



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RED WING YMCA JOB DESCRIPTION

Job Title: Backwoods Director

FLSA Status: Seasonal

Leadership Level: Leader

Reports to: Camp Pepin Director, Program Director

Starting Pay Rate: \$450/week

Revision Date: 11/9/23

POSITION SUMMARY:

The Backwoods Director at Camp Pepin is a dynamic and integral member of the leadership team, entrusted with the oversight of backwoods programming areas, including the target range. This multifaceted role involves meticulously organizing and scheduling on-site campouts in the backwoods area for each cabin, collaborating with counselors to curate meal preferences, and providing the essential equipment and camping gear to ensure a seamless and memorable experience for campers. From training our staff to be prepared to lead these campouts to managing the check-in and check-out process for equipment, the Backwoods Director plays a pivotal role in orchestrating a harmonious and safe camping environment. Additionally, the Backwoods Director is directly responsible for overseeing the target sports activities, encompassing archery, .22 rifles, and slingshots. With a steadfast commitment to safety, the Backwoods Director instructs staff on proper safety measures, ensures their demonstrated proficiency in leading target sports activities, and maintains and organizes the equipment. Collaborating with staff to create engaging and varied activities for the target range, the Backwoods Director strives to captivate campers' attention while fostering a sense of environmental stewardship. This role embodies the essence of Camp Pepin's mission, providing campers with unique opportunities to connect with nature, experience camping for the first time, and develop a lifelong appreciation for the great outdoors.

In addition to these responsibilities, the Backwoods Director serves as a leader for our counselor staff. Providing crucial support, coaching, and mentorship, the Backwoods Director collaborates with counselors to ensure their professional development and success. Working alongside other Program Staff, the Backwoods Director contributes to creating a cohesive and positive summer camp experience for both staff and campers. This role embodies the essence of Camp Pepin's mission, not only providing campers with unique opportunities to connect with nature but also fostering a supportive and rewarding environment for the dedicated counselor team.

ESSENTIAL FUNCTIONS:

1. Organize and schedule on-site campouts in the backwoods area for each cabin.
2. Collaborate with counselors to determine meal preferences and menu items for each cabin's campout.
3. Provide necessary equipment, ingredients, and camping gear for the designated meals, ensuring a seamless experience for campers.
4. Manage the check-in and check-out process for equipment, including tents and camping gear, maintaining accurate records.
5. Lead the cleaning process of tents and equipment after each cabin returns from their campout.
6. Oversee the target sports activities, including archery, .22 rifles, and slingshots, ensuring adherence to safety SOPs.
7. Instruct staff on safety measures and ensure they have demonstrated the correct skills to lead target sports activities.
8. Maintain and organize target sports equipment, conducting routine inventories and requesting additional equipment as needed.
9. Collaborate with staff to create engaging and varied activities for the target range to captivate campers' attention.
10. Model a genuine care for the environment and demonstrate knowledge of local wildlife.
11. Serve as a positive role model, fostering a sense of environmental stewardship among campers.
12. Work collaboratively with the leadership team to support the overall camp operation and resident counselor staff.
13. Actively contribute to the leadership team's efforts to create an inclusive and positive camp environment.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work, and actively participates in meetings.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates and openness to change and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

EXPECTED HOURS OF WORK

The expected hours for the Camp Pepin Program Staff will be midmorning Sundays through Friday evenings. Camp Pepin Program Staff will assist with the preparation and planning of Staff Training via virtual meetings before camp starts. Program Staff are expected to be onsite 24 hours a day when camp is in operation. There are times when staff will be off or away from children when camp is in session, though the camp director will develop a schedule of duty times.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Visual/auditory ability to identify/respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid; must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Some physical requirements of a Program Staff position could be endurance, including prolonged standing, some bending, stooping, and walking long distances, hiking, climbing, and stretching.
- Requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities, the ability to lift up to 50 lbs.
- Requires normal range of hearing/eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities; and with daily exposure to the sun, heat, and animals such as bugs, bats, etc.

TRAVEL

Camp Pepin Program Staff who have proper driving authorization may take children on day and overnight trips, depending on skills, knowledge, and personal job duties within camp. Staff may also be required to travel to Red Wing areas to retrieve a van from the Red Wing YMCA fleet.

QUALIFICATIONS:

1. Must be at least 20 years of age.
2. Must be able to obtain or become certified in First Aid/CPR (camp will provide certification).
3. Must be able to obtain or become certified as a Lifeguard (camp can provide certification).
4. Demonstrate knowledge and skill in program area.
5. Ability to serve in a leadership position for camp staff.
6. Ability to schedule and supervise children.
7. Desire and ability to work with children outdoors.
8. Ability to interact with all age levels.
9. Ability to relate to youth and adults in a positive manner.
10. Ability to communicate and work with diverse participant needs and provide necessary instruction to campers and staff.
11. Ability to observe camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures, and apply behavior-management techniques.
12. Ability to pass a background check and, if necessary, a motor vehicle check to ensure proper license and driving record.

AAP/EEO STATEMENT

The Red Wing Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management. Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____