



Trips Manager

I. Requirements

The Trip Manager must:

- A. Have prior experience in environmental or adventure education, teaching, child care or other related field; Undergraduate degree in Education or Sciences preferred.
- B. Have a valid certification in Adult and Child CPR and First Aid.
- C. Have a valid driver's license and a clean driving record.
- D. Be 21 years or over.

II. Program

Duties Include:

- A. Maintaining the standards of the American Camping Association.
- B. Working toward accomplishing the mission and goals of Trailside Discovery Camp and The Alaska Center for the Environment.
- C. Working with the Program Manager and Camp Director to provide high quality education experiences to all Trailside Discovery Camp participants.
- D. Supervising participants and staff and ensuring the safety of all staff and campers.
- E. Assisting in the planning and implementation of staff training including the Spring Creek Farm campout & Trip Guide training.
- F. Leading trip-specific staff training outing.
- G. Conducting middle and end of season trip staff evaluations.
- H. Planning and moderating all trip staff meetings.
- I. Coordinating with the Program Manager and Camp Director for the implementation of logistical plans and transportation schedules.
- J. Ordering and maintaining all Trailside outdoor equipment.
- K. Supervising equipment rentals and staff equipment loans.
- L. Creating trip program menus and purchase all required food.

III. Child Care

Duties Include:

- A. Recognizing and appropriately responding to hazards and emergencies.
- B. Maintaining ACA standards for instructor to camper ratios.
- C. Encouraging the personal and social development and outdoor skills of children.
- D. Moderating concerns between campers, parents and trip staff.

IV. Records

Maintain accurate records:

- A. Assist the Camp Director with registration as needed.
- B. Protect the confidentiality of the participant and staff records.
- C. Provide gear lists to trip staff and parents on request.

V. Supervision and Support

The Trips Manager reports to the Camp Director.

VI. Attendance

The Trips Manager must:

- A. *Realize this position is exempt from overtime and he/she may work 40 -60 hrs per week including weekends – i.e to purchase food for trips at Costco & Fred Meyer on Sunday.*
- B. *Attend prep-week for staff training.*
- C. *Attend staff training.*
- D. *Attend all trip staff meetings.*
- E. *Complete the entire length of the summer as agreed upon in his/her contract.*

VII. Miscellaneous

The Trips Manager must be willing and prepared to assume other appropriate duties as assigned by the Camp Director.

Trips Manager
Essential Functions

It is essential that the staff member be able to:

- Be willing to work 40 – 60 hours a week as needed including any weekends as required.
- Begin day promptly at 8:00 am and end day 5:30 pm..
- Responsible to see that all staff remain with assigned group at all times, 8:45 am – 4:15 pm, i.e. during snack & lunch breaks and all activities during the camp day.
- Assist campers in an emergency (fire, evacuation, illness, injury).
- Communicate effectively with campers, parents, staff, lead guides, assistant guides, program manager and camp director.
- Provide support to the assistant guide & lead guide.
- Supervise loading and unloading of camp vans.
- Willing to drive and drop all out of camp trips and drive any other day trips as needed, may include pulling a trailer, i.e. canoe, kayak and enclosed.
- Possess strength and endurance required to maintain constant supervision of staff & campers.
- Appropriately respond to environmental, wildlife and other natural hazards.
- Must promote to staff that they are actively part of group & supervising children at all times including lunch, snack, ceremonies, etc.
- Attend mandatory staff meeting on Friday morning at 7:30 am and all other scheduled meetings throughout the summer.
- Sing songs and participate in ceremonies and TDC radio.
- Children will never be left alone or unattended at any time – including bathroom breaks, running back inside to complete a mission etc.
- Communicate effectively to enforce safety regulations.
- Communicate effectively with campers, parents, staff, Campbell Creek Science Center employees, and Camp Director.

- Train staff and campers in emergency procedures.
- Provide supervision and support to staff.
- Appropriately respond to environmental and other hazards.
- Maintain and monitor the use of outdoor equipment.
- Create trip menu and purchase the required food.
- Drive the camp van and be comfortable pulling a trailer.
- Coordinate logistics required for each trip.