



JOB DESCRIPTION – OUTDOOR TRIP LEADER

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| WORKING TITLE: Outdoor Trip (OT) Leader | CLASSIFICATION: N/A |
| DEPARTMENT/LOCATION: Peak Adventures | DIRECT SUPERVISOR: Operations Specialist |
| FLSA CLASSIFICATION: Part-time Non-exempt | APPROVAL DATE: 12/18/15 |

SUPERVISION EXERCISED

| NUMBER | DIRECT SUPERVISION CLASSIFICATION | NUMBER | INDIRECT SUPERVISION CLASSIFICATION |
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SUMMARY: Under the supervision of the Peak Adventures Operations Specialist, the OT Leader is responsible for managing operational and participant needs for Peak Adventures Outdoor Trips. The OT Leaders plan participant appropriate itineraries, provide exemplary customer service, oversee risk management decisions, and ensure trip operational needs are met. The OT Leader is on duty during planned activity time including pre and post trip customer service and equipment logistics excluding travel time. OT Leaders may also serve as OT Driver as needed. A typical OT Leader will work 1-6 trips per semester. This position allows for opportunities for outdoor skill development and outdoor industry logistical knowledge.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Oversight of up to 30 participants ranging in age from 9 to adult.

Oversee group dynamics such as participant interactions within the group as well as interactions between participants and others outside the group to promote a positive experience for all.

Manage group travel in front country and back country settings.

Administer to participant needs.

Oversee and make decisions about risk management in the field.

Load and unload of equipment and supplies.

Lead pre-trip meetings.

Purchase food for overnight trips.

Preparation and cleanup of meals for overnight trips.

Understand and adhere to requirements/restrictions for trip location.

Administer to first aid needs.

Operation of 12 passenger van (when needed).

Assist with planning and implementation of trainings (mandatory to lead at least 1 training per semester).

Other duties as assigned.

CORE COMPETENCIES

- Ability to communicate effectively both verbally and in writing with other staff, and public
- Good analytical and problem-solving skills
- Ability to follow oral and written instructions
- Exceptional customer service skills
- Ability to be flexible and adaptive
- Ability to work well with other staff
- Understanding and adherence to safe operating practices

MINIMUM QUALIFICATIONS

- Must be able to work in a variety of weather conditions and be prepared for both heat and cold
- Current CPR certification
- Current Wilderness First Aid or higher certification
- Ability to lift and move up to 60 pounds unassisted or 100 pounds assisted.
- Have attended no less than two Peak Adventures trips
- Have attended no less than one Peak Adventures trip in the specific activity being led for the following trip categories; backpacking, rock climbing, caving, mountain biking
- Must be able to establish proof of required skills appropriate to a given activity/trip type
- Ability to sit or stand for long periods of time
- Ability to work evenings and weekends as well as overtime

PREFERRED QUALIFICATIONS

- Wilderness First Responder
- California Commercial Class B driver's license with a passenger endorsement and accompanying medical examination
- Knowledge of California traffic laws
- Meet ASI driving requirements including but not limited to less than 2 points citations on driving record
- Participation in random pull drug and alcohol testing with passing results