



## Job Descriptions

Western Trip

Alaska Trip

[Travel Trip Supervisor Job Description](#)

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## Travel Trip Supervisor Job Description

The travel trip supervisor will be responsible for oversight of the entire trip throughout the summer. He/she will create a supportive community that is inclusive of all campers and staff members. Through a wide variety of activities and experiences, the supervisor will spend the summer ensuring a safe and memorable experience.

Travel Trip Supervisors will work within the following set of responsibilities.

- To supervise the trip with safety and health as the primary priority.
- To work and engage with all campers and staff on the trip and be responsible for their care and well-being – physically, emotionally and spiritually.
- To be responsible for managing the trip budget, including petty cash and credit cards, including tracking spending obtaining and recording all expenditures.
- To work with staff on menu planning for cooking meals at campsites and be responsible for associated grocery shopping. Ensure that three healthy meals and appropriate snacks are provided daily.
- To follow the planned and scheduled itinerary. No deviations without prior authorization from the Director of Teen and Family Programs.
- To communicate daily with the Director of Teen & Family Programs, and immediately report any concerns or problems, or anticipated issues.
- To fully participate in pre-camp training. This is a prerequisite to apply for this position.
- To ensure campers and staff are engaging in programming, which is fun, safe and respectful.
- Establish daily routines, including hikes, back packing trips, meal preparation, community meetings, evening programming, etc.
- Work closely with the camp rabbi prior to the trip to plan and organize programs which embrace Judaism, including blessings before and after meals, Shabbat, Havdallah, and kashrut.
- To know and observe all camp rules and policies and to enforce them at all times with the campers and staff.
- To work with the bus driver to ensure he/she knows in advance the daily schedule and drop off/pick up locations.
- To supervise staff working on the trip (daily meetings, weekly staff meetings, staff evaluations).
- To help staff learn and grow as young professionals.
- To help campers grow and learn new skills, gain a new appreciation of the out-of-doors, including their roles as stewards of the environment, experience the joy of Judaism and grow as individuals, while learning to live and work within a group and community.
- Certified in Wilderness First Aid/Wilderness First Responder, CPR and as a lifeguard (training provided).
- To complete written camper profiles and staff evaluations.
- To complete a written trip report at the end of the travel trip.

[Additional Travel Trip Job Descriptions](#)



## Travel Trip Head Staff Job Description

The travel trip head staff will be responsible for assisting with the oversight of the entire trip throughout the summer. He/she will create a supportive community that is inclusive of all campers and staff members. Through a wide variety of activities and experiences, the head staff will spend the summer ensuring a safe and memorable experience.

- Counselor
  - To work and engage with all campers and staff on the trip and be responsible for their physical and emotional care and well-being.
  - To support and encourage campers to push themselves outside their comfort zones, to treat them with respect, to be a role model for them and create exciting and innovative programming throughout the summer.
  - To help campers grow and learn new skills, gain a new appreciation of the out-of-doors, including their roles as stewards of the environment, experience the joy of Judaism, grow as individuals, and learn to live and work within a group and community.
  - To make sure campers and staff are engaging in programming, which is fun, safe and respectful.
  - To know and observe all camp rules and policies at all times and to enforce them with the campers and staff.
  - Assist supervisor with the operation of the trip.
  - Certified in Wilderness First Aid/Wilderness First Responder, CPR and as a lifeguard (training provided).
  - To prepare written camper profiles and staff evaluations.
  - To complete and write a report about the travel trip at the end of the experience.
  
- Pictures – Be responsible for taking pictures each day and uploading these on a weekly basis to the Director of Teen and Family Programming.
  
- Communication – Assign campers and other staff to write and prepare updates from the trip weekly, to be sent out to families.
  
- Menu Planning
  - Have enhanced roles in the KP groups and menu planning.
  - To work with staff and campers on menu planning for cooking meals at campsites and be responsible for associated grocery shopping; including fresh food to complement staples on the bus.
  - Ensure that three healthy meals and snacks are provided daily.
  
- Replacement Supervisor – in the event that a supervisor must leave the trip early for any reason, the Travel Trip Head Staff will assume leadership of the trip including the supervisory roles and responsibilities.

This staff member should have spent at least one summer as an outpost or travel trip staff member or as a wilderness trip leader and at least three years of college or the equivalent.

[Additional Travel Trip Job Descriptions](#)



## Travel Trip Tripper Job Description

The tripper on each travel trip will be responsible for all wilderness activities, including day hikes and backpacking trips. This person should have experience packing out backpacks with the necessary equipment and supplies.

Responsibilities, in addition to the role of a counselor:

- Certified in Wilderness First Aid/Wilderness First Responder, CPR and as a lifeguard (training provided).
- Be responsible for, and have knowledge of all camping gear and equipment, including stoves, backpacks, and tents.
- Teach co-staff wilderness skills.
- Competence with map and compass/GPS navigation
- Assist staff and campers in preparing for all wilderness trips and day hikes.
- Pack appropriate backcountry meals and snacks.
- Be familiar with the “leave no trace” principles and teach these to the campers.
- Ensure campers are demonstrating a “low impact” lifestyle.
- One or more summers of experience leading groups on wilderness trips.
- Experience backpacking on and off trail.
- Facilitate the development of a group toward successful performance.
- Lead inexperienced campers in wilderness locations for extended periods and managing risks.
- Be in excellent physical condition. Must have the stamina and energy to safely lead others through difficult terrain, in challenging weather, and through long days and evenings.
- Backcountry cooking and camping skills.
- Knowledge and interest in the natural environment.

This staff member should have spent at least one summer as an outpost or travel trip staff member or have other wilderness trip leading experiences and at least three years of college or the equivalent.

[Additional Travel Trip Job Descriptions](#)



## Travel Trip Counselor Job Description

The travel trip counselor will be responsible for camper supervision throughout the summer. He/she will create a supportive community that is inclusive of all campers. Through a wide variety of activities and experiences, the counselor will spend the summer ensuring a safe and memorable experience.

- To work and engage with all campers and staff on the trip and be responsible for their physical and emotional care and well-being.
- To support and encourage campers to push themselves outside their comfort zones, to treat them with respect, to be a role model for them and create exciting and innovative programming throughout the summer.
- To help campers grow and learn new skills, gain a new appreciation of the out-of-doors, including their roles as stewards of the environment, experience the joy of Judaism, grow as individuals, and learn to live and work within a group and community.
- To make sure campers are engaging in programming, which is fun, safe and respectful.
- To know and observe all camp rules and policies at all times and to enforce them with the campers.
- To prepare written camper profiles.
- Facilitate the development of a group toward successful performance.
- Assist tripper with all camping gear and wilderness skills.
- Ensure campers are demonstrating a “low impact” lifestyle.
- Certified in Wilderness First Aid/Wilderness First Responder, CPR and as a lifeguard (training provided).
- Be in excellent physical condition. Must have the stamina and energy to safely lead others through difficult terrain, in challenging weather, and through long days and evenings.

This staff member should have spent at least three years of college or the equivalent.

[Additional Travel Trip Job Descriptions](#)