



Camp Olson YMCA Job Descriptions:
Overnight Director

Responsible to:

Outbound Trips Director, LDP Director

Compensation:

Base rate of \$270/week plus room and board, bonuses available

Responsibilities:

A. General

1. Set standards for an outstanding overnight program.
2. Ensure sufficient supplies for all overnights.
3. Maintain clean and orderly Outpost.
4. Work closely with the Outbound Trips Director.
4. Participate in all whole-camp activities.

B. Specific

1. Plan and conduct daily packout sessions for all cabin groups headed to the Shurds or the Cooper Lake platform tents.
 - a. Always take into account age of camper cabins.
 - b. The focus should be on education for the campers in ethical and safe camping procedures.
 - I. Refer to Tripping Binder.
 - II. Enforce Leave no Trace ethic.
 - III. Assign campsites to cabin groups and report locations daily to Assistant Director and Camp Director.
2. Aid with pack-in process.
 - a. Work to have campers participate and take ownership in pack-in process.
4. Manage staff assigned to the Outpost during afternoon elective time.
5. Ensure a SAFE and CLEAN Outpost at all times including safe and sanitary preparation and storage of all foods at the Outpost.
6. Ensure safe and adequately functioning equipment is sent on all overnights.
7. Maintain sufficient supplies of food for camping meals.
 - a. Work with Camp Director and Kitchen Staff to make appropriate orders on time.
8. Monitor weather and it's suitability for campouts. Be prepared with an evacuation plan at all times.
9. Participate in ALL evening games and campfire programs.

C. Administrative Duties of Outpost Director

1. Maintain a dialogue with the Leadership Development Program Coordinator with regard to staffing and tripping issues.
2. Keep a running inventory of supplies and equipment and re-order materials and supplies through the proper avenues.



- a. Work with Outbound Trips Director to keep and accurate equipment maintenance log for all Outpost items (provided in Outpost binder).
3. Report any and all maintenance issues related to the Outpost to the Management Team.
4. Write an end-of-summer report that evaluates the Outpost.
 - a. What went well? What didn't?
 - b. New Trip ideas.
 - c. Tips on teaching, supply stores, day-to-day maintenance of the Outpost.
 - d. Inventory
 - e. Anything that may help future Directors.

Qualities Needed

A. General

1. Understanding of the mission and goals of Camp Olson and an appreciation for living out of doors.
2. Ability to work with people.
3. Affinity for working with children.
4. Knowledge of camping and trip planning.
5. Ability to problem solve.

B. Specific

1. Experience in camp leadership.
2. Minimum age 18 years old by start of camp season.
3. Ability to manage others.