FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Assistant Leadership and Trips Director
Employee Classification: Seasonal
Reports to: Leadership and Trips Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Assistant Leadership and Trips Director is responsible for coordinating staff, scheduling, and logistical support of the teen wilderness and the Leadership Training Programs. This role will coordinate trip preparation, assist with group travel, and serve as a liaison between Trip staff leaders and the Leadership and Trips Director. Responsible for reviewing, maintaining, and evaluating camp program areas and staff. A willingness to comply with YMCA driving rules and Colorado Department of Transportation regulatory requirements to be approved to operate YMCA vehicles is required.

OUR CULTURE:

We firmly believe in our mission of putting Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. The YMCA of the Rockies staff are key players in helping cultivate an environment of healthy living, youth development, and community impact on our breathtaking properties outside Rocky Mountain National Park. This is a place where nature inspires, and staff lead with heart. We are committed to being welcoming to ***all*** people and to making a difference in the lives of our members, guests, and staff. The work each staff member does matters. We count on our staff to provide extraordinary mission-based experiences for our guests and for each other.

ESSENTIAL FUNCTIONS FOR ALL CAMP CHIEF OURAY STAFF:

- Create a safe space for all campers, families, and staff. Promote safe work practices to allow for development and growth for all.
- Possess the mental, social, and emotional skills necessary to build rapport and positive relationships, putting camper needs first
- Respond to camper and customer requests for service, troubleshoot problems and develop solutions in a patient and respectful manner.
- Contribute to a cooperative and positive camp community, be a team player
- Be responsible for the upkeep of the camp facility and cleanliness of camp. Report any repairs in a timely manner.
- Assist other departments as needed

ESSENTIAL FUNCTIONS FOR THIS POSITION:

- Training
    - Participate in Admin and staff training prior to start of summer camp
    - Assist with the coordination and implementation of curriculum for staff training. Evaluate trainings after delivery.
    - Provide training appropriate to areas supervised to assure quality programming and camp activities.
- Supervisory
    - Monitor curriculum delivery and progression within program activities, providing feedback to staff on their delivery of program curriculum

  - Assist with camp living, including housekeeping and basic maintenance
  - Be responsible for the health and safety conditions in camper and staff living areas
  - Lead staff meetings and all camp announcements when necessary
  - Provide administrative leadership during the week when the Leadership and Trips Director is not present
  - Act as "on-duty" staff for one stayover weekend throughout the summer
  - Support staff through concerns and problems in a patient manner
  - Assist Leadership and Trips Director with staff corrective action conversations as needed
  - Assist with the overall administration of Camp Chief Ouray programs as organized by the Camp Executive
  - Assist with both on-site and on-trip emergencies, evacuations, and be front-line for emergency response protocol within Trips.
- Program
  - Become familiar with total camp program
  - Teen programs specifically – goals and outcomes, risk management practices, emergency action plans, and itineraries of all programs
  - Possess understanding of camper and staff needs for development and growth
  - Support check-in and check-out setup/take down
  - Oversee upkeep and maintenance of teen program gear, food packing and inventory if necessary
  - Assist Leadership and Trips Director with corrective action conversations with campers as needed
  - Supervise development, and revision of leadership and teen wilderness programs as needed
  - Assist in the revision of leadership and teen wilderness schedules/routes as needed
  - Make sure all leadership and teen wilderness program staff are properly trained on American Camp Association, YMCA, and Colorado Child Care Licensing standards and regulations
  - Make sure all ratios and American Camp Association standards are followed
  - Help inventory and organize equipment and supplies during and at the end of the summer
  - Assist the Leadership and Trips Director order equipment and supplies for programs
  - Assist with Leave No Trace accreditation standards and reporting
  - Responsible for the upkeep and distribution of Leave No Trace activity materials and resources
  - Gain working knowledge of Camp Minder software
  - Provide leadership in the development of programs in harmony with the CCO's policies, goals, objectives and procedures
  - Participate and help organize evening programs as needed
- Meetings
  - Meet daily with Leadership and Trips Director to discuss and evaluate programs, activities and staff
  - Consult with Leadership and Trips Director relative to suggestions for improvement of leadership activities and general outdoor experiences
  - Meet as needed with leadership and teen wilderness program staff to discuss successes, goals and areas of improvement
  - Meet weekly with summer Admin team to evaluate and implement staff experience and appreciation
  - Meet with Leadership and Trips Director for your pre-season goals, mid-season and end of season feedback
- Reports/Evaluations
  - Assist with camper evaluations that provide feedback on the programs and leaders
  - Write an end of season report of programs, facilities, equipment and recommendations for the future
- All other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Minimum of 21 years of age
- Experience working with youth in a summer camp setting
- Current certification in Wilderness First Aid or willingness to obtain certification
- Relevant combination of education, training and/or experience related to outdoor education, backpacking, backcountry travel and living
- Possess effective leadership, supervisory, administrative, organizational and communication skills
- Ability to prioritize tasks and efficiently manage time
- Basic understanding of computer systems and networks
- Must have current certification in CPR/First Aid or be willing to obtain certification
- Willingness to comply with YMCA and Colorado Department of Transportation rules to be approved to operate YMCA vehicles, including 15-passenger mini-buses.
    - Must conduct all vehicle operations within the DOT Regulatory Requirements that apply to the position's specific driving duties.
    - Must have a valid US Driver's license or, if required, a Commercial Driver's License.
    - Must have a satisfactory driving safety record (Verified by MVR Review)
    - Must have the ability to obtain a DOT Medical Card (Complete DOT Physical) in order to perform driving duties.
    - Drivers must complete a YMCA driver training program.

GENERAL YMCA OF THE ROCKIES REQUIREMENTS

- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith in all functions
- Uphold the YMCA of the Rockies Mission, policies, and programs.
- Possess and demonstrate excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- Support the YMCA of the Rockies safety program. Promote safe work practices and a safe environment for guests, members, and staff.
- Promote a cooperative, positive, and flexible atmosphere while working with others in a diverse community.
- Attend required abuse risk management training and report suspicious or inappropriate behaviors and policy violations.
- Commitment to diversity, equity, inclusion, and antiracism is required.
- Must meet acceptable criminal background check standards.
- All other duties as assigned.

PREFERRED QUALIFICATIONS:

- Willingness to comply with YMCA and DOT rules to be approved to operate YMCA vehicles, including 15-passenger mini-buses.
    - Must conduct all vehicle operations within the DOT Regulatory Requirements that apply to the position's specific driving duties.
    - Must have a valid US Driver's license or, if required, a Commercial Driver's License.
    - Must have a satisfactory driving safety record (Verified by MVR Review)
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WORK ENVIRONMENT & PHYSICAL DEMANDS:

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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.

- Be able to work inside and outside in all weather conditions
- Be able to hike on rugged terrain
- Must be able to lift 25 pounds, climb/work on ladders and in tight spaces.

ENVIRONMENTAL SUSTAINABILITY COLLABORATION:

Support organizational environmental sustainability goals through regular and effective collaboration and communication with sustainability leadership.

ADDITIONAL INFORMATION:

YMCA of the Rockies is a **Praesidium-accredited** organization. Our hiring process reflects the values and standards of Praesidium and other accredited organizations. For more information about Praesidium accreditation, please visit https://www.praesidiuminc.com/

Note: Employees are held accountable for all duties of this job.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.