



## Rye YMCA Trip Director

### POSITION SUMMARY:

Under the supervision of the Camp Director, the Trip Leader is responsible for providing direct leadership to camp participants and guidance to Camp Staff and C.I.T.'s in supervision of groups of children during off-site trips. This includes management of all safety plans and procedures and maintaining a safe and controlled environment throughout all excursions. In this role you will work with children through the ages of potentially 3 years old through 14 years old (depending on assignment). You will teach swim lessons or supervise free swim in the pool and assist/lead many of other physical activities (see camp brochure for the full list). Must adhere to the Y's four core values at all times (caring, honesty, respect and responsibility).

### ESSENTIAL FUNCTIONS:

1. Oversee the direct leadership of Unit Leaders, Camp Counselors in maintaining safe travel procedures.
2. Maintain counselor-to-camper ratios according to health department regulations.
3. Ensure that all necessary medical kits, first aid supplies, and essential emergency equipment (flares, fire extinguisher) are fully stocked and available.
4. Know the exact attendance for all children attending the trip, and make certain that a true head count is taken throughout the day, and before departing from both the camp site and the trip site.
5. Make sure that camp staff are separated throughout the bus for optimum supervision. Ensure that campers are seated and seatbelts are fastened, and total seating of the bus is not exceeded.
6. Observe staff and camper conduct during the trip, and manage conflicts between personnel as necessary. Report all incidents to the Camp Director.
7. Respond to all medical emergencies as they occur and record them in the camp medical log upon return to camp.
8. Handle trip accommodations and all dealings with trip hosts. Obtain receipts for camp records and provide to Camp Director.
9. Use sound and mature judgment in making decisions which affect the safety of camp participants and staff, and ensure the quality of the trip program

### QUALIFICATIONS:

1. The incumbent must be at least 21 years of age with 3+ years of experience.
2. Must have the ability to provide physical support/assistance to campers in active sports and swimming (this may mean the ability to hold up 10 lbs. in the water or support 30 lbs. during sports activities).
3. Must have the ability to see and hear visual cues amongst staff and members as well as the ability to respond back to those cues.

### PHYSICAL DEMANDS:

1. Acceptable eyesight (with or without correction).
2. Acceptable hearing (with or without correction).
3. Ability to communicate both orally and in writing.
4. Ability to lift up to 30 lbs.

**Age Requirement:** Applicants must be at least 18 years old by July 1<sup>st</sup>, 2019

**Salary Range:** TBD

**Duration:** Summer Position - June 26 to August 18 (8 weeks, Mon-Fri)

**Hours:** 35 Hours per week