



Dartmouth Outing Club First-Year Trips

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

2016 Assistant Director Application

What does the Assistant Director do?

The Assistant Director works closely with the Trips Director throughout the entire planning and execution of DOC Trips 2016. Your role will overlap with, intersect, and complement that of the Trips Director. Together, the Assistant Director and Director will lead the Trips Directorate and drive the vision and goals of the program. The Trips program is constantly evolving and improving and the Assistant Director will play a large role in determining the direction of Trips 2016.

Specific tasks of the Assistant Director include working closely with the director to shape the vision and philosophy of DOC Trips 2016, recruiting a diverse and committed group of trip leaders/croo members, assisting with the development of volunteer training, planning logistics for food and transportation for close to 1400 people, partnering with other College offices and administrators, guiding the Trips Directorate, and communicating with '20s!

The Assistant Director will be involved in the selection of the rest of the DOC Trips Directorate – the group of students who share in coordinating the planning and execution of the entire program. Other members of the DOC Trips Directorate include: Director, Trip Leader Trainers, Croo Captains, Outreach Coordinator, Safety Master, Logistics Coordinator, and Sustainability Coordinator.

Assistant Director Requirements:

- The Assistant Director must be familiar with the DOC Trips program (goals & mission) and should have experience as a trip leader, croo member, and/or directorate member. (*Note: While general comfort in and appreciation of the outdoors is beneficial, applicants do NOT need extensive wilderness experience or advanced medical training in order to be considered.*)
- The Assistant Director must be in Hanover for the winter, spring, and summer terms of 2016 (including through the end of Trips in early-mid September).
Applicants cannot be taking classes during the summer term!
- Ability to think creatively, critically, and thoughtfully about how the Trips program can improve and evolve.
- Supreme desire to work *incredibly* hard for Trips 2016; this job will require the ability to multi-task, effectively communicate, and delegate.
- Must be willing and able to become College driver certified by July 2016.

How much will the Assistant Director work? Do they get paid?

The Assistant Director (AD) will work extremely hard and the job may feel overwhelming at times. You'll work in an intense, collaborative partnership with the Trips Director, and in close collaboration with the Trips 2016 Directorate (which you will help select), as we pursue our collective goals and visions for the program.

The AD is paid \$14.00 per hour; 20 hours of work per week in the winter term, 20 hours per week in the spring term, 40 hours per week in the summer, and 40 hours per week during Trips 2016. It is expected that the AD will be eager and willing to put forth much more time and effort beyond his/her compensated hours – particularly as Trips 2016 approaches!

The hard work will be well worth it though! You will get to work with a team of highly motivated students to create a positive experience for Dartmouth's newest class of students. The work will be rewarding and fun and you will gain an incredibly wide range of skills and experiences.

This sounds like exactly what I want to do for the next 8 months! How can I apply?

Applications are **due Friday, December 18th at 1 PM. (early applications are also encouraged)**. Please submit your application via EMAIL to DOC.Trips@dartmouth.edu.

Additionally, if you intend to apply for the position, you **MUST send an email to DOC.Trips@dartmouth.edu by Friday, December 11th at 1 PM** stating your intent to apply. This email should also include your **application cover page** (see below).

Your application must include the following:

- ❖ A **cover page** with your name, class year, contact information, and D-Plan through the Fall of 2016.
 - Your schedule and time commitments for the winter and spring terms (i.e. athletics, hard classes, thesis, vacations, other campus jobs, etc...). Remember that this role is full-time for the summer and during Trips 2016.
 - Your ongoing plans for winter interim and the best ways to contact you.
 - Your past involvement with DOC Trips (leader, croo, TLT, etc...). This is basically just a list. You will go into more detail in your cover letter.
 - A list of any relevant certifications you have and their expiration dates (i.e. EMT, WFA, etc...)
 - **Briefly** list/describe your involvements on and off campus.

- ❖ A **cover letter** (no more than 2 pages, single-spaced please!) addressing the qualifications & questions listed below.
- ❖ **Two references**, 1 student and 1 other (staff, faculty, community member, etc.) with appropriate contact information. Your references should have a general understanding of the Trips program. **NOTE:** References should not provide letters of recommendation—I will contact references with questions.

Cover Letter Questions

Discuss your motivation(s) and interest in the Trips program. Why do you want to be involved in Trips 2016? Describe your understanding of the program’s mission, philosophy, and goals as an institution at Dartmouth and a part of the Dartmouth community experience.

Discuss some of your ideas, dreams, and goals for Trips 2016 – both this year and long-term. How do you hope to see the Trips program changing and taking shape in the next year? In the next 10 years?

Given the listed responsibilities, what skills and experiences do you bring to the role of Assistant Director? Knowing that this role is a lot of “behind the scenes” work, how will your prior experience with DOC Trips shape your approach to the position?

Describe your leadership style and discuss how you handle collaborative projects, deadlines, and multi-tasking. Discuss your strengths and weaknesses in the following areas:

- Organization and planning
- Working under pressure and delegating responsibilities
- Working closely with a partner on long-term projects
- Reflection and facilitation skills
- Creative problem solving and critical thinking
- Working with many different types of people (personalities, work styles, backgrounds, etc...)
- Wilderness & outdoor experience
 - *This is NOT a prerequisite for this job. I just want to understand what your comfort level and knowledge of the outdoors is.*

Feel free to mention or highlight anything else you feel is important or relevant to this position and program.

How the Assistant Director is selected:

The Assistant Director will be reporting to and working very closely with the Director for 8+ months (I’m so pumped!), so the Director will read all applications and make the final decision. Selected applicants will be offered phone or Skype interviews over the winter break. If you are unavailable for a phone or Skype interview during the break, please clearly note that on your cover page and send me an email as soon as possible! All applicants will be notified about the final decision for the position before the beginning of the Winter 2016 term.

Parting Thoughts

“Twenty years from now you will be more disappointed by the things that you didn’t do than by the ones you did do, so throw off the bowlines, sail away from safe harbor, catch the trade winds in your sails. Explore, Dream, Discover.” – Mark Twain

DOC Trips is an incredibly unique and exciting program. We have the opportunity to provide most Dartmouth students with their first experience with their new classmates. Along with this immense opportunity comes the responsibility to ensure that the Trips program provides a welcoming, safe, and fun environment for students of a diverse range of backgrounds. The program has endless potential to improve and carry on what makes Dartmouth a special place to call home. The role of Assistant Director is essential to this process and your work will have a major impact on the program.

Take some time as you write your application to consider the impact Trips has had on your experience at Dartmouth. How do you envision your role in shaping the program and making Trips 2016 a reality? What do you hope to contribute to the program and what do you hope to learn from the experience?

I cannot fully express how excited and thankful I am that you are considering applying for the position of Assistant Director. Please do not hesitate to contact me with any questions or concerns regarding the application or the position. I would also be happy to put you in touch with past Assistant Directors and Directors who can explain their experiences and answer questions. I look forward to reading your applications!

Josh Cetron '16
Trips Director 2016