

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.

