



Dartmouth Outing Club First-Year Trips

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

2020 Associate Director Application

What does the Associate Director do?

The Associate Director works closely with the Trips Director throughout the entire planning and execution of First Year Trips 2020. Your role will overlap, intersect, and work in conjunction with that of the Trips Director. Together, the Associate 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 Associate Director will play a large role in determining the direction of Trips 2020.

Specific tasks of the Associate Director include working closely with the director, Outdoor Programs, and New Student Orientation to shape the vision and philosophy of First Year Trips 2020, 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 '24s!

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

What do I need to be Associate Director?

- The Associate Director must be familiar with the First Year Trips program (goals & mission) and should have experience as a trip leader, croo member, and/or directorate member.
- The Associate Director must be in Hanover for the winter, spring, and summer terms of 2020 (tentatively through September 13th at the latest).
****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 2020 on a multitude of different tasks with a wide range of people.

- Willingness and ability to become a college certified driver by July 2020 (flexible)

What do I *NOT* need to be Associate Director?

- The Associate Director does not need to have been on previous Trips directorate! A strong familiarity with and strong thoughts and reflections on the program are necessary, but being on a previous directorate, while helpful, is not necessary.
 - To be a '20! The Associate Director is ordinarily a graduating senior, but this is not necessary for the position. Anyone who has previously been a Trips volunteer is welcome to apply.
 - The Associate Director does not need extensive wilderness or outdoor experience. While a familiarity and strong appreciation for the outdoors might be helpful (Trips is an outdoor program), it is not necessary to have wilderness or medical certifications or background.
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How much will the Associate Director work? Do they get paid?

The Associate Director (AD) will work extremely hard and the job may feel overwhelming at times.

The AD is paid \$15.25 per hour. In the past, the AD has worked 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 itself, but exact hours are negotiable. It is also expected that the AD will be eager and willing to put forth much more energy and effort beyond their compensated hours – particularly as Trips 2020 approaches!

This position involves a lot of hard work, but will also be incredibly rewarding. You will get to work with a team of highly motivated students (and a volunteer base of hundreds) to create and execute a positive experience for Dartmouth's newest class of students. The work will be fun and challenging and you will gain a 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 **Wednesday, November 20th at 11:59 p.m. EST. (This is the first day of reading period: 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 Wednesday, November 14th at 11:59 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 2020.
 - Your schedule and time commitments for the winter and spring terms (i.e. athletics, difficult classes, thesis, vacations, other campus jobs and extracurricular activities, etc...). Remember that this role is full-time for the summer and during Trips 2020.
 - Your plans for winter break and the best ways to contact you.
 - Your past involvement with First Year Trips (leader, croo, Directorate, etc...). This is basically just a list. You will go into more detail in your cover letter.
 - A list of any relevant certifications or trainings you have and their expiration dates (i.e. EMT, WFA, NOLS courses, SAPA training, etc...)
 - **Briefly** list/describe your involvements on and/or off campus.
- ❖ A **cover letter** (no more than 3 pages, single-spaced please!) addressing the qualifications & questions listed below.
- ❖ **Two references**—1 peer and 1 other (staff, faculty, community members, etc.) with appropriate contact information. Your references should have a general understanding of the Trips program and your abilities. References do not need to be Trips, DOC or OPO affiliated. References from all corners appreciated! **NOTE:** References need not provide letters of recommendation—I will contact references with questions.

Cover Letter Questions

Discuss your motivation(s) and interest in being a part of the Trips program. Describe your understanding of and thoughts on the program's mission, philosophy,

and goals as a tradition at Dartmouth, its role as a part of students' introductions to Dartmouth, and the Dartmouth experience.

Discuss some of your ideas, dreams, and goals for Trips 2020 – 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, experiences, and perspectives do you bring to the role of Associate Director? Knowing that this role is a lot of “behind the scenes” work, how will your prior experience with First Year Trips shape your approach to the position?

Describe your leadership style and discuss how you handle projects, deadlines, multi-tasking, working with others, and high stress situations. What are your strengths and weaknesses? How do you envision your working relationship with the Director and Directorate?

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

How is the Associate Director is selected?

The Director will read all applications, contact references as needed, and consult with Outdoor Programs and Student Life staff. Selected applicants will be offered interviews in the week following the submission of applications, and all applicants will be notified by mid-December at the latest.

Parting thoughts...

"It's not about what it is; it's about what it can become."

–Theodore Geisel, Class of 1925

The fact that Trips actually exists is baffling to me. It's confused me for a long time. On paper it's a glorified camping trip that everyone seems to just, simply, buy into. But it's so much more than that. Trips is the first welcome many students have to Dartmouth, and Trips has lasting effects on so many. Trips is what makes me love Dartmouth. It's the incredible work of hundreds of volunteers, all putting dozens and dozens of hours into a project that isn't for them. It's room for people to find a place for themselves or to begin to carve out their own space.

Or at least that's how I feel. It'd be dishonest to idealize Trips, even if I believe that it's true. It'd be dishonest to call it an entirely welcoming place or a place where

everyone begins to feel at home. But I still can't help but believe in it. If you're thinking of applying, I'm certain that you believe that too.

As you think about the AD position, I encourage you to reflect on Trips, Trips as you've known it, what it's done for you, and how it can change and how *you* can change it to make it more of everything good we think about when we think of Trips and more.

Much love and excitement,
Kellen Appleton '20
DOC First Year Trips 2020 Director