



YMCA OF SAN FRANCISCO

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION- POINT BONITA

Job Title: **BOLD/GOLD Trip Leader** (Overnight Camp Counselor)

Reports to: BOLD/GOLD Coordinator

Status: Non-Exempt

Job Grade: Weekly – Grade IV

Status: Temporary

Weekly Rate: \$760.00

Competency Level: Team Leader

Effective Date: Mar 2021

POSITION SUMMARY

Under the supervision of the Youth & Family Director, BOLD and GOLD Instructors are responsible for preparing for and leading the BOLD/GOLD Teen Backpacking Programs for the YMCA of San Francisco through the Point Bonita YMCA. The BOLD (Boys Outdoor Leadership Development) & GOLD (Girls Outdoor Leadership Development) Program is dedicated to inspiring courage and confidence in diverse groups of adolescent youth through outdoor adventures. The program traditionally runs single-gender expeditions of 4-10 days in length in a variety of outdoor settings such as Yosemite, Desolation Wilderness, Point Reyes, and the Santa Cruz Mountains. Responsibilities include facilitating the learning of outdoor skills during these wilderness-based backpacking courses; ensuring a physically and emotionally safe environment for all staff and participants; creating a values-forming experience, an inclusive environment for youth; developing curriculum; preparing gear and food for trips; and problem-solving issues that arise during trips.

MINIMUM QUALIFICATIONS

- Minimum age: 21 years old.
- Experience working with youth, including experience leading youth in outdoor settings.
- Proficient swimmer.
- Experience backpacking, cooking, and camping in the outdoors.
- Excellent judgement and decision-making skills.
- Success working with people across multiple dimensions of diversity.
- Ability to be respectful and professional when working with others.
- Willingness to learn conflict mediation, restorative practice, and YMCA youth development skills.
- Lifeguard, First Aid, and CPR certification (or ability to obtain within 90 days of hire).
- Current CPR and W-EMT, Wilderness First Aid, or Wilderness First Responder certification (or ability to obtain within 90 days of hire).

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- Position may require physical flexibility, sitting, bending, walking and standing on a regular basis, and leaning and kneeling on an occasional basis. Must be able to lift up to 40 pounds in order to perform essential functions.
- All employees working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints will be taken upon commencement of employment and will be submitted to the Association Office human resources department prior to beginning the first day of work.

- Everyone will be asked to abide by the following protocols to ensure the YMCA is clean and sanitary by:
 - Promoting social distancing
 - Proper Personal Protection Equipment (PPE) use
 - Proper handwashing per the most recent guidelines from CDC, State, County and City
 - Perform a daily health check and report clear health or any illness and symptoms to your supervisor
 - Complete the Covid-19 "Return to Work" on-line training if returning to work post COVID-19

ESSENTIAL FUNCTIONS

- **Provide** safe and meaningful experiences for participants in the outdoors during backpacking trips throughout California.
- **Deliver** the highest quality of program and customer service.
- **Assist** in recruitment and retention of program participants as directed by supervisor.
- **Ensure** the health and safety of participants through adherence to branch, department, and program emergency and safety protocols and procedures.
- **Build** respectful and meaningful relationships with other staff, parents, program participants, donors, and volunteers. Strive to model Y values through positive relationships with staff and program participants.
- **Strive** to enrich the program participants' experience by helping them to connect with one another and to the YMCA.
- **Maintain** program sites and equipment in good working order.
- **Assure** that the program staff receive the necessary training to operate program sites.
- **Maintain** archive of completed Daily Program Safety Inspections.
- **Compose** the weekly camp schedule and daily program staff schedule.
- **Encourage** respect for personal property, camp equipment, facilities, and the environment.
- **Maintain** and submit accurate reports in a timely manner.
- **Ensure** that all applicable YMCA, American Camp Association, local, State, and Federal standards are maintained.
- **Assist** in preparation of food and equipment prior to all trips and help to ensure that it is cleaned and properly stored after each trip.
- **Maintain** professional image through dress, nametag, actions and relationships with others.
- **Frequently** wash hands for 20 seconds minimum with water and soap
- **Complete** all mandatory LawRoom safety training and Y-USA e-Learning before the first shift in the facility
- **Attend** staff meetings and trainings as required.
- **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
- **Demonstrate** the *Character Counts* values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
- **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.
- **All** other duties as assigned by your supervisor.

YMCA LEADER COMPETENCIES

ADVANCING OUR MISSION & CAUSE

Facilitates, co-creates, and implements equitable change for the good of the organization and/or community; Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit; Secures resources and support to advance the Y's work; Engages volunteers and promotes social responsibility at all levels of the organization.

BUILDING RELATIONSHIPS

Creates sustainable relationships within the Y and with other organizations in service to the community; Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause; Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.

LEADING OPERATIONS

Makes informed decisions based on logic, data, and sound judgment; Manages the Y's resources responsibly and sustains the Y's nonprofit business model; Executes superior technical skills for the role; Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community; Ensures program or project goals are met and intended impact occurs.

DEVELOPING & INSPIRING PEOPLE

Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential; Demonstrates ability to understand and manage emotions effectively in all situations.

While all competencies are significant the following are critical to success in this position:

- Provide visionary leadership to the organization and ensure that all resources are mobilized to adapt to new challenges and needs in the community.
- Connect people to the Y's cause by developing inclusive relationships, partnerships and collaborations so that the Y can co-create solutions to pressing social needs.
- Ensure relevance, effectiveness, and sustainability of the organization so that we can continue to fulfill our promise to the community.
- Support the holistic development of self and others so that everyone can embrace the Y's cause, sustain the Y's culture, and inspire others to take individual and collective action to further our impact.
- Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence
- Creates sustainable relationships within the Y and with other organizations in service to the community
- Listen and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause

EFFECT ON END RESULTS

This position has a significant impact on the effectiveness with which the YMCA accomplishes its goals and objectives in services to the community. The incumbent has an impact on the community’s understanding of the YMCA movement.

The effectiveness of this position should be measured by:

- Physically and emotionally safe environment for all participants and staff as measured by end-of program surveys.
- Enrollment targets are met
- Program remains fiscally sound.
- Measurable progress in independent learning skills, leadership, and self-confidence of participants as measured by end-of program surveys.
- Clean and safe environment for members and employees
- Compliance with Covid-19 safety protocols

ACKNOWLEDGEMENT

This job description is not meant to be all-inclusive. This position description is not a written or implied contract.

Employee’s Printed Name

Employee’s Signature

Date

Supervisor’s Printed Name

Supervisor’s Signature

Date