

Job Description

Title Tripping Specialist
Responsible To Head Counselor
Job Classification Seasonal

Purpose of Job To plan, direct, and implement an integrated travel program; provide a safe progressive learning experience and maintain the health and welfare of the campers consistent with Girl Scouts of the USA (GSUSA), the American Camping Association (ACA), state and local camp standards.

Minimum Qualifications

- Documented training and experience leading trips.
- Ability to make decisions and act wisely in an emergency.
- Ability to maintain program equipment, ensuring its safe and proper use.
- Ability to set up a demonstration area and establish a program to teach skills.
- Desire and the ability to work and live with children outdoors.
- Be committed to the implementation of managing diversity and can work with people or persons of diverse backgrounds and abilities.
- Ability to relate to one's peer group and work as a team.
- Ability to accept supervision and guidance.
- Ability to teach and assist in teaching an activity.
- Good character, integrity, ability to adapt to a camp setting, enthusiasm, a sense of humor, patience, and self-control.
- Ability to maintain the highest regards for safety at all times in accordance with GSUSA's Safety Activity Checkpoints and ACA standards.
- Ability and willingness to place the needs of youth and camp above personal desires.
- Acceptance of and adherence to the purposes and principles of Girl Scouting as embodied in the Promise and Law.
- Belief in the Girl Scout camping objectives and desire to work toward achievement of them.
- Currently, or willing to be, a registered member of Girl Scouts of the USA.
- Current valid driver's license.
- Current CPR and First Aid Certification.
- High school graduate or equivalent and at least 21 years of age.

Specific Responsibilities

- Teach staff responsibilities in each specific activity.
- Teach and monitor proper use of equipment.
- Conduct daily check of program area and equipment for safety, cleanliness and good repair.
- Write and check necessary lesson plans.
- Plan menus and activities with participants for trips.
- Plan trip itinerary in consultation with Camp Director.
- Purchase food, supplies, and admission tickets according to a provided budget.
- Submit orders for equipment and/or supplies when needed, ensuring timely arrival of materials.
- Responsible for the welfare of each individual regarding physical health, mental health, personal hygiene, and proper dress for the weather and do all possible to solve any problems.

- Help youth learn to respect the rights of others and to understand their differences and similarities.
- Assists in conducting staff development sessions, especially as related to program.
- Provide feedback and guidance to unit staff in management of camper behavior and unit staff personnel.
- Provide instruction in emergency procedures.
- Lead, teach, develop, supervise, participate, monitor, evaluate, and adjust activities for age and skill appropriateness.
- Prepare for and actively participate in staff meetings and supervisory conferences.
- Assist with opening and closing day procedures as directed by camp administrators.
- Assist in the implementation of all-camp activities, campfires and mealtime supervision.
- Submit all required weekly and end-of-season reports on time.
- Manage personal time off in accordance with camp policy.
- Develop opportunities for interaction between camper and staff.
- Maintain good public relations with parents, campers, and general public.
- Participate in ongoing program evaluation of campers.
- Inform camp director of any camper or staff concerns.
- Act as a role model for campers and staff in behavior and attitude, following the Girl Scout Promise and Law, camp procedures and policies, especially those pertaining to dress, cleanliness, smoking, alcoholic beverages, and the use of drugs.
- Assist in conducting initial and end of season inventory, storing and keeping equipment in good condition and in packing all materials and supplies at the end of season.
- Evaluate current season and make suggestions for next season in end-of-summer written report.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Essential Functions

- Ability to teach skills required for scheduled trips.
- Ability to lead programs with youth and adults.
- Ability to write and speak effectively, count, do math to adjust plans, read and comprehend.
- Ability to effectively present information and respond to questions from groups of members, youth and the general public.
- Ability to apply common sense understanding to carry out and furnish instructions to others in written, oral, or diagram form.
- Visual and auditory ability to respond to environmental and other hazards related to travel activities.
- Ability to observe camper behavior assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Ability to lift and or move up to 50 pounds.

I acknowledge receipt of this job description and understand and agree to adhere to all the conditions set forth.

Signature

Printed Name

Date

