

Outdoor Programs-Assistant Trip Leader

Pay Rate: \$15/hr, \$120 per diem

Purpose: The position of Outdoor Programs- Assistant Trip Leader will be responsible for leading outdoor trips/clinics/programs for the Department of Physical Education, Recreation and Dance (PERD).

Reporting Structure: This position will report to the Manager of Outdoor Programs. All participants on the trip are the responsibility of the Trip Leader and Assistant Trip Leader.

Hiring includes a full background check. After hiring, Assistant Trip Leaders will attend rigorous training and serve as an Assistant Trip Leader at \$15/hr (or \$120 per diem). When approved by the Manager of Outdoor Programs, Assistant Trip Leaders may become Trip Leaders.

Responsibilities:

- Lead single and multi-day outdoor trips including, but not limited to: hiking, backpacking, snowshoeing, cross-country ski, downhill ski/snowboard, rock climbing and SUP/kayak
- Collaborate with co-leader and Manager of Outdoor Programs in planning and implementation of outdoor trips
- Supervise and ensure safety of all participants
- Provide a welcoming, inclusive environment for participants of diverse backgrounds
- Communicate, attend planning meetings and debrief with Manager of Outdoor Programs
- Conduct pre & post-trip meetings with participants
- Maintain communication with program management while in the field
- Responsible for trip logistics and care/maintenance of outdoor gear
- Manage risk in the outdoors adhering to PERD's policies and emergency action plan
- Manage/address group dynamics throughout the experience
- Manage injuries and medical needs in the field, maintain appropriate documentation and emergency contact information
- Drive or arrange transportation to and from trip sites
- Educate and model Leave No Trace philosophies and environmental stewardship

Required Experience:

- Desire to learn and lead in the outdoors
- Excellent communication skills
- Knowledge and experience with one or more of the following: hiking, backpacking, snowshoeing, cross-country ski, downhill ski/snowboard, rock climbing and/or SUP/kayak
- Current Basic First Aid and CPR certification

Preferred Experience:

- Strong judgment and safety awareness, ability to manage risk in variety of settings
- Outdoor leadership experience
- Wilderness First Aid/First Responder (or willingness to become certified at FitRec)
- Lifeguard certification (or willingness to become certified at FitRec)
- Van Driver Certification (or willingness to become certified at FitRec)