



We build strong kids, strong families, strong communities.

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Teen Adventure Coordinator

REPORTS TO: Teen Camp Director

SUPERVISES: Trip Staff

SPECIFIC DUTIES

- Oversees the Adventure Trip program and the trip portions of the Rangers and Teen xTreme programs.
- Orders necessary gear (tents, backpacks, stoves, etc) for the scheduled Adventure Trips.
- Oversees the preparation of itineraries and budgets for each trip, including all necessary logistics.
- Updates the safety and emergency procedures for Adventure Trips annually and ensures that they are followed.
- Works with the Program Manager and Teen Camp Director to implement ACA and appropriate AEE standards.
- Manages the van, trailer, and equipment transportation logistics involved with the trip program.
- Plans and oversees the Trip Staff Training Trip.
- Works with the Head Cook to order food for Adventure Trips. Helps decide what food to keep in the Trip Center.
- Keeps the Trip Center clean and organized, and maintains a written log of safety checks, maintenance, and repairs.
- Coordinates living spaces for Trip Guides and Adventure Trip groups while they are in base camp.
- Works with the Property Manager to see that the vans are ready for each trip.
- Facilitates gear checkout and food packing for Adventure Trips and assists Trip Guides with pre-trip logistics.
- Provides the Camp Director with timely information on trip departure/arrival vis-a-vis meals to be eaten in camp.
- Arranges trips to town for special food and gear needs prior to each trip.
- Handles check-out and check-in of cash, credit cards, and vans for Adventure Trips. Reconciles their expense records.
- Works with the ABC Director to schedule all groups for team initiative and/or high challenge elements.
- Ensures that all Trip Guides have camper health forms, emergency procedures, and phone numbers with them.
- Manages the departure from camp, check-in during trip, and arrival back at camp, including gear check-in, of all trips.
- Drives, or identifies other approved drivers for, Adventure Trip, TxT, and Rangers groups who don't drive themselves.
- Assists the Program Manager and Camp Director in handling problems/emergencies that come up on trips.
- Ensures that the Trip Guides submit participant evaluations, trip journals, and parent letters as appropriate.
- Observes Trip Guides, providing coaching, encouragement, and necessary correction.
- Works with the Trip Guides to maintain and update the Trip Notebooks during the summer.
- Reports maintenance needs to the Property Manager.
- Submits a final program/equipment inventory and needs report and arranges for the repair or replacement of broken gear.

ADDITIONAL DUTIES

- Maintains the cleanliness of the living space and office space to which he or she is assigned.
- Works with the Program Manager and other camp leaders to plan and implement Teen and Main Camp Staff Training.
- Shares responsibility for central night duty, supervision of AC nights out, and subbing for SCs on nights out.
- Assists the ABC Director with high ropes facilitation as needed and as available.
- Assists the Head Counselor and Teen Camp Director with overall behavior management of campers and staff.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- 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 the Teen Adventure Program runs smoothly and safely.
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Minimum age 21; college graduate preferred
- Previous experience with an Adventure Trip program at Camp Echo or an equivalent camp
- Proven leadership ability with organizational skills and a talent for developing and leading a staff team
- Certified in CPR and First Aid; Lifeguard preferred.
- 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