



YMCA of Greater Vancouver
YMCA Camp Elphinstone
Position Description

OUT-TRIP COORDINATOR

REPORTS TO: ASSISTANT DIRECTOR OR CAMP DIRECTOR

POSITION PURPOSE:

The Out-trip Coordinator is a part of the support team required to deliver YMCA Camps program. The out-trip coordinator will provide expertise, experience and skills specific to out-tripping and instruction in outdoor leadership skills. As well, this person will provide assistance and leadership to other staff pertaining to outdoor living skills and practices. This person will be required to live on-site.

THE PROGRAM STAFF TEAM

The group of staff known as the program staff is generally unattached to a specific group of campers. The responsibilities of this group extend beyond daily program delivery. Program staff will help with planning and implementing special events, take turns as staff of the day, run meals and flagpoles and share in occasional supervision of cabin groups. This is a mature and responsible group of people who are at camp to further their experiences guiding children and to share their leadership with the rest of the camp community.

GENERAL DUTIES AND RESPONSIBILITIES

YMCA Camps programming is based on the building of a camp community. The camp community is intended to be supportive of all the members and to provide opportunities for growth and learning. Staff at YMCA Camps are responsible to not only be a part of the camp community, but also to guide campers in understanding what it means to be a part of a YMCA Camp. This will be accomplished in a number of ways, but is not limited to:

- Role modeling appropriate behaviour
- Role modeling respectful and caring relationships with staff and campers
- Understanding that each staff members' role in the camp community is to serve our clients (campers) and to assist other staff in serving campers
- Understanding that the greater good of our client's experience must be at the forefront in every decision made
- Teach and role model the core values of the YMCA
- Read, understand, teach and enforce the policies of the YMCA and YMCA Camps

SPECIFIC DUTIES AND RESPONSIBILITIES

As a program staff, the Out-trip Coordinator will be expected to:

- Provide behaviour management and general camper care assistance whenever possible
- Act as a role model at all times providing leadership and guidance to younger staff as well as campers
- Be available to assist in camp-wide programming, in transition times and during meal times

The Out-trip Coordinator will also be expected to:

- Coordinate any out-trips departing from YMCA Camp Elphinstone
- Oversee the out-tripping program and manage the out-tripping staff
- Maintain the cleanliness and health standards of the out-tripping centre
- Ensure that all equipment signed out is signed back in and apply responsibility to the staff team where appropriate
- Complete all paperwork required for out-trips
- Order and pack all food for all out-trips
- Ensure all out-trips follow YMCA Camps policies and procedures

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- Ensure that all out-tripping gear is well maintained and is used responsibly
- Act as a lifeguard if and when required

The Out-trip Coordinator may be required to assist in duties not listed above. The YMCA expects the support of all staff members in fulfilling objectives that may not be specific to this position.

QUALIFICATIONS/EXPERIENCE

- Wilderness First Aid or Equivalent (40+ hr course)
- Current NLS certification
- Current Boat Operators' certification
- Prior Canoeing and Kayaking Experience, out-trip experience
- Class 4 Drivers' License an asset
- Participation in 100% of YMCA Camps staff training

COMPETENCIES

- Coaching and Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.
- Communication: Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the Association.
- Concern for Health and Safety: Acknowledges and understands how to manage and educate others of risk or harm reduction.
- Initiative: Does the right thing at the right time without being asked.
- Quality Focus: Ensures that success criteria for self, staff, and programs are set, reviewed and surpassed regularly to provide excellent service delivery.
- Teamwork: Participates actively in a team for organizational effectiveness.
- Self-Management: Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to supervisor.

POSITION DESCRIPTION SIGN-OFF

My signature on this document indicates that I have read, understand and agree with the position as it has been described above. I understand that as part of obtaining a position with the YMCA of Greater Vancouver I will also be required to sign a staff agreement, complete a criminal record check with vulnerable sector search (the results of which may affect my suitability for this job) and read, understand and agree to abide by any relevant YMCA policies. These will be supplied to me by the hiring manager (or delegate) prior to the commencement of my duties or over the course of a pre-established training period.

If under the age of 19, parental/guardian signature must be obtained on this document prior to the commencement of your duties.

Signature: _____

Signature of Parent/Guardian: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____