



Position: Trips Director

Job Description overview: The Trips Director is a top administrative position responsible for developing and supervising our Trips Program. This position demands commitment to the values of caring, honesty, respect, and responsibility. It requires outdoor adventuring experience, confident leadership abilities, excellent organizational skills, a healthy dose of humor, endless supplies of energy and creativity, and the desire to ignite curiosity about our natural world and encourage a better understanding and a greater appreciation on the earth and all it's life.

The Trips Director will be responsible for coordinating all aspects of trips including; scheduling of Trips staff, trip transportation, food and equipment, destination requirements, trip health care and more. This person will be directly responsible for training the Trips staff in trip specific areas. They will insure trips are run safely, inspiring creativity and fun, challenging counselors and campers to explore more. This will require building positive relationships with other key staff and coordinating the program with others. This person will not live in cabins with campers but may share space with other key staff or support staff.

Additionally, the ACU-Trips Director will:

- Assist in opening/closing days, evening activities, and theme weekends
- Plan and execute inclement weather plans for trips
- Advise Camp Director on counselor morale and feedback
- Develop activities and destinations for trips
- Coordinate and assist with individual cabin overnight experiences
- Directly supervise Specialists during trips to ensure the highest quality program delivery
- Maintain, repair, reorder, and develop an accountability system for all program equipment and supplies in conjunction with Adventure Bound Director
- Rotating with other leadership, run meals and ensure Dining Hall is cleaned up
- Rotating with other leadership, monitor camp after lights out, assisting with emergencies and enforcing curfew and other camp policies.
- Supervise end of season program area clean up and inventories
- Meet with leadership team regularly, coordinating, sharing ideas, etc.
- Take one hour off per day, and an extended period off each week TBA
- Directly train Trips staff
- Evaluate Trips staff mid and post season
- Anything else not specifically addressed that needs to be done to keep Camp Mason safe, fun, and on the leading edge of the camping industry

Requirements:

- Aged 21 years or more
- Be available for all 8 weeks of summer camp AND two initial weeks of staff training
- Experience at top rope climbing set up and belaying, river navigation and small craft techniques, hiking, "leave no trace" ethics, and other wilderness adventures

Salary:

- Starting base pay of \$2500 for first year Trips Director, a portion of which is help as a season completion incentive and given upon completion of seasonal duties
- Salary incentives available for CDL