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

## Trips Coordinator Job Description

### Minimum Qualifications

- One year of college or equivalent work experience preferred
- Backpacking, rock climbing, and canoeing/kayaking experience preferred
- Previous high/low ropes experience desired
- 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 Aid/Responder considered

### Responsible to

Executive Director, Program Director, Summer Program Coordinators

### Job Duties

1. Follow all established health and safety procedures as developed by Alta Mons.
2. To support the vision and mission of the Camp Alta Mons Summer Camp Ministry.
3. To safely drive the camp van during all summer camp outings. This includes staff outings and camper outings.
4. To serve as a co-staff facilitator to the Ropes Coordinator. The Trips Coordinator will attend ropes training and work on the ropes course with the Ropes Coordinator.
5. To inventory and take care of adventure equipment before, during, and after camp. This includes tents, duffle bags, sleeping pads, tarps, and twine.
6. To serve as a support and role model for the counselors, CITs, and campers.
7. To provide support to counselors in breaks, games, and in other ways as needed by the Program Coordinators.
8. 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.
9. Provide assistance to the Program Coordinators, as needed, to help camp run smoothly.
10. Assist and help in all other duties as assigned.

For more information, please contact Leah Cherry at [program@altamons.org](mailto:program@altamons.org) or 540-268-2409. Applications are available online at: <http://www.altamons.org/summer-staff>