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.