



Summer Wilderness Trip Leader
Job Description

I. Reports to Summer Camp Director

Camp Stevens is a year-round retreat center, outdoor education facility, and summer camp. Our mission is to inspire, challenge, and empower personal, social and environmental transformation through connection with each other and the natural world. We work to foster openness, gratitude, connection and wonder. Our 256 acre site is located in a unique Southern California mountain environment of pine-oak woodland. We are a simple yet comfortable facility with many hiking trails, organic gardens, fruit trees and chickens.

II. Duties: The Wilderness Trip Leader is responsible for the day to day operation of the off-site summer camp programs including staff training and supervision, program creation, scheduling, evaluation, and to assist the Summer Camp Director, Summer Support Coordinator, Executive Director, and Administrative Director in the overall administration of the off-site Summer Camp operation and execution of Camp Stevens Mission and Board policy, including, but not limited to, the following:

- a. Personnel
 - i. Supervises all off-site seasonal summer staff including scheduling, training, mentoring, and evaluation.
 - ii. Periodically attend meetings of the Camp Stevens Staff as possible and appropriate.
- b. Administration
 - i. Responsible to train other staff to assume all responsibilities in the Wilderness Trip Director's absence.
 - ii. Responsible for keeping pertinent records and file systems including rope logs, incident/ accident reports, and the like.
 - iii. Responsible for reviewing and maintaining the overall off-site summer program schedule.
 - iv. Work in partnership with the Summer Registrars to ensure appropriate staff scheduling.
 - v. Stay up to date with all ACA wilderness trip standards including emergency procedures and certifications.
- c. Food Service
 - i. Work in partnership with the Food Service Director to insure smooth relationships among food service staff and off-site program staff.
 - ii. Responsible for the communication and schedule updates for off-site programs.
 - iii. Work in partnership with the Food Service Director to order and store specialty food and program items.
- d. Program
 - i. Responsible for the planning, staffing and evaluation of all off-site summer programs

- ii. Responsible for all off-site camp program equipment and supplies, ordering, care of, use of and staff training in the use of all equipment, supplies, and specialized equipment.
 - iii. Responsible for leading the off-site trips with the assistant wilderness trip leader, may have up to three leaders per trip.
 - iv. Responsible for communicating with any parents or guardians regarding camper concerns, feedback, discipline, or behavioral contracts
 - v. Responsible for all wilderness program and emergency procedures.
 - e. Facilities and Maintenance
 - i. Responsible for the inventory and damage report of all related supplies and equipment.
 - ii. Responsible for keeping off-site equipment stored in a cleanly and organized fashion that works in partnership with the on-site summer program.
 - iii. Keep maintenance logs for all camp vehicles used for off-site programs, and schedule regular maintenance and preventative maintenance for all vehicles used in off-site programs.
 - f. Other
 - i. Assist in nurturing the body, mind and soul of the staff as well as building a positive staff community.
 - ii. Fill in for or assist other employees as necessary.
- III. Compensation, Schedule, and Personnel Policies
 - a. Housing, utilities, food, accident and worker's compensation insurance is provided.
 - b. Additional personnel policies are to be followed as stated in the Camp Stevens Staff Handbook.
 - c. The Wilderness Trip Leader needs to be physically fit and able to hike 10 miles at a time over rough terrain, carry loads of up to 50 pounds, provide safety for the climbing programs, feel comfortable at heights of up to 50 feet and have at least average eyesight and hearing.
 - d. Clean driving record to qualify for camp insurance to drive camp vehicles, and ability to obtain a commercial driver license in the state of California are required.