

Camp Wonderful

Job Description

Job Title: **Program Specialist: Tripping**
Incumbent:
Classification: *Nonexempt (Seasonal)*
Reports to: *The position generally would report to the Program Director although in some camp operations this position may be part of a tripping or an outdoor adventure department.*

Position Purpose:

To further the mission of the camp through the development and delivery of tripping activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management to the physical operation of the tripping program and related equipment. *Consider detailing the specific trip options available at the camp that may be the responsibility of this position.*

Essential Job Functions:

1. Develop and deliver a tripping program that is appropriate for the age and ability of the campers
 - ♦ Evaluate abilities of campers and staff related to the proposed trip.
 - ♦ Evaluate the success of the tripping program.
 - ♦ Teach the skills necessary for a fun and safe trip before leaving the camp site, including personal and group health and safety, outdoor cooking and camping, comfortable travel methods, maintenance and care of equipment, emergency procedures, etc.
 - ♦ Meet with the camp nurse before and after trips to monitor camper health during and following trips.
 - ♦ Lead and teach campers in various outdoor program areas. *Please list specific tripping areas this position will be responsible for. These may include biking, backpacking, boating, camping, or climbing trips. In some camp operations, separate positions will be developed if there is extensive tripping in specific areas.*
 - ♦ Plan itineraries and file with the camp director or supervisor before leaving for each trip.
 - ♦ With the assistance of campers and staff, pack and load into vehicles all necessary camping and safety equipment, food, and water for the trip.
2. Assist in the direction, supervision, and organization of campers in their tripping group, within activities and throughout the camp in order to meet the intended camper outcomes.
 - ♦ Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment of youth.
 - ♦ Assures campers are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
3. Ensure that camp staff and campers follow established safety guidelines
 - ♦ Assist in the implementation of staff training for tripping.
 - ♦ Train other staff in their responsibilities on trips.
 - ♦ Ensure campers and staff follow safety procedures.
 - ♦ Be prepared to enact written emergency procedures in the event of accident or illness.

4. Assist in the management and care of the physical facilities and equipment in the tripping area
 - ♦ Maintain the tripping equipment *Insert the equipment which will be utilized by this position. This may include boats, camping equipment, pack-out and cook out equipment, trailers, bikes, or other vehicles.*
 - ♦ Ensure the security of the tripping equipment when not in use.
 - ♦ Conduct a check of equipment before and after each use, for safety, cleanliness, and good repair.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading 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.
- ♦ Assist in the planning of any special events.

Relationships:

Program Specialists often have direct relationships with the counseling staff and may actually serve as a counselor with a camper group when not on duty at the challenge course. Note the role of the maintenance staff in regard to this position and the care of the facility and equipment.

Equipment Used:

Identify the specific equipment for the tripping program.

Qualifications (Minimum qualifications and experience)

- ♦ Current certification in tripping instruction or documented training and experience.
- ♦ Current certification in first aid and CPR.
- ♦ *Wilderness First Aid certification should be a requirement based on location and length of trip.*
- ♦ *Lifeguard Training Certification should be required of all trip leaders when the trip involves water activities.*

Knowledge Skills and Abilities:

- ♦ Training and experience in teaching tripping skills to children.
- ♦ Desire and ability to work with children outdoors in varied conditions.
- ♦ Skills in outdoor program design particular to the type of tripping and camping activities assigned to the unit.
- ♦ Previous experience leading wilderness trips and/or student experience with NOLS, Outward Bound, or similar programs.

Physical Aspects of the Position

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers 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.
- ♦ Ability to lift and carry. *It may be important to give consideration to amount of gear that would be carried and to what distance.*
- ♦ Ability to perform job responsibilities during daylight and nighttime hours.

- ♦ Physical ability to prepare for, participate in, and lead campers in wilderness activities involving tripping activities specific to this camp and position.

Some physical requirements of a tripping position could be endurance including walking, hiking, standing, some bending, stooping, and stretching. Requires eye-hand coordination and manual dexterity to manipulate equipment. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/program. Willingness to live in a camp setting and work irregular hours delivering program in the facility and environment available. Operate with daily exposure to the sun and heat and exposure to various animals, plants, and environmental conditions.