



# Dartmouth Outing Club First-Year Trips

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P.O. Box 9,  
Hanover, New Hampshire 03755

## 2013 Trip Leader Trainer Application

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### What's a Trip Leader Trainer (TLT)?

Trip Leader Trainers play a critical role in shaping DOC Trips as their work impacts every single person involved with Trips in a very meaningful way. TLTs manage all aspects of the trip leader selection process, trip assignments, and training for all leaders. This job requires a lot of work, but will be both incredibly FUN and a big CHALLENGE. But don't worry! The director and assistant director will always be there to back you up when you need it!

During the Winter, TLTs will be involved in shaping the mission, goals, and direction of Trips 2013. Specifically, TLTs will help design the trip leader application, actively recruit students to apply, and plan the curriculum for trip leader training. In the Spring, TLTs will select trip leaders, assign them trips, and implement leader training seminars (Community Building + Risk Assessment + Wilderness Skillz). In the Summer, the TLTs around Hanover will work with a few Assistant TLTs (sophomores) to run more trainings. During Trips, you will conduct the Day 0 leader training on Gilman Island (including preparing dinner, facilitating discussions, and reviewing outdoor skills).

The TLTs are part of the Trips Directorate – the group of students who share in coordinating the planning and execution of the entire program. Other members of the Trips Directorate include: Director, Assistant Director, Croo Chiefs, Outreach Coordinator, Safety Master, and Sustainability Coordinator.

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### Requirements to be a Trip Leader Trainer:

- Each TLT must be a former Trip Leader
- All TLTs MUST be around/nearby Hanover in the spring of 2013 and during Trips (August 20ish – September 12ish, dates are not yet finalized). **\*\*At least 2 TLTs *should* be around/nearby Hanover this summer (not taking classes though). *If you're not around campus this summer, apply anyway!***
- Ability to think creatively, critically, and thoughtfully about how the Trips program (and the training we provide volunteers) can improve and evolve.
- At least 2 TLTs must have considerable wilderness experience and feel comfortable teaching wilderness skills to trip leaders.  
*\*\*If you don't have much outdoors experience, you can still apply to be a TLT! We're looking for 3 people who will bring complementary skills and collaborate to make trip leader training an amazing experience.*
- Be willing to work REALLY HARD in this role and have a blast doing it!

- *Some* prior experience and strong interest in facilitating discussions & reflections around group dynamics, leadership, mentoring, building community, and inclusion.
  - Be comfortable working/speaking in front of, interacting with, and leading large groups of people.
  - Must be willing and able to become College driver certified by August 2013.
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### **How much work does this position require?**

The three (3) TLTs will be busy with trip leader work, but they should maintain a “big picture” understanding of the program and assist other directorate members as needed. TLTs are not pre-assigned any specific areas of work; everyone is an equal contributing member of the team!

During the Spring & Summer terms, TLTs will put in 10-12 hours of fun, fulfilling work (including leading training seminars, managing the leader database, email, etc...). During Trips 2013, TLT-ing is a 24-hour-a-day job! Also. All TLTs are paid with my eternal gratitude, endless appreciation, and love (as in...not with dollars).

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### **This sounds like the most fun thing EVER. How do I apply?**

Applications are **due Monday January 7<sup>th</sup> by 7:17pm Eastern (early applications are also encouraged)**. Please submit your application via EMAIL to [DOC.Trips@dartmouth.edu](mailto:DOC.Trips@dartmouth.edu). You may also submit your application in hard copy (double-sided printing!) to the Outdoor Programs Office in Robinson Hall.

### **Your application must include the following:**

- ❖ A cover page with your name, class year, contact information, and D-Plan through the Fall of 2013.
  - ❖ Your past involvement with DOC Trips (leader, croo, etc...)
  - ❖ The specific directorate position(s) you are applying for.
  - ❖ A list of any relevant certifications you have and their expiration dates (i.e. EMT, WFA, etc...)
  - ❖ A cover letter (no more than 3 pages single-spaced please!) addressing the qualifications & questions listed below.
  - ❖ Two references (1 student + 1 other) with appropriate contact information. Your references should have a general understanding of the Trips program.
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### **General Cover Letter Questions**

If you are applying for another directorate position (Croo Chief, Safety Master, Outreach Coordinator, Sustainability Coordinator), you can leave this portion of your cover letter identical.

