



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP JORN YMCA- AREA DIRECTOR

Job Title: **Trips Director**

FLSA Status: Exempt

Status: Seasonal

Reports to: Camp Operations Director

Department: Summer Camp

Revision Date: 10/10/2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides direct leadership to plan, direct and supervise the Wilderness Trips program.

ESSENTIAL FUNCTIONS:

1. Plan routes and reserve campsites for all canoeing, hiking and biking Wilderness Trips. Manage all tripping logistics including supplies, transportation, emergency & evacuation plans, and compliance with local camping regulations.
2. Prepare, conduct and oversee pack-out and pack-in sessions for all cabin group cookouts and overnight trips in accordance with Camp Jorn guidelines.
3. Uphold and maintain ACA & American Red Cross standards in regards to Wilderness Trips, camping activities and aquatic activities.
4. Ensure safety through regular maintenance checks of equipment. Schedule repairs and replacements as needed.
5. Maintain cleanliness of Trips House through organization of materials and equipment as well as general cleaning. Keep a detailed inventory of supplies.
6. Ensure sufficient amounts of food & supplies are available for trips and camping activities through effective group coordination and a timely ordering schedule.
7. Teach staff safe wilderness tripping principles and skills during staff training.
8. Plan, run and support pre-trip training curriculum for cabin groups and leadership groups.
9. Supervise and provide guidance to counselors and trip leaders.
10. Collaborate with Program Directors regarding trips schedules.
11. Build effective, authentic relationships with campers; helping them connect with each other and to Camp Jorn YMCA.
12. Other duties as assigned - but basically be awesome.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships with staff.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. 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. Strives to deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

QUALIFICATIONS:

1. Possess current certification in CPR/First Aid/AED and Wilderness First Aid
2. Previous wilderness camping leadership experience.
3. Specific knowledge of Northern Wisconsin recreation areas.
4. Impeccable driving record and comfort driving Camp Jörn vehicles and maneuvering the trailer attached with canoes/kayaks/supplies.
5. Experience and confidence identifying and responding to hazards and emergencies, implementing proper emergency procedures.
6. Proven leadership ability with organizational skills and a talent for supporting others.
7. At least 30 years of age is strongly preferred.
8. Ability to build relationships with campers, parents and staff.
9. Self-motivated, taking initiative and aware of the needs of camp.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical ability to perform all skills required to prepare groups for cookouts and overnight trips.
- Ability to handle and use all equipment necessary for wilderness trips and camping activities.
- The ability to work in outdoor conditions and environments for extended periods of time, including hot days in the sun.
- Ability to lift equipment up to 40 pounds.
- Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.
- Ability to drive large vehicles for extended periods of time.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____