



Teton Valley Ranch Camp

Position Description

Date Updated: 10-30-2017

Position: **Trips Assistant (TA)**

Department: **Backcountry Trips Program Operation**

Manager's Title: **Trips Manager (TM)**

Summarize major function of the position:

In the spring and summer months, the TA resides and works from the TVRC EF Ranch in Dubois, WY. The TA is responsible for assisting the TM in the facilitation of training, supervising, managing, and evaluating all Trips Program seasonal staff. The TA is also responsible for supporting all aspects of the Trips Program. The TA will also promote a culture of risk management both on the trail and at the ranch. The TA will share some duties with the Trips Manager (TM), and both will work closely in order to ensure that all the afore mentioned responsibilities are carried out effectively.

List essential functions of the position:

- Minimum Qualifications
 - At least 21 years old by start date
 - CPR certification
 - Wilderness First Aid or Wilderness First Responder
 - Trained as a TVRC Trip Leader
 - Valid Driver's License and a driving record that meets the TVRC insurance requirements
- Community
 - Attend all meals, campfires, and other camp-wide activities.
 - Be a reliable, supportive, and positive member of the TVRC community.
 - Receive feedback from peers, as well as supervisors.
 - Offer feedback to peers and supervisors when you notice things well done or needing adjustment.
- Trips Program
 - Complete and maintain trips, van and van driver logistical schedules.
 - Be an active and involved member of the TVRC Leadership Team
 - Consistently model the best practices of a TVRC Leadership Team member, committing to the highest standards for trip preparation, in camp participation, and the camper experience.
 - Assist with training of other TLs during Staff Training Weeks and throughout the summer.
 - Observe other TLs in camp and on trail, offering positive and constructive feedback to enhance the camper's experience.

Nothing in this job description restricts management's right to assign or change responsibilities of this job at any time.

- Assist with the evaluation of trips program staff members.
 - Help monitor, manage, and supervise Trip Foods and the Backpacking Shed.
 - Assist with specific projects assigned by the TM, to benefit the TVRC Trips Program.
 - Assist TM with various aspects of the Trips Program, including briefings, debriefings, early morning departures, and other scheduling and management.
 - Drive trips to and from trailheads.
 - Lend support in other areas of camp, as needed.
 - Assist in backcountry emergency situations.
- Essential Functions to Perform Duties
 - Ability to follow TVRC staff policies
 - Ability to communicate with co-workers and supervisors
 - Ability to perform basic personal hygiene and self-care
 - Ability to lift at least 50 pounds
 - Ability to stand for 4 hours at a time
 - Ability to hike at least 10 miles per day
 - Ability to perform vigorous physical activity
 - Ability to make sound decisions, in potentially high-stress situations
 - Dates of Employment are May 15, 2018 to August 31, 2018.

Time Off: Time off must be scheduled with your supervisor, or another member of the management team. Time off for this position is usually 3 days per season. This amount may vary depending upon job performance, timing, opening/closing days and other factors.

Nothing in this job description restricts management's right to assign or change responsibilities of this job at any time.