



**The mission of DYF is to improve the quality of life for children, teens and families affected by diabetes. The organization provides recreation and education within a supportive community, encouraging personal growth, knowledge and independence.**

## POSITION DETAILS

Position Title:	Trailblazers Program Coordinator
Reports to:	Program Supervisor
Functional Area:	Program Team
Employment Status:	Seasonal, Non-exempt

## POSITION PURPOSE

To further the mission of the camp through the development and delivery of a wilderness program that is active, safe, fun, and appropriate to the participants' ages and abilities. The program will include instruction in hiking, backpacking, outdoor cooking, and basic wilderness survival skills for teenage participants.

## KEY RESPONSIBILITIES

- Develop and deliver a wilderness program that is appropriate for the age and ability of the participants
  - Write lesson plans that meet camp outcomes and the abilities of the participants.
  - Evaluate abilities of participants including staff & volunteers.
  - Design and deliver day hikes and activities that safely utilize the natural environment; adhere to and educate the group on the "leave no trace" philosophy.
  - Design, prepare for, and execute a 3-day backpacking trip for campers and staff in the trailblazers program.
  - Evaluate the success of the trailblazers program and make changes/updates when necessary.
- Ensure that camp staff and campers know and follow safety and educational procedures
  - Train other staff in their responsibilities while on treks and backpacking trips.
  - Ensure campers and staff follow safety procedures.
  - Communicate effectively with the Aquatics Coordinator and Lifeguards to request their presence when traveling to a location involving any water.
  - Conduct training for staff and campers on standard and emergency procedures while on the trail.
- Assist in the management and care of the physical facilities and equipment in the camp craft closet
  - Maintain the trekking and backpacking equipment within the closet and keep closet clean.
  - Ensure the security of the day trekking and backpacking equipment and supplies, including taking inventory and planning for replacement of equipment in a timely manner.
  - Conduct regular checks of trails and equipment for safety, cleanliness, and good repair while keeping it free of hazards and debris.
- Work with the Kitchen Manager and Head Cook to order and pack all food for the backpacking trip and outdoor meals, making sure to keep the kitchen clean and organized while utilizing that space.
- Participate enthusiastically in all camp activities; plan and lead those as assigned.
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Assisting with deck counseling duties including midnight checking and sleep-in.
- All staff members are expected to form positive and professional relationships with all of the camp teams including counselors and program team members, kitchen team members, maintenance team members, and healthcare professional volunteers.

## EQUIPMENT USED

- The Trailblazers Program Coordinator may be asked to use specific equipment while on or off camp. These include but are not limited to:
  - Water pumps
  - Maps
  - Camp stoves
  - Compasses
  - Bear canisters
  - General backpacking supplies
  - Diabetes related equipment

## STATEMENT REGARDING QUALIFICATIONS

DYF does not expect every applicant to have every skill and qualification listed here, and we are committed to the professional development of our employees. A strong candidate who is interested in growing and learning in this role might be a good fit if they can demonstrate some or most of the qualifications listed below.

## ESSENTIAL QUALIFICATIONS

- Documented experience in day trekking instruction or documented training and experience.
- Current certification in Wilderness First Aid and infant, child & adult CPR including AED.

## DESIRED QUALIFICATIONS

- Training and experience in teaching hiking, backpacking, and cooking to teenagers.
- Desire and ability to work outdoors with children in varied conditions.
- Experience in designing safe and fun activities.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to communicate and work with groups of varying ages and skill levels while providing necessary instruction to campers, volunteers, and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Physical ability to lift at least 50 pounds.
- Endurance for prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment and camp activities including insulin administration and blood checking.
- Average range of hearing and eye sight to record, prepare, and communicate appropriate camper activities and programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities with daily exposure to sun, heat, and animals such as bugs, snakes, bears, & bats.
- Full vaccination against COVID-19.

## COMPENSATION

Summer Programs: \$527 per week, with meals and lodging included.

## STATEMENT REGARDING INCLUSION

DYF believes that all of our stakeholders deserve access to culturally relevant and inclusive programming. We strive towards fostering a culture where our staff are represented and honored for their identities and lived experiences. We recognize that this work is ongoing, and we strongly encourage people from all backgrounds to join us in this process, particularly people with disabilities, people of color, veterans, and LGBTQ+ community members. The person selected for this role must value and advocate for equity and inclusion.

## TO APPLY

Visit the DYF website at [www.dyf.org](http://www.dyf.org) to submit an application online. Please direct any questions about this position to [info@dyf.org](mailto:info@dyf.org)

*This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.*

*DYF is an equal opportunity employer and does not discriminate against applicants or employees with respect to any terms or conditions of employment on account of race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship, military service status, or any other characteristic protected by state or federal law or local ordinance.*