

Trip Director

Job Description

The Trip Director supervises all aspects of trips attended by Akeela campers. This includes staff supervision, planning all out of camp trips, taking care of program materials and supervising trips. The Trip Director is supervised by the Program Director and Program Supervisor. The trips at camp include day hikes, canoe and bike trips, and overnight camping trips. The Trip Director is responsible for orienting their staff on the tripping program at camp, and preparing their staff to lead out of camp trips. The Trip Director is the responsible person on all trips who makes critical decisions in difficult situations. The Trip Director attends Senior Staff orientation and presents/runs orientation sessions for cabin staff.

Key Responsibilities

- Program Development / Management

- Identify appropriate and challenging trips for campers to take out of camp and develop a progression of hikes for each age group at camp.
- Along with the Hiking Specialists they supervise, the Trip Director should create a curriculum for trip days to make them educational and engaging for campers
- Responsible for ensuring each trip is organized and all pre-trip logistics are taken care of (eg. Food, medications, directions, vans are in good condition)
- Lead all camp outdoor adventure trips along with team of Hiking Specialists.
- Maintain an inventory of all program supplies related to the trip program. The Trip Director is also responsible for the safe keeping of all program supplies.
- Ensures all trip programs adhere to the appropriate standards to maintain accreditation with American Camp Association and CampGroup. These include quality of program instruction, care and maintenance of supplies/equipment, and safety standards.

- Staff Supervision

- Supervision includes daily check-ins, informal feedback, support during difficult or emergency situations, providing input and direction about lesson plans and projects, assigning activities, assigning periods off
- Formal feedback will be done with all hiking specialists. This includes a formal check-in during orientation, one at the mid-point of the summer and one at the end of the summer.
- The Trip Director is responsible for filling out feedback forms for each staff member and providing information to the Directors about job performance and recommendation for rehire.

Qualifications

Qualified candidates should meet the following criteria

- Bachelor's degree in a relevant field of study.
- Professional experience working with children with learning differences, ASD, or other social communication disorders.
- Experience leading outdoor trips (eg. Overnight camping, hiking) for children or teens
- Effective communication skills, both written and verbal.
- Experience supervising staff in a professional setting.
- Other qualities: Creative, organized, flexible and self-starter.