



Pack Out Trip Manager

Job Description

Employee Name:

**Direct Supervisor:
Expedition Coordinator and
Director of Operations**

Dates	Salary
June 1 – August 11, 2023 (preferred start date in May)	<ul style="list-style-type: none"> starting at \$19/hr
Position Summary	
<p>Our part-time Pack Out Trip Manager (POTM) will work with the Expedition Coordinator and Trip Leaders to help ensure a smooth, successful trip for all. They are in charge of ordering, purchasing and organizing trip food, group gear, rentals and driving shuttle cars. These tasks will be closely supervised at first through hands-on training, and will be given more and more responsibility as the summer progresses, according to their experience. The POTM will attend Expedition Leader Training along with Trip Leaders. This position is based at our Charlottesville office location, and the POTM can participate in Day Camp activities (like swim time!) while balancing their pack-out duties if you desire. The POTM is expected to be available to assist with First and Last Day duties of each expedition which will include Sundays and Fridays. Work hours are part time and more flexible than other camp staff positions. Options to join expeditions for free is a perk with this job.</p>	
Required Qualifications	Preferred Qualifications
<ul style="list-style-type: none"> Organized and detail-minded Experience and passion for working in service to others, and as part of a team Responsible time management skills Experience with the outdoors and/or outdoor industry Current CPR/First Aid/AED certification 21 years or older Valid driver's license and reliable transportation 	<ul style="list-style-type: none"> Experience maintaining and repairing outdoor gear (preferred but not required) Experience in food service/ food handler's license, especially understanding dietary restrictions Wilderness First Aid or beyond Experience in 8-Shields or Coyote Mentoring models

Duties & Responsibilities

- Safety of Campers is the first priority. Physical safety, and emotional safety.
- **Detail planning, organization and thinking** through food, safety, gear, tasks, rain plan, etc. to ensure trip success.
- **Calculate, order and pack** food for River Trips and Backpacking Expeditions
- Manage food and gear preparation
- Communicates compassionately with parents to ensure dietary needs are accounted for
- Drive shuttle vehicles as needed during expeditions
- Maintain inventory and cleanliness of gear and gear storage trailer
- Support organizational planning and efficiency, improve policies, procedures, operations
- Participates in planning meetings, post program debriefs, and seasonal trainings
- Inspires students through the day by initiating interactions, checking in with quiet students and watching out for campers' physical, social and emotional well-being
- Knows how to be prepared to take care of themselves and others in all weather conditions

After expeditions are complete for the summer, this role may transition to Camp Instructor based upon desire and development of skills by the staffer.

Camp Culture Responsibilities

- Brings a friendly and positive attitude to work
- Cares for self with an eye to balance personal and work responsibilities
- Fulfills responsibilities with integrity
- Participates in camp-wide cleanup at the end of each week
- Looks out for fellow staff and offers support when they can
- Brings skills and passion to camp, sharing their bright light with others

Key Competencies

- Professional: Dependable, punctual, clean and tidy appearance, respectful demeanor
- Team-Player: Gives and receives constructive feedback in a forthright yet loving way, for the purpose of growth and collaboration
- Oversight: takes care to look over their projects before completion. This person is organized and detail-oriented
- Initiator: Sees the needs and fills them, "pays it forward," volunteers for duties and gives ideas without being asked
- Practitioner of Reflective Feedback: Gives and receives constructive feedback in a forthright yet loving way, without taking it personally, for the purpose of growth
- Healthy Communicator: Expresses needs, ideas, and suggestions to co-workers and supervisors promptly and clearly; committed to moving through conflict
- Growth Oriented: Strong personal and professional desire for growth
- Coyote Culture: Values gratitude, curiosity, core routines, questioning, community, sinking into our senses, trickster attitude when appropriate

