

Outdoor Adventures Trip Leader 2007-2008

Primary Purpose

To safely organize, lead, and execute clinics, day, weekend, and Spring Break programs. To observe and enforce all program policies and procedures and meet the goals of the Outdoor Adventures Program.

Qualifications

- Must possess current certifications in CPR and First Aid
- Valid Driver's License
- Technical knowledge necessary to teach a variety of outdoor skills
- Ability to communicate effectively in a group setting
- Demonstrated ability to handle logistics and curriculum planning
- Experience working with people of diverse age, backgrounds, and experience levels
- Demonstrated ability to manage the emotional and physical safety of others
- Lifeguard Certification to lead/facilitate any water activities
- WFA or WFR Certification to lead/facilitate weekend and extended expeditions
- Experience handling money, budgeting, including demonstrated fiscal responsibility
- Documented personal and instructional field time

General Responsibilities

Trip leaders will lead or co-lead/facilitate clinics, day trips, weekend trips, spring break, and summer programs. They are responsible for organizing and planning the curricula with the Director prior to the activity, advertising, executing the program, documenting, and debriefing the program. Additional responsibilities will include training both peers and apprentices to the program. Leaders are expected to attend mandatory monthly meetings that will incorporate staff training and development. Leaders are expected to maintain the current certifications in CPR and First Aid.

Trips: Trip planning occurs through out the year, and takes two different forms. Some programs are pre-planned by the Director, and leaders will step into leading and taking responsibilities for these trips following a certain time line and checklist. The second type of program leaders will initiate research and present to the Director. This allows for trip leaders to choose potential locations and activities

Additional Responsibilities:

- Leaders handle the majority of trip logistics including venue sheets and trip planning
- Leaders communicate directly with vendors, contractors, and deal with logistics and planning
- Leaders will organize departure times, meal planning and purchasing, and equipment needs
- Leaders do the trip budgeting and any additional trip paperwork
- Leaders will need to recruit and contact participants prior to the pre-trip meeting
- Leaders will facilitate a mandatory pre-trip meeting at least one-week prior to the activity
- After the pre-trip meeting, leaders need to follow up with the Director or student manager
- Leaders will secure money for the trip and cover any last minute logistics
- Leaders will be responsible for the transportation of participants to and from the location by University mini vans
- Leaders must be proficient in the teaching of outdoor recreation skills, follow program policies and procedures, and are responsible for the on-site safety of each participant as well as co-leaders
- Leaders must facilitate group dynamics and effective communication for a safe and positive group experience
- Leaders are expected to submit all completed trip paperwork, budgets, evaluations, and debrief their trip with the Director
- Leaders assist in program promotion including volunteering at fairs, festivals, mass meetings, the Banff Film Festival and additional advertising as assigned
- Leaders may have additional tasks assigned by the Program Director or Coordinator

Expectations

What you can expect from Outdoor Adventures

- Defined roles and expectations of and for staff
- Increased and timely communication from professional staff including meetings and emails
- Trainings: Department and OA policies, OA equipment procedures, Trip procedures, Leadership development, field trainings and certifications
- Opportunities for personal and professional growth
- Mentorship and guidance to reach identified personal goals through networks and resources

What Outdoor Adventures expects from you

- Attention to procedures – departmental and programmatic. Don't be the exception
- Timely and effective communication – respond to emails and phone calls within 48 hours
- Attendance at staff trainings and meetings (mandatory)
- Self responsibility for actions, effects, and results – be innovative and take initiative
- Attention to detail in fulfilling job obligations and tasks
- Work with minimal supervision with a high level of professionalism
- Submit one completed Venue sheet each semester regardless if you are leading a program or not

Pay and Benefits

Trip leader pay is based on the type and length of program. Trip leaders are paid upon the successful completion of the program, and that payment includes time spent planning, meeting, and facilitating. A trip leader's transportation, equipment, lodging, food, and contracted fees are covered for day, weekend or week long programs. Trips that are facilitated in house, or are not contracted with an outside vendor, are paid. Contracted trips are not paid aside from the trip leader's costs to be on the program. Payroll Procedures are covered in the Student Employee Handbook. The trip staff Pay Scale will be converted for payroll purposes to an hourly rate that will appear on the pay stub. There is no payment for overtime. Outdoor Adventures from time to time may subsidize some field-training costs and workshops, and no staff will be paid for these trainings. All applicants will pay to be a part of the training program, and staff wishing to participate in contracted programs that they are not leading will be expected to cover their costs. It is necessary for each trip to cover all costs in order to run. No financial compensation will be paid to trip staff in the event that a trip is cancelled due to low enrollment. Staff will not be paid for mandatory monthly staff meetings. Trip leaders will receive a membership to the Department of Recreational sports and a transient locker each term that you are employed. Trip leaders will also receive a membership to climb at M-Rock. Staff will receive reduced rate rentals from the OAC following the OAC policy for employees. Staff will have the opportunity to recertify CPR and life guarding through the American Red Cross. There are also potential opportunities for advanced certification such as Wilderness First Aid, Wilderness First Responder, and Swift water Rescue, Climbing Anchors and Lead Climbing courses.

Trip Program Pay Rates	Contracted	Not Contracted
Day trips	\$10	\$20
Weekend Trips	\$15	\$40
Extended Weekend Trips	\$40	\$75
Spring Break (Director Approval)		\$0-\$225

Important Dates for Fall 2007

- ALL STAFF KICKOFF: paperwork, policies, payroll, procedures, and BBO
–Thursday, September 7th, 7-9pm at the OAC
- Trip Leader Training- Thursdays 5-7 pm at the OAC, starting September 14th
- Volunteer for OA promotion
 - Artscapade/Escapade – Thursday, August 30st 8pm-12 pm at the Union
 - Maize Craze – Friday, August 31st all day at Palmer Field
 - Rec. Sports Expo - Sunday, September 2nd 11am-2 pm at Palmer Field

- Pre-Class Bash – Monday, September 3rd 7 - 10 pm at Palmer Field
- Festifall – Thursday, September 8th 11 am to 4 pm at the Diag
- North Campus Festival – Tuesday, September 13th, 11 am to 3 pm, on North Campus
- Staff Meetings –(TBD) – Once a month

All trip staff will be asked to fill out the following goal sheet and plan a time to meet with the Director to discuss goals for 2007-2008 within the first two weeks of school. Trip staff will be assigned to work with a team to plan staff trainings and certifications.