FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: Food and Gear Coordinator
Employee Classification: Seasonal
Reports to: Leadership and Trips Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The Outdoor Gear and Food Coordinator is responsible for upkeep and maintenance of gear used in teen programs traveling off property and packing all meals for these groups. This position plays a crucial role in gear distribution and inventory of food for smooth program operations. The Outdoor Gear and Food Coordinator should possess effective communication, planning, logistics and organizational skills. A willingness to comply with YMCA driving rules 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:

- Training
  - Participate in staff training prior to the start of summer camp. Attend staff backpacking trip.
  - Train seasonal staff on the typical upkeep of outdoor gear, how to return used gear and record damage
  - Train trip staff on use of inventory app for tracking gear use and condition
  - Learn operations of kitchen, dry storage area, and trips food packing room
- Program
  - Become familiar with the total camp program
  - Ensure all outdoor gear is clean and in good working order

  - Maintain detailed inventory and support restock of gear as necessary with Leadership and Trips Director
  - Distribute gear to/from staff weekly throughout summer when needed
  - Make repairs within your skillset and support gear repairs through external vendors (e.g. coordinate bike drop off at a local shop)
  - Serve as point of contact for staff related to gear maintenance, questions, and concerns within your skillset
  - Pack food for all teen programs leaving property and the weekly Challenger Night meal
  - Maintain detailed inventory and support restock of food for teen programs throughout summer
  - Assist with packing up gear at the end of the summer
  - Assist Assistant & Leadership & Trips Director in holding staff accountable for trail department supplies.
  - Assist Leadership and Trips Director with on-trail emergencies, evacuations, and emergency response protocol including picking trips up, and helping deliver forgotten gear, etc.
- Meetings
  - Meet weekly with Assistant Leadership and Trips Director or Leadership and Trips Director to evaluate program activities and staff
  - Meet with Leadership and Trips Director for your pre-season goals, mid-season and end of season feedback
- Reports/Evaluations
  - Maintain detailed inventory of equipment including current condition
  - Maintain detailed inventory of food for teen programs and coordinate with kitchen for ordering
  - Report any equipment maintenance needs to the Leadership and Trips Director as soon as possible
  - Write an end of season report and evaluation including recommendations for the future
- All other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Minimum of 19 years of age
- Experience working with youth in a summer camp setting is encouraged but not required
- Relevant combination of education, training, and/or experience related to wilderness camping, backcountry travel and living
- Comfortable with and/or willingness to learn Google Docs and spreadsheets
- Ability to work independently, prioritize tasks and efficiently manage time
- Must have current certification in CPR/First Aid or be willing to obtain certification

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.

WORK ENVIRONMENT & 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.

- 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.