



Trips Coordinator Job Description

JOB SUMMARY:

Responsible for the day-to-day management of the Outpost Trip programs.

REPORTS TO:

Assistant Director

QUALIFICATIONS:

1. Must be at least 21 years old.
2. Strong leadership skills and decision-making abilities.
3. Ability to work with children in an enthusiastic and positive manner.
4. Wilderness First Aid or Wilderness First Responder certification preferred.
5. Must be able to attend pre-camp trainings.
6. Interest and experience with outdoor activities.

ESSENTIAL FUNCTIONS:

1. Oversee outpost trip programming:
 - Uphold program quality expectations in all activities
 - Plan and lead all outpost trips:
 - Apprentice Outpost
 - Canoe Outpost
 - Backpacking Outpost
 - Equestrian Outpost
 - Oversee thorough record keeping of honors earned by campers
 - Ensure maintenance, inventory, and wise use of all equipment
 - Teach basic outdoor skills such as; camping equipment use, fire building, outdoor cooking, etc.
 - Coordinate planning & instruction/delegation preparation tasks including:
 - Equipment selection
 - Menus, trip agenda, group safety plan
 - Transportation logistics
 - Make decisions without direct supervision and with group safety as the top priority while in the field
 - Ensure all relevant safety regulations and ACA standards are followed
2. Supervise camp staff:
 - Assist department coordinators in completing periodic performance reviews of all staff
 - Communicate any staff or parent concerns to the Leadership Team
 - Mediate and solve problems that may arise between staff
3. Assist with pre-camp training.
4. Serve as a resource for behavior management techniques, program skills, traditions, and support to all counselors.
5. Compile a written report on the operation of the Outpost Trips program at the end of the summer season.
6. Perform other duties as assigned by the Administrative Team.

APPLICATION PROCESS:

Submit cover letter and resume to hantesa@campfireiowa.org with 'Trips Coordinator Application' in the subject line or apply online at www.campfireiowa.org.