



Job Description

Title: Summer Wilderness Trip Leader

Type: Temporary, Seasonal

Supervisor: Program Director

General Overview: Wilderness Trip Leaders are responsible for planning, coordinating, and leading off-site summer camp programs which may include travel camping, kayaking, backpacking, and rock climbing for participants (campers) age 12-17. They are responsible for program development, scheduling, risk management, camper supervision, trip transportation, activity leadership and evaluation. Wilderness Trip Leaders assist with the overall administration of the off-site Summer Camp operation and execution of Camp Stevens Mission and Policies and Procedures in accordance with American Camp Association standards.

Essential Functions (including but not limited to the following):

Camper Care and Wilderness Leadership (50%)

- Work with fellow trip leaders to plan activities and lead campers on wilderness trips.
- Provide care and guidance to campers, ensuring their physical and emotional safety.
- Provide skilled leadership for outdoor activities such as swimming, rock climbing, kayaking, hiking, backpacking, ropes course, teambuilding initiatives, outdoor cooking, and outdoor skills based on training and experience.
- Contribute to sanitary conditions by contributing to dishwashing, cleaning and food preparation as well as coordinating participant assistance.
- Conduct safety orientations, ensure safe use of equipment, act as first aider/responder.

Planning and Preparation (25%)

- Prepare travel plans, trip itineraries, and safety management documents for each trip.
- Collaborate and communicate with outside activity vendors as assigned.
- Scout locations and ensure permits/plans are in place for each trip
- Organize, maintain, clean, inventory, reorder, and repair gear/equipment as appropriate.
- Plan for off-camp meals including working with Kitchen Manager to procure/pack food.
- Communicate with participant families prior to each trip, communicate with them during trips as needed in collaboration with Maintain records including rope logs, accident/incident reports, first aid documentation, vehicle logs, etc.
- Complete trip report after each off-site excursion.

Training and Community Development (25%)

- Actively participate in all camp trainings as participant or facilitator in order to learn responsibilities and expectations for staff role and community living.
- Provide and receive feedback from directors and fellow staff.
- Attend pre and post trip meetings, communicate with supervisor about program happenings and needs.

Other (5%)

- Fill in for or assist other employees as necessary.

Requirement and Benefits:

Housing, utilities, food and accident insurance is provided.

All employees will work 6 days per week during the summer training and program.

Days off will be based on trip schedule and coordinated with the Program Director.

Additional personnel policies are to be followed as stated in the Camp Stevens Personnel Policies.

Wilderness Trip Leaders must have a clean driving record in order to qualify to drive camp vehicles, which is a requirement of the position. They must be comfortable safely driving large vehicles such as trucks and 15 passenger vans, and able to pass an online 15 Passenger Van Safety test and an in- person driving test.

The Wilderness Trip Leader needs to be physically fit and able to hike 10+ miles daily over rough terrain, carry loads of up to 50 pounds and have at least average eyesight and hearing, feel comfortable working at heights of 50 feet or more

Wilderness Trip Leaders must have one or more of the following certifications: Lifeguard with Waterfront Module, Wilderness First Responder, PCGI, AMGA (or equivalent) Top Rope Guiding Certification.

Additional skills or experience preferred: Kayak guiding certification or documented experience, backpacking leadership experience, travel camping leadership experience, Leave No Trace Certification, Wilderness Guiding or Risk Management courses/certification, etc.

Summer Support Coordinator Date

Program Director Date