



McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Outdoor Ed Staff
REPORTS TO: Outdoor Ed Director
SUPERVISES: None

SPECIFIC DUTIES

- Works in one or more Discovery Centers during the day as assigned:
 - Reads or researches previous material on how the Discovery Center operates.
 - Locates all necessary equipment.
 - Alerts the Outdoor Ed Director if there appear to be any safety issues that need to be addressed.
 - Distributes and collects materials back from participants as needed.
 - At the end of the experience, makes sure equipment is properly stored for the next group.
- Assists with meal preparation and kitchen cleanup as assigned.
- Assists with building, cabin, and bathroom cleanup as assigned.
- Serves as a liaison between the camp and one or two cabin groups, as assigned:
 - Helps groups move into cabins and explains the camp rules.
 - Conducts a short tour of the important areas of camp.
 - Builds and lights fires in the fireplaces each evening if appropriate.
- Endeavors to make the outdoor education experience a pleasant one for students and teachers:
 - At all times, is extremely polite and respectful to teachers.
 - Allows and encourages teachers to handle discipline issues; focuses on instruction and safety.
 - Double-checks song lyrics with the Outdoor Ed Director before leading any songs.
 - Treats the members of the school group as valued guests of the camp.
- Assists with all evening programs as an enthusiastic participant.
- Leads a Night Hike, using assigned materials and lessons, for an assigned group.
- Assists with the late night snack distribution and cleanup.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space to which he or she is assigned.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all participants.
- Cares for and maintains equipment, supplies and property of camp.
- Maintains positive relationships with children, 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
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 18 or older, and at least one year out of high school
- Certified in CPR, First Aid and preferably Lifeguard
- 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