for their time at camp
- Plans and conducts Outdoor Ed Staff Training prior to the Outdoor Ed season.
- Schedules staff as appropriate to the various activity areas
- Conducts the start-of visit activity/meeting for the group
- Serves as the “point person” for all communication to and from the Group Leader while they are at camp
- Manages the daily and evening program for each group
- Schedules staff for daily and weekly time off as appropriate
- Rings the bell, or delegates same, and/or schedules appropriate bugle calls to substitute for the bell.
- Manages or delegates the start of meals, including cabin group entry and Grace
- Manages or delegates all the announcements and frivolity that occurs after meals
- Conducts the end-of-visit activity/meeting for the group
- Follows through with a final billing for each group
- Observes staff members who work Outdoor Ed, providing coaching, encouragement, and necessary correction.
- Works with the Camp Director to enforce staff discipline policies
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all participants.
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Handles whatever else is necessary to ensure that Outdoor Ed runs smoothly and safely
- Prepared to do anything else deemed necessary by the Camp Director

ADDITIONAL DUTIES

- Assists with recruitment, interviewing, and hiring of Outdoor Ed staff
- Assists with advance ordering of program supplies to minimize daily needs during Outdoor Ed

QUALIFICATIONS

- Age 21 or older; college graduate preferred
- 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