



Teton Valley Ranch Camp

Position Description

Date Updated: 10-30-2017

Position: **Trips Manager (TM)**

Department: **Backcountry Trips Program Operation**

Manager's Title: **Operations Director (OD)**

Summarize major function of the position:

In the spring and summer months, the TM resides and works from the TVRC EF Ranch in Dubois, WY. The TM is responsible for assisting in facilitation of training, supervising, managing, and evaluating all Trips Program seasonal staff. The TM is also responsible for supporting all aspects of the Trips Program. The TM is also responsible for assisting the Operations Director in meeting reporting requirements and deadlines for permits in the National Forests and Grand Teton National Park. The TM will also promote a culture of risk management both on the trail and at the ranch. The TM will share some duties with the Trips Assistant (TA), 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:

- Account for user days on our “Special Use Permits” for Bridger-Teton (BTNF), Shoshone (SNF), and Caribou-Targhee (CTNF) National Forests, and Grand Teton National Park
- Manage logistics and scheduling details for the Trips Program
- Assist with training of Trips Program seasonal staff
- Manage all Trips Program staff and all Trips Program areas
- Assist in managing logistics and relationships with TVRC’s chosen “Outfitters”
- Oversee inventory and organizes purchases of gear for the Trips Program
- Assist in overseeing trips program budget throughout the summer program, and create end-of-summer budget report for the OD
- Manage the training for, and use of vans, satellite phones for the summer program...to include working closely with TA to create and manage the van and van drivers’ schedule
- Assist OD with planning and facilitation of Wilderness First Aid course for staff training
- Assist in ensuring that incident reports are submitted in a timely and complete manner and bring any significant incident to the attention of OD/ED
- Ensure that all current ACA standards pertaining to the Trips Program are met and properly documented
- Effectively carryout duties and responsibilities stated in TVRC EF’s “Emergency Operating Plan” and as directed by the Incident Commander
- Create a Trips Program end-of summer report for OD

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

-Program Implementation and Facilitation-

- Ensure that Trips Program staff are effectively trained in their seasonal duties.
 - * Conduct Trip Leader Training for all Trip Staff, both on the Ranch and on the trail
 - * Conduct job specific training and test competencies for all Trips Program Positions
 - * Conduct formal and informal evaluations of all Trips Program staff
- Schedule and assign Trip Leaders/Counselors/Campers to backpacking and pack trips
- Work with the TA to develop the driving schedules and assign drivers
- Manage and oversee Trip Foods (process and product).
- Manage and oversee Backpacking Shed (equipment upkeep, process, inventory)
- Manage and offer support for all satellite phone calls from the field
- Assist in coordinating and supporting all evacuations from the field
- Ensure that staff are trained in, and utilizing TVRC's incident report system consistently
- Brief and debrief backcountry trips with staff and document the process for review post summer

-National Park & National Forest Service Responsibilities-

- Responsible for understanding and ensuring that TVRC Staff are operating within the scope and requirements of our permits
- Complete and submit monthly "Visitor Use Statistics" reports during months of operation*

Professional Development:

- Attend other conferences that are relative to professional development for the TM position
- Essential Certifications:
 - a) Wilderness First Responder
 - b) Adult and Child CPR/AED & Airway.
- Keep up-to-date with current industry standards and best practices.

Supervisory Responsibilities:

- The TM, during the summer program, supervises and supports the TA, Trip Leaders and Assistant Trip Leaders, Pack Trip Leaders and Assistant Pack Trip Leaders, Expedition Trip Leaders, Trip Foods Coordinator, Backpacking Shed Coordinator, and Van Drivers

Preferred Education and Experience:

- Minimum 2 years' administrative / supervisory experience in residential camping; backcountry trips program management
- Coursework related to outdoor education, experiential education, outdoor leadership, recreation, or related field
- Prior professional experience managing risk in the backcountry
- Experience leading groups in the backcountry; experience leading groups of children
- Experience providing support for backcountry incidents and emergencies, WFR and field experience preferred

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Required Knowledge, Skills, and Abilities:

- Strong preference for, or professional experience in, working at a residential summer camp.
- Extensive experience in leadership, training, program development, and supervision of frontline staff.
- Proficient in Microsoft Office; must be proficient in Microsoft Excel
- Experience and skill in leading group facilitation and team building with staff and campers

Physical Requirements and Working Conditions:

- The TM is required to reside at Camp from May 15 to August 31.
- Must be able to hike up to 8 miles carrying at least a 40 lbs. backpack.
- Must be able to frequently lift up to 50 lbs.
- Must be physically and mentally capable of responding to emergencies and duties required in TVRC EF's "Emergency Operating Plan".

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