



# TRIP LEADER



## Job Description

### Expeditions Outline

The cornerstone of the Camp Hawkeye program is our weekly out-of-camp adventure trips. Each cabin group can expect to be out on trips 1-2 days per week. All trips are carried out on weekdays in an attempt to avoid busier weekend days. Trips are either hiking or canoeing trips and occur within a 2 hour drive of camp. The trips are graded for difficulty and are based on age, experience, and skill mastery. Each week the trips get progressively longer and more difficult; culminating in an overnight trip in the final week of camp for each cabin group. The length of the final trip depends on the relative abilities of each group.

Trips are led by a Trip Leader and a Co-leader. These individuals may also be the cabin group counselors but, more often than not, are not. Trips may be assigned or chosen by the group from a short list of 5-6 trips presented by the Trip Leader in the days before the trip occurs. After the choice is made another short list of skills are taught to and practiced by the group in preparation for the trip. These may include map reading, compass work, fire building, outdoor cooking, animal tracking, shelter building, hanging a bear bag, basic trail first aid and trip leading.

### Trip Leaders

Trip Leaders have relatively more responsibility and at the same time more freedom than other counselors throughout camp. These individuals are the ultimate decision makers on trips upon whose judgment, many times AT LEAST, the success and happiness of the group depends. The freedom they enjoy comes from the need to experience, scout, and plan the numerous trips that will occur over the session. There may be days during the session when a Trip Leader might be out scouting a trip without any camper responsibilities. There may also be times when a Trip Leader will return to camp with a group only to be resupplied by in-camp staff to turn immediately around and go out on another trip.

Trip Leaders are required to participate in a pre-camp orientation session prior to the five day All Staff Orientation session. This period, called Trip Leader Orientation, is an opportunity for the Trip Leaders to become familiar with expectations for the Expeditions Program Area generally and the Trips Program specifically, become familiar with the topography and geography of the region, develop a working relationship with their direct supervisor and their coworkers, as well as complete some of the hiking and canoeing itineraries that they will be following with the camper groups. All Trip Leaders should arrive at Trip Leader Orientation with sufficient personal outdoor clothing and gear to sustain them on a four day/three night hiking or canoeing trip.

Trip Leaders have primary as well as secondary responsibilities. Some primary responsibilities are specified in the next section below. Trip Leaders should expect to lead an average of 2-4 trips each week. In addition Trip Leaders have in-camp responsibilities as Expeditions counselors that include skill development for upcoming trips. Skill development within camp is done both within the structure of the normal day during Activity Periods but outside of this structure during allotted time during Free Swim, instead of an Evening Activity or Camper Choice periods, or during Reading Period. Additionally Trip Leaders will have secondary responsibilities in regards to a Cabin Group or another Program Area. Trip Leaders are often asked to help in other areas around camp while not out on trips.

Prior to the start of Trip Leader Orientation all trip leaders are expected to prepare 3 activities that may be used in camp to teach certain Wilderness, Trail, or Water skills before embarking on a trip. Activity sheets and additional direction will be provided well enough before the start of camp.



## **Responsibilities**

- Contribute 2 new Trip Itineraries to the Expeditions Binder.
- Contribute 3 new In-Camp Skill Activities to the Expeditions Binder.
- Educate campers on the safety and rules of hiking, which include (but are not limited to) wildlife safety, trip preparation, orienteering, safe drinking water, decision making, etc.).
- Educate campers on the safety and rules of canoeing, which include (but are not limited to) water safety, stroke mastery, water route finding, canoe rescue, decision making, etc.).
- Plan trips prior to meeting with cabin groups.
- Prepare group gear including food, safety equipment, water, cooking utensils, stove, etc.
- Sign out, carry and return First Aid Kit to Health Center.
- Ensure the safety and enjoyment of the entire group on out-of-camp trips.
- Begin to fill the expedition binder with activity plans before the campers arrive.
- Continually evaluate and provide feedback in the expedition binder for upcoming years. This feedback would include the success of the hikes, camper enthusiasm, and thoughts/suggestions that would assist with future improvement.
- Work in coordination with the nature, arts & crafts, woodworking, and woodsmanship program areas throughout the session to provide projects and experiences that span Program Areas and allow the campers to practice skills learned in one area throughout camp. This may include:
  - Nature - collecting, photographing, or cataloguing plants and animals while on a trip
  - Arts & Crafts – sketching, drawing & painting on a trip or choosing subjects from a trip
  - Woodworking - creating plaques commemorating trips to be displayed in the Dining Hall.
- Practice a modified leave no trace technique.
- Maintain all of the equipment in the area at or above personal standards for usage.

## **Required Certifications**

- CPR for the Professional Rescuer. (American Red Cross)
- First Aid Responding to Emergencies. (American Red Cross)

## **Recommended Certifications**

- Wilderness First Aid. (WFA – Stonehearth Outdoor Learning Opportunities & Outward Bound)
- Wilderness First Responder. (WFR – Stonehearth Outdoor Learning Opportunities & Outward Bound)
- Wilderness Water Safety. (WWS – Available only in Minnesota)
- Lifeguard. (American Red Cross, YMCA/YWCA, etc.)
- Maine Trip Leader Certification. (State of Maine & Maine Youth Camping Association, MYCA)