

Job Title:	Tripping Coordinator	Reports To:	Camp Director
Department:	Outdoor	Travel Required:	Yes
Location:	Camp Linden- Linden, MI Camp Merrie Woode – Plainwell, MI	Status:	Seasonal
Salary:	\$70 per day (position requires a 6-day workweek)	Date Posted:	February 14, 2019

To apply please include a cover letter, resume, or employment application. Applications accepted by:

Subject Line: Tripping Coordinator

Email: camplinden@gshom.org or campmerriewood@gshom.org

Website: <https://www.gshom.org/en/our-council/careers.html>

Fax: (269)492-1439

MAIL: HR – OUTDOOR DEPARTMENT

Girl Scouts Heart of Michigan

Subject Line: Tripping Coordinator –

601 W Maple

Kalamazoo, MI 49008

Job Description

POSITION SUMMARY/OBJECTIVE

To further the mission of the camp through the development and delivery of tripping activities that are safe, fun, and appropriate to the campers' age and abilities. Assist in the management of the physical operation of the tripping program and related equipment.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Be willing to travel between both overnight camp properties (Merrie Woode & Linden)
- Develop and deliver a tripping program that is appropriate for the age and ability of the campers.
- Evaluate abilities of campers and staff related to the proposed trip.
- Teach the skills necessary for a fun and safe trip before leaving the campsite, including personal and group health and safety, menu planning, outdoor cooking, maintenance and care of equipment, appropriate packing, emergency procedures, trip specific skills, and more.
- Meet with the camp health coordinator before and after trips to monitor camper health during and following trips.
- Plan itineraries and file all necessary paperwork with the Camp Director before leaving for each trip.
 - Contact all vendors to confirm reservations
 - Confirm with Camp Director check in points
 - Confirm with Camp Director budget for trip
- Assume responsibility for tripping money and ensure that expense reports are filed with Camp Director following each trip.
- Facilitate girl-led planning sessions for trips that fit within the trip outline and budget, and allow girls to meet their goals.
- Supervise campers on trips during both structured and unstructured time.
- Apply basic youth development principles to empower girls, embrace diversity, aid in competency development, and build connections.
- Ensure that camp staff and campers follow established safety guidelines.
 - Train other staff in their responsibilities on trips.
 - Ensure campers and staff members follow trip risk management procedures.
 - Be prepared to enact written emergency procedures in the event of accident or illness.
- Assist in the management and care of the physical facilities and equipment in the tripping area.
 - Perform maintenance on the tripping equipment as trained and able; report repairs or maintenance needed promptly to the Camp Director (*This may include boats, camping equipment, pack-out and cookout equipment, trailers, bikes, or other vehicles.*)
 - Ensure the security of the tripping equipment when not in use.
 - Conduct a check of equipment before and after each use for safety, cleanliness, and good repair.

- Participate as a member of the camp staff team to deliver and supervise all camp activities such as evening programs and special events, planning and leading those as assigned.
- Other duties as assigned.

EDUCATION/QUALIFICATIONS

- Must be at least 21 years of age or older as recommended by the ACA.
- Documented experience in tripping and training/experience teaching tripping skills to children.
- Must have or be willing to obtain Responding to Emergencies and CPR for the Professional Rescuer certifications or higher.
- Current Wilderness First Responder preferred.
- Must have or be willing to obtain lifeguard certification
- Previous experience in planning and leading outdoor trips preferred.
- Valid driver's license in good standing and ability to safely drive a 12 or 15 passenger van.
- Must be willing to become a member of Girl Scouts
- Must be able to pass State and National background check.
- Physical ability to prepare for, participate in, and lead campers in trip specific activities.
- Ability to facilitate girl-led trip planning sessions and change plans as necessary and appropriate before or during trip.

COMPETENCIES

- Adaptability
- Behavior Management
- Teamwork Orientation
- Youth Development
- Activity Instruction
- Decision Making

WORK ENVIRONMENT

Operates in a professional camp environment and will live on site. This role occasionally uses standard office equipment such as computers and phones. Ability and willingness to operate a 15 passenger van, carry gear, and camp in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property and trip sites to assist campers in their activities and with first aid situations as necessary. Will spend majority of hours each day standing and interacting with children.

WORK SCHEDULE

- Position requires flexibility with schedule, typical schedule is Sunday through Friday
- Position requires living on site and working evenings.

SUPERVISORY RESPONSIBILITY

This position has no supervisory responsibility.

COMPENSATION

- Room and board
- \$70 per day (position requires a 6-day workweek)

LOCATION EMPLOYMENT DATES

Camp Merrie Woode/Camp Linden: June 14th through August 26th, 2019, additional dates possible prior to June 14th

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____