Discuss your motivation(s) and interest in the Trips program; why do you want to be involved in Trips 2013? Describe your understanding of the program's mission, philosophy, and goals. How do you imagine the program in 10 years? Describe your leadership style and discuss how you handle projects, deadlines, and multi-tasking. Briefly (I mean it!) describe your involvements on campus.

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### **Trip Leader Trainer Cover Letter Questions**

These questions are specific to the TLT role and, along with the general questions above, should be addressed in your cover letter.

Why is this role important to you? What, specifically, can you bring to Trips as a Trip Leader Trainer? How has your prior involvement with Trips shaped your interest and goals for this position? Please discuss your experience in leading group activities, facilitating discussions with groups of peers, and planning/developing any sort of instructional materials. Given your prior experience as a leader, how would you revise or redesign trip leader training? How can trip leader training be more effective, engaging, and informative?

Please discuss your wilderness experience, familiarity with the outdoors areas used during Trips, and your involvement with any of the DOC's sub-clubs. What qualities would your ideal co-TLTs possess? Describe your strengths and weaknesses in regards to the qualifications listed above.

What are your schedule and time commitments for the winter, spring & summer terms (i.e. off-term location, in-season athlete, hard classes, thesis, other campus jobs, etc...)? *It's okay if you do not know specific summer plans, but let me know if you're planning to be around campus. Remember that TLTs should be around Hanover in the spring term, at least 2 in the summer, and during the entirety of DOC Trips (Aug. 20ish – Sept. 12ish).*

**\*\*Feel free to mention or highlight anything else you feel is important or relevant to the position(s) you're applying for or the program in general!**

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### **How the TLTs are selected:**

The Director and Assistant Director will read all TLT applications and make the final selections. Former TLTs & past directorate members may be consulted for their input, but the final decision rests with the 2013 Director & Assistant Director.

Every effort will be made to arrange interviews (in-person, phone, or Skype), but due to the volume of applications, an interview is NOT guaranteed for all candidates.

**\*\*If you are without reliable internet access during the winter term, please send a blitz to the [DOC.Trips@dartmouth.edu](mailto:DOC.Trips@dartmouth.edu) account as early as possible.**

All applicants will be notified no later than Monday January 21<sup>st</sup>.

## Parting thoughts...

*"I would insist that the person who spends four years in our North Country and who does not learn to hear the melody of rustling leaves, who has not stood enthralled on the top of Moosilauke on a moonlit night, who has not seen a sunset from one of Hanover's hills, who has not thrilled at the whiteness of the snow-clad countryside in winter – I would insist that this person has not reached out for some of the most worthwhile educational values accessible to them at Dartmouth."*

--Ernest Martin Hopkins (Dartmouth College President, 1916-1945)

*"On a scale from Zero to Awesome, Trip Leader Trainers score about an 11.2. The TLTs train every single leader – this training directly affects every single Trippee. Therefore, TLTs play a HUGE role in creating the Trips experience. To be a TLT, you have to be totally selfless and totally stoked on Trips. If this sounds like you, you're at the right place."*

--Scott Limbird (Trips Director, 2009)

DOC Trips is a program like no other; its impact upon both the first-year class and the community as a whole is truly meaningful and has only become stronger in its 77-year history. The program has endless potential to improve and carry on what makes Dartmouth a special place to call home and each year, more and more of that potential is realized. The TLTs are – hands down – the most essential parts of DOC Trips because your impact is felt both during Trips and beyond! The TLT team will shape the experiences of 300 leaders and over 1000 trippees, which is an incredible opportunity to do a whole lot of good in the Dartmouth community as a whole.

The next 8+ months are an opportunity for this directorate to innovate, reflect, and improve upon a program that already has tremendous success. Take some time as you complete this application to reflect upon your own experience with Trips and consider what will make this program so special for the '17s (all the work over the next few months will be totally worth it, I promise!).

I am SO appreciative that you are considering the all-important Trip Leader Trainer position. Please feel free to contact me with any questions (even over winter break). This role is vital to the success of DOC Trips and I look forward to reading your application!

Chris O'Connell '13  
Trips Director 2013