**Title: Trip Leader**

**Reports to: Assistant Camp Director**

**Position Purpose (primary responsibilities):**

Trip leaders are specially-trained unit leaders who lead extended off-site wilderness trips. (May be employed as unit leader during regular session.) Working in collaboration with the program director, and with the input of campers, the trip leader is responsible for selecting a safe and appropriate route for the trip and securing all necessary permits, assessing skill levels of trip campers and staff, and providing the necessary instruction and orientation, prior to leaving camp, to ensure participants’ safety while on the trip. Together with the trip counselor, the trip leader works with campers to build a cohesive group and provide a positive challenge experience for each participant. Previous wilderness/backcountry trip experience required (must have participated in at least three similar trips as camp staff); lifeguard training, wilderness first aid/first responder and CPR certifications required. Reports to assistant camp director.

**Responsibilities:** The unit leader is responsible for the overall supervision and health and safety of the staff and campers in the unit.

1. **Trip planning and supervision:**
* Work in collaboration with the program director to plan an appropriate route and secure necessary permits.
* Guide campers in menu and equipment planning and requisitions; communicate with outfitter as necessary.
* Assess skill levels and coordinate pre-trip skill development and practice.
* Supervise trip participants in both back-country and public settings to ensure safety.
* Work with participants and the trip counselor to develop group cohesiveness.
* Be prepared to make decisions regarding route adjustments, weather, and emergencies that may arise while on the trip.
1. **Coordination of unit activities:**
	* Oversee planning and sign up for program activities while the group is in camp.
	* Coordinate unit activities within the unit.
	* Supervise and schedule unit maintenance.
	* Ensure safety rules and procedures are followed
	* Supervise and support trip counselors in their work.
2. **Camper supervision:**
	* Implement camper-directed planning to help campers design and implement program options.
	* Seek to provide a balance of activities that incorporates all program areas in camp.
	* Coordinate small group activities with those of the unit and camp.
	* Be aware of the ongoing medical needs of campers.
	* See that campers maintain good health habits.
	* Foster a spirit of cooperation and team building within the small group.
3. **Participation in the Camp Community**
* Participate effectively in the camp staff team:
	+ - * + Support, supervise and teach unit counselors the skills and concepts they need to know to do a good job in their positions.
				+ Maintain excellent communication with campers, parents and staff.
				+ Maintain excellent communication between the unit and the rest of the camp.
				+ Participate in daily leadership team meetings.
				+ Assist with the planning and implementing of all-camp activities and other events as requested.
				+ Take an active role in the continuous evaluation of campers, program and staff.
				+ Organize the time-off schedules of the staff in the unit, and maintain communication between the unit and the rest of the camp.
* Take responsibility for the use and care of camp-owned equipment and facilities.
* Keep records and make reports as requested, including taps schedules, unit, group and tent rosters, program sheets, group supervision, goal sheets, etc.
* Submit a detailed written trip report at the end of the session.
* Serve as a resource person for unit counselors in the unit.
* Participate in required pre-camp training.
* Perform other duties as assigned by the camp director.

**Qualifications:**

* Previous wilderness/backcountry trip experience required. Must have participated in at least three similar trips as camp staff.
* A belief in, adherence to, and a willingness to promote the mission of the Friends of Camp Little Notch.
* Acceptance and appreciation of all people and the ability to live and work with children and adults of backgrounds, life experiences, and identities.
* Ability and desire to live and work in a tight-knit, diverse, community
* Passion for youth development, environmental sustainability, and diversity education.
* A willingness and ability to share skills and traditions, and to learn new skills and philosophies.
* Maturity and good judgment.
* Love of people and the ability to put other’s needs first.
* Ability to supervise and support other staff within the unit.
* Excellent communication skills, and a willingness to work as part of an effective camp staff team.
* Ability to plan, schedule, document and report.
* Current certification in Wilderness First Aid and CPR/AED or equivalent.
* Knowledge of camp program standards, safety rules, and progressions specific to area of responsibility.
* Previous camp experience and positive experience supervising children (or equivalent training).
* Minimum age 21 years.

**Essential Functions:**

* Physical ability to paddle, portage, and hiking long distances, safely.
* Ability to carry a pack of up to 60 lbs.
* Ability to communicate, work with and provide instruction to campers and staff.
* Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
* Ability to identify and respond to environmental and other hazards related to the activity.
* Physical ability to respond appropriately to situations requiring first aid, assist campers in an emergency (fire, evacuation, illness, or injury), strength and endurance required to supervise campers.
* Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
* Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
* Ability to traverse varying terrain, from flat to hilly, while moving with campers between activities.
* Ability to live and work in a camp setting with children and adults 24 hours a day, with a minimum of privacy, while maintaining a high level of energy, enthusiasm and a good sense of humor.