

# Position: Trip Coordinator

## Job Description 2021

*Classifications: Seasonal Staff*

### **Our Mission Statement:**

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.



### **Qualifications:**

- At least 21 years of age
- Actively practices Christian Science
- Knowledge of overnight sites, food, and equipment needs
- Minimum of two years of camping experience
- Minimum of three years of rock climbing experience
- Love for children
- Emotional maturity and stability; good moral character and integrity
- Member of The Mother Church
- A love for Christian Science and a desire to see it loved by the children and staff and put into practice in every aspect of camp life.
- Driver's License
- Red Cross CPR/First Aid certification (or equivalent)
- Wilderness First Aid certification (not required)
- High Ropes certification (or equivalent)

### **Knowledge:**

- Topography
- Navigation
- Orienteering
- Wilderness cooking
- Backpacking
- Climbing
- ACA standards regarding overnight camping safety and programming
- Knowledge of local area and usable campsites

- How to evaluate abilities of campers and staff to create successful overnight trips
- Campsite specific laws/rules/regulations
- Working with others from a variety of backgrounds
- Planning trips for a variety of skill levels and comforts
- Equipment maintenance and basic repair

### **Elemental Skills:**

- Organized
- Time management
- Leadership
- Flexibility
- Creative problem-solving
- Responsible decision-making
- Clear and effective communication
- Inclusivity
- Engagement
- Holistic and spiritual work ethic
- Taking initiative
- Supervision
- Program building and design
- Punctuality
- Collaboration

### **Abilities:**

- Creating fun and successful overnight trips based on the skill and comfort level of campers and staff
- Creating well-balanced menus for overnight trips and purchase and organize all food
- Performing written and visual safety and maintenance checks on overnight equipment with provided sheets from the Program Director
- Performing written and visual safety and maintenance checks on all climbing gear with provided sheets from the Program Director
- Working with program staff on utilizing the rock wall and high ropes course
- Leading all activity regarding the rock wall and high ropes course
- Leading engaging and informative safety sessions for overnight trips and rock climbing
- Running efficient and effective overnight preparation session for groups to get personal and group gear
- Keeping records of rock wall use, high ropes course use, and camp craft equipment use
- Teaching counselors how to lead an overnight, covering topics such as using the bathroom, map reading, cooking, water

- filtration, setting up a tarp, basic backpack knowledge, bear bags, etc.
- Writing overnight trip itineraries meeting ACA standards
  - Organizing overnight food and creating menus for overnight trips
  - Organizing overnight trips for cabin groups and program groups
  - Maintain a clean Campcraft area, and Rocks and Ropes equipment sheds
  - Fit campers and staff with overnight equipment

**Qualities:**

- Responsible
- Reliable
- Flexible
- Aware
- Creative
- Diligent
- Hard-working
- Organized
- Approachable
- Joyful
- Enthusiastic
- Engaging
- Trustworthy

**Responsibilities:**

- Planning and coordination of all off-site trips
- Preparation and distribution of all campcraft and overnight supplies and food.
- Keep campcraft rooms clean and organized.
- Plan overnight sites for each cabin group at least a week in advance of overnights.
- Find and reserve campsites
- Coordinate transportation logistics for all trips.
- Submit a summary of each trip, including site, transportation logistics, departure and return times, etc. to the Program Director at least 3 days before overnights.
- Plan overnight meals and quantities and shop for all food.
- Sort and distribute all food for overnights to be picked up by cabins
- Distribute equipment for overnights and keep good records of who has borrowed equipment.
- Distribute equipment and food for cabin cookouts and coordinate clean-up effort.
- Make recommendations for the following year's program (purchasing of inventory, etc.)
- Teach a Sunday School class.
- Run Rocks and Ropes programs

- All other duties as assigned