



Per Diem Trip Leader

Organization

Since 2010, Waypoint has been leading adventure based educational programs for youth and adults with disabilities. Adventures include rock climbing, kayaking, hiking/snowshoeing, backpacking, ropes courses, cycling, and teambuilding and are all centered on the idea of challenging people to learn about themselves and their communities through the transforming power of adventure. Programs that get people into the “challenge zone” lead to character building, increased self-confidence, self-esteem and a greater sense of belonging.

Positions Overview

Waypoint is looking for Per-Diem Trip Leaders to help Co-Lead programs and/or be the Head Trip Leader. This will help us meet demand from groups and individuals who are wanting adventure programming. There are two levels to this position. When applying, please indicate which level you are interested in.

- (1) Co Trip Leader** - This position would work alongside a Waypoint Staff Member/ Head Trip Leader on the day of the program, would lead sections of the program as mutually agreed upon by you and the Head Leader. He/She would arrive early, set up, and pack up after the program is done. See more in-depth description of responsibilities below. This position has the option of earning a \$100 stipend for the day or can donate it back to the Waypoint scholarship fund.
- (2) Head Trip Leader** – This position would be the head trip leader for the programs for which they are assigned/desire to lead. They would work approximately 5 hours prior to the program doing registration and intake of participants, coordinating logistics, and packing out for the program and approximately 2 hours after the program executing Waypoint’s program close out process including tracking participants in our data base, restocking/cleaning gear, and filling out a program recap sheet. See more in-depth description of responsibilities below. This position earns a stipend of \$200 per program.

Skill Set and Requirements

1. Experience with the technical skills (“hard skills”) for program types you wish to lead and program facilitation (“soft skills”) necessary for safely executing and effectively facilitating Waypoint programs.
 - a. For hard skills, this could include but is not limited to - backcountry skills, camp craft, navigation, Leave No Trace, basic kayaking knowledge, ability to belay a rock climber and set up top-rope anchors.
 - b. For soft skills, this could include but is not limited to leading games and goal setting activities using multiple means of representation, meeting the learning styles of everyone in the group, debriefing experiences, and guiding participants into and through challenging experiences.
2. A desire to work with people with varying levels of intellectual, developmental and physical disabilities. Experience implementing traditional and adventure education programs for people with disabilities is desired.
3. Physical Requirements:
 - a. Ability to participate in moderate to vigorous physical activity relevant to the program-types for which you qualify and desire to lead (this could include but not limited to running, swimming, hiking and kayaking).
 - b. Ability to lift and move a minimum of 40 pounds.
 - c. Ability to work flexible hours (evenings/weekends), as needed.
4. Training: Both Co Trip Leader and Head Trip Leaders are required to attend a Waypoint Adventure “CAP Sauce” training, an overview of the three key-ingredients that go into every Waypoint program (Community, Access, and Preparation). Trainings available annually at June Volunteer Training and soon to be elsewhere.
5. Certifications: *See Program-Type Eligibility Criteria*

Responsibilities

- **Program Facilitation**
 - Review and/or contribute to lesson plan design that aligns with participant's group/individual goals. Participate in phone call before the program to talk through the plan and go over roster of who is attending the program and what accommodations and supports are planned for.
 - Arrive to the program site early to help set up
 - Act as a leader on the adventure program – facilitating games, goal talks, equipment lessons, and/or debriefs. Must be willing to speak in front of a group.

- **Logistics Coordination – for Head Trip Leader only.**
 - Take phone calls and field emails of participants or group contacts who are registering for the program. Do a thorough intake on registrants' goals and necessary accommodations. Manage subsequent Medical Info and Liability Release forms and group/individual fees.
 - Coordinate program site logistics prior to each program
 - Pack out necessary equipment prior to each program
 - Unpack, store, and clean program equipment at the conclusion of each program.
 - Coordinate with volunteers who have signed up for the program.

Eligibility Criteria:

Both the Co Trip Leader and Head Trip Leader must meet the following Trip Leader (TL) Eligibility Criteria in addition to the criteria we ask of all our volunteers (document available upon request). Co-Leaders are only required to meet the Eligibility Criteria relevant to the programs they are assigned or desire to lead.

