



2842 Crockett Springs Road ♦ Shawsville, VA 24162 ♦ 540.268.2409  
Fax: 540.268.9503 Email: [office@altamons.org](mailto:office@altamons.org)

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[www.altamons.org](http://www.altamons.org)

## Trips Coordinator Job Description

### Minimum Qualifications

- Must have some college experience
- Backpacking, rock climbing, and canoeing/kayaking experience preferred
- Previous high/low ropes experience considered
- Must be 21 years of age
- Experience driving a 15 passenger van preferred
- Current First Aid, CPR, & Lifeguarding certifications (provided by Alta Mons, no extra cost)
- Wilderness First Responder desired

### Responsible to

Summer Program & Resource Coordinators, Program Director

### Job Duties

1. To support the vision and mission of the Camp Alta Mons Summer Camp Ministry.
2. To safely drive the camp van during all summer camp outings. This includes staff outings and camper outings.
3. To serve as a ropes assistant to the Ropes Coordinator. The Trips Coordinator will attend ropes training and work on the ropes course with the Ropes Coordinator.
4. To inventory and take care of adventure equipment before, during, and after camp. This includes tents, backpacks, sleeping pads, tarps, and twine.
5. To serve as a support and role model for the counselors, CITs, and campers.
6. To provide support to counselors in breaks, games, and in other ways as needed by the Program & Resource Coordinators.
7. The Trips Coordinator will be required to attend ropes training, van driver training, coordinator training, staff training, all of summer camp, and coordinator wrap-up after summer camp. Please see the website for dates.
8. Provide assistance to Program and Resource Coordinators, as needed, to help camp run smoothly.
9. The Trips Coordinator will need to work some outside groups before and after summer camp, as well as throughout the year. Please speak with Meredith about this.

For more information, please contact Meredith Simmons at [office@altamons.org](mailto:office@altamons.org) or 540-268-2409.

Applications are available online at: <http://www.altamons.org/summer-staff>