



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: Trip Guide
REPORTS TO: Teen Adventure Director
SUPERVISES: None

SPECIFIC DUTIES

- Works with the Teen Adventure Director to arrange living space for the group before and after each trip.
- Works with the Experiential Learning Coordinator to facilitate appropriate pre-trip group-building exercises.
- Works with the Teen Adventure Director to pack out food for the trip.
- Makes requests to the Teen Adventure Director for last minute special food and gear needs prior to each trip
- Works with the Teen Adventure Director on pre-trip logistics and preparation as needed.
- Verifies that the trip itinerary is accurate and that emergency and check-in procedures are in place.
- Checks out gear for the trip from the Teen Adventure Director.
- Checks out van keys, credit cards, and a cash advance from the Operations Manager.
- Makes an announcement at Main Camp meals before and after each trip.
- Follows all applicable state laws and speed limits when driving camp vans and is responsible for any related fines.
- Conducts all aspects of the Adventure Trip from start to finish. Cooperates with outside outfitters and experts.
- Responsible for the direction, leadership, safety, and well-being of the Adventure Trip participants.
- Logs all expenses, organizes all receipts, and ensures that cash out and cash in balance with receipts after the trip.
- Facilitates post-trip closure and debriefing sessions for the group.
- After each trip, returns clean gear, reports repair needs or problems, and accounts for gear not returned.
- After each trip, turns in keys to, and checks in the van with, the Operations Manager.
- After each trip, returns credit cards, receipts, and expense records to the Teen Adventure Director.
- After each trip, submits tripper evaluations or parent letters, as appropriate, to the Teen Adventure Director.
- After each trip, submits a trip journal to the Teen Adventure Director.
- Reports maintenance needs to the Property Manager.

ADDITIONAL DUTIES

- Attends vehicle safety sessions with the Property Manager prior to driving any camp vehicle.
- Shares, with other Teen Camp Staff, the job of picking up and dropping off of rented vans.
- Maintains the cleanliness of the living space to which he or she is assigned.
- Serves as a mentor to younger staff in general; specific assignments may also be made by your supervisors.
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Cares for and maintains equipment, supplies and property of camp
- Shares responsibility of staffing layovers with other staff members
- 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
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 21 or older
- Certified in CPR, Lifeguard, and Wilderness First Responder (**ACA HW-1B, HW-1C, HW-14**)
- Valid drivers license and a clean driving record
- Experience with campers in a wilderness setting or on camping trips
- Leadership ability and teamwork oriented
- 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