Job Description:
Management Trainee – Trips & Travel

Department: Program
Reports To: Camp Director
Stipend: $750–$800/week
Housing: Shared housing provided
Meals: Provided when available to programs
Commitment: 18–24 months

So, What Is a Management Trainee?

Maybe you love your summer camp and are curious to know if you love your camp or possibly a career in camping.

Maybe you're finishing college and know you want to work with people, but aren't exactly sure what a career in camping, recreation, youth development, or nonprofit leadership actually looks like.

Or maybe you're the person who loves a good adventure, but also secretly loves the spreadsheet that makes the adventure possible.

If that's the case, then we should probably talk.

The Takodah YMCA Management Trainee Program is designed to give an emerging professional the opportunity to learn how a year-round YMCA camp actually works.

You'll help hire staff. You'll plan programs. You'll work with campers and families. You'll participate in leadership meetings. You'll help with events. You'll learn why budgets, insurance, risk management, fundraising, facilities, and registration systems matter.

Some days you'll be talking about the future of camp with our leadership team. Other days you'll be moving tables and chairs in the Dining Hall for an incoming program. Both matter here.

And this particular Management Trainee position has something pretty exciting attached to it. You're going to help us build something new!

The Trips & Travel Part

We're developing a new travel-based program for our first-year teen leadership participants, called Leader Corps. The hope is that this Travel LC program, will take campers off site and give them the opportunity to travel, explore new places, build community, and practice leadership in

the outside world. We already have the template for a new travel program. We just need someone excited to help us figure out how to actually make it happen.

You'll work alongside the Camp Director and our leadership team to help build the program from the ground up: researching destinations, planning routes, creating itineraries, coordinating vehicle rentals and campsites, managing equipment, developing safety procedures, training staff, and eventually helping lead the team that makes it all happen.

And if we do this right, years from now there will be Takodians talking about the trips they took, the places they saw, and the people they became along the way, and you'll get to say you helped create it.

What the Year Actually Looks Like

Camp work changes with the seasons. Your job will too.

Winter | Learn It & Build It

You'll spend time working alongside our year-round team and rotating through program, administration, facilities, and development. We want you to understand how all the pieces fit together.

You'll help recruit summer staff, support camper meetups and reunions, work on off-season programs, participate in strategic planning implentation, help close facilities for winter, and attend professional development opportunities like the Northeast YMCA Camp Conference.

You'll also start digging into Trips & Travel.

That means:

- Helping design Takodah's new travel-based teen leadership program
- Researching destinations, routes, campsites, experiences, service opportunities, and potential partner organizations
- Building itineraries that balance adventure, leadership, service, community, and, yes, actually getting everyone where they need to be on time
- Coordinating vehicle rentals, lodging, campsites, permits, reservations, meals, and equipment
- Helping develop budgets, packing lists, emergency plans, policies, and trip procedures
- Thinking through transportation, supervision, communication, and risk management
- Helping us answer the big question: What should Trips & Travel at Takodah become?

You don't need to arrive knowing every answer, you just need to be excited to help us figure them out!

Spring | Get Ready

Job Description:
Management Trainee – Trips & Travel

By spring, camp prep really starts moving faster.

You'll attend the American Camp Association New England Conference, help hire and onboard summer staff, help plan staff training, order supplies, prepare activity areas, and support our spring programs and rentals.

For Trips & Travel, this is when the ideas on paper need to become an actual program. You'll finalize routes, itineraries, reservations, campsites, transportation, equipment, permits, emergency plans, and all the other details that make a trip work. You'll help inventory and organize our camping and travel equipment. You'll help develop training for trip leaders around vehicle safety, outdoor living, working with teens, risk management, emergency procedures, and creating strong group culture. And then you'll help train the people who are actually going to take these trips.

Summer | Make It Happen

You'll serve as a member of Takodah's seasonal senior leadership team and help oversee camp operations while focusing on the trips and travel programs, including the new Travel LC experience you spent the year helping create.

You'll supervise and mentor seasonal trip staff. You'll coordinate vehicles, equipment, food, campsites, reservations, and schedules. You'll make sure trip leaders know the plan and have what they need before they leave camp. And when the plan changes, because the weather turned, a vehicle needs attention, a campsite changed, or something unexpected happened, you'll help figure out what comes next.

You won't personally lead every trip. Your job is to make sure the people who do are prepared, supported, and able to create an incredible experience for our campers. You'll also work as part of the seasonal senior leadership team supporting day to day camp operations.

Fall | Learn From It & Start Again

You'll help us take a hard look at the summer, what worked, what didn't, what we heard from campers and staff, and what we want to do differently next time. That includes evaluating the new LC travel program you helped build and making recommendations for where it goes next.

You'll also help facilitate our fall programs and events while we start preparing for another summer.

Except this time, you won't be the same person who started the process the year before. You'll have 6–9 months of experience under your belt. You'll have hired and trained staff, helped build programs, solved problems, worked with campers and families, sat in leadership meetings, and watched plans you made months earlier become real experiences for kids. Now you get to take everything you've learned and do it better the second time around. We think this is where the true growth happens, when you get to implement what you've learned.

Job Description:
Management Trainee – Trips & Travel

Fall is also when we'll start putting an even bigger focus on you and what's next.

We'll work together on your professional goals, résumé, interview skills, strengths, growth areas, and the experiences you still need before you're ready to take your next big step. And you won't be figuring that out alone. One of the best parts of this program is having a team of camp and nonprofit professionals invested in your future. If there's someone in the industry you should know, we'll work to get you in the room with them. If there's an experience you need, we'll look for ways to give it to you. If there's an area where you need to grow, we'll work on it together.

There aren't many early-career opportunities where people intentionally spend 18–24 months asking, *"What does this person need to become a great leader, and how can we help them get there?"*

That's what we want this program to be. We're intentionally investing in the next generation of camp professionals, not just because it's good for Takodah, but because we believe this industry needs thoughtful, capable, passionate people ready to lead it into the future.