Backpacking

- A. At least one TL should have training in backpacking; knowledge of camp set-up, camp cooking, bear-bagging, Leave No Trace ethics, navigation skills, weather reading skills, and how to use off-road wheelchairs and make basic repairs if necessary/applicable.
- B. At least one TL should have WFA or WFR and CPR certification.
- C. At least one TL should have experience with group management while backpacking and dealing with challenging situations and conditions.
- D. At least one TL should be familiar with the area including how to execute rescues and evacuations within the area.

Cycling

- A. At least one TL should have training in cycling; knowledge of rules of the road and hand signals, navigation skills, weather reading skills, how to use adaptive bicycles and make basic-intermediate maintenance / repairs.
- B. At least one TL should have a First Aid and CPR certification.
- C. At least one TL should have experience with group management while cycling and dealing with challenging situations and conditions.
- D. At least one TL should be familiar with the area / route.

Hiking

- A. At least one TL should have training in hiking; knowledge of Leave No Trace ethics, navigation skills, weather reading skills, and how to use off-road wheelchairs and make basic repairs if necessary/applicable.
- B. At least one TL should have a WFA or WFR and CPR certification.
- C. At least one TL should have experience with group management while hiking and dealing with challenging situations and conditions.
- D. At least one TL should be familiar with the area including how to execute rescues and evacuations within the area.



Kayaking

- A. For INDOOR Kayaking, at least one TL should have training in kayaking, can execute a wet exit, and have experience driving a trailer.
- B. For OUTDOOR Kayaking, at least one TL should be able to perform a t-rescue, navigate on water, read weather, and use a VHF radio if necessary/applicable in addition to qualifications for indoor kayaking.
- C. At least one TL should have WFA or WFR and CPR certification.
- D. At least one TL should have experience with group management on water and dealing with challenging situations and conditions.
- E. At least one TL should be familiar with the area including how to execute rescues and evacuations within the area.

Rock Climbing

- A. For INDOOR Climbing, at least one TL should have training in rock climbing; can demonstrate competency in belaying, knots, and adaptive techniques if necessary/ applicable.
- B. For OUTDOOR Climbing, at least one TL should have training in anchor building, pick rescues, and belay take-overs in addition to qualifications for indoor climbing.
- C. At least one TL should have First Aid and CPR certification.
- D. At least one TL should have experience with group management at a rock climbing site and dealing with challenging situations and conditions.
- E. At least one TL should be familiar with the area including how to execute rescues and evacuations within the area.

Ropes Courses

- A. At least one TL should have training on the ropes course; can demonstrate competency in belaying, knots, high ropes rescues, belay take-overs, and adaptive techniques if necessary/applicable.
- B. ACCT certification is preferred but not required.
- C. At least one TL should have First Aid and CPR certification.
- D. At least one TL should have experience with group management at a ropes course and dealing with challenging situations and conditions.
- E. At least one TL should be familiar with the area including how to execute rescues and evacuations within the area.

Snowshoeing

- A. At least one TL should have training in snowshoeing/winter wilderness travel; has knowledge of layering, how to use snowshoes or sit skis and make basic repairs, Leave No Trace ethics, winter weather, and navigation skills if necessary/applicable.
- B. At least one TL should have WFA or WFR and CPR certification.
- C. At least one TL should have experience with group management in a winter wilderness environment site and dealing with challenging situations and conditions.
- D. At least one TL should be familiar with the area including how to execute rescues and evacuations within the area.

Compensation

Co Trip Leader position has the option of earning a \$100 stipend for the day or can donate it back to the Waypoint scholarship fund. Head Trip Leader position has the option of earning a \$200 stipend for the day or can donate it back to the Waypoint scholarship fund.

To apply or inquire

You are eligible to apply if you have volunteered on a Waypoint adventure program within the last 2 years. Get on a program ASAP by emailing Steven Dastous (sdastous@waypointadventure.org) and in the meantime, send resume and application to Julia Spruance (jspruance@waypointadventure.org) indicating which position you are interested in. Julia will set up an interview either by phone or in person once you have fulfilled your volunteering duty.