

Outdoor Pursuits Assistant Trip Leader Job Description

Position: Assistant Trip Leader

Job Summary

Assistant Trips Leaders are responsible for assisting the Coordinator with designing, implementing, and evaluating all Outdoor Pursuits Trips. Assistant Trip Leaders must have participated in a minimum of two Outdoor Pursuits Trips as a participant, must hold a Wilderness First Aid certification or higher, a minimum of 25 hours as an assistant challenge course facilitator, attend the trip leader training trip, and work as a Rental Center specialist.

Minimum Qualifications

Must complete all Campus Recreation required trainings before first shift. This includes the semester trip leader training trip, passing the written and experiential exam, and have all prerequisites completed for other area certifications.

Human Skills:

- Must be able to employ empathy when speaking and working with participants in the field.
- Must have an outgoing personality, and have the ability to speak calmly with participants when participants themselves are not calm.
- Ability to speak in front of a large group with confidence
- Concisely convey safety concerns as needed to the group and the instruction team.

Outdoor Skills (Trainings Provided):

- Strong understanding and ability to use challenge by choice, sequencing, and experiential learning cycle to create the most effective trip.
- Ability to assist with pre-trip logistics including gear reservation, food purchasing, van reservations, first aid kit inspection, and group gear check off.
- Ability to assist with site management and ensure participant safety in the field.
- Ability to complete equipment inspections prior to leaving and complete repairs in the field as needed.
- Must have knowledge of canoeing, kayaking, climbing, and backpacking.

Educational Skills:

- Ability to assist with the trip leader training trip.
- Ability to mentor assistant trip instructors and complete accurate self-assessments of performance.
- Ability to assist in the training of participants and monitoring of their skill progressions.

Current certifications in the following:

- American Red Cross CPR and AED, First Aid, and Blood borne Pathogens
- Wilderness First Aid

Responsibilities

- Ensure physical and emotional safety of all persons on the trip.

- Ensure appropriate facilitation is occurring to maximize transference and goal achievement.
- Ensure all Campus Recreation and Outdoor Pursuits policies and procedures are being followed
- Assist with all pre and post course logistics, marketing, pre-trip meetings, and evaluations.

Job Relationship

Responsible to: Outdoor Pursuits Coordinator