



Dartmouth Outing Club First-Year Trips

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

2013 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 2013. Your role will overlap with, intersect, and complement that of the Trips Director; together, the Assistant Director and Director will drive the vision and goals of the program. Organizing DOC Trips is an incredibly complex job and without a strong assistant director things can easily fall apart. Your role is both to assist in improving the program and to ensure that Trips 2013 is a smashing success!

Specific tasks of the Assistant Director include working closely with the director to shape the vision and philosophy of DOC Trips 2013, recruiting a diverse and committed group of trip leaders/croo members, effectively communicating with '17s (and parents!), 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, and supporting the other members of the directorate whenever possible.

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 Chiefs, Outreach Coordinator, Safety Master, and Sustainability Coordinator.

Assistant Director Requirements:

- The Assistant Director must be familiar with the DOC Trips program (goals & mission) and should have experience as either a trip leader, croo member, and/or directorate member. *(Note: While general comfort in and appreciation of the outdoors is needed, 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 2013 (through September 16th 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 2013; this job will require the ability to multi-task, effectively communicate, and delegate.
- Must be willing and able to become College driver certified by August 2013.
- Like having LOTS of fun! (probs the most important requirement)

How much will the Assistant Director work? Does he/she get paid?

The Assistant Director (AD) will work extremely hard and the job may feel overwhelming at times, but it will always work out (c'mon, we're planning institutionalized fun for 1000+ people!).

The AD is a paid position; 20 hours of work per week in the winter term, 20 hours per week in the spring term, and 40 hours of work during the summer. Nobody is paid while Trips are happening (#volunteering). Actually, nobody gets paid very well to create DOC Trips and the AD is no exception...the reward is almost entirely in personal fulfillment and the endless appreciation of the director. It is expected that the AD will be eager and willing to put forth much more time and effort beyond their compensated hours – particularly as we get closer to Trips 2013!

Don't stress though! It's expected that Trips 2013 will be unbelievably fun and putting in a TON of work might be the best thing ever. Remember, you get to become best friends with me (hi!), hang out with an incredible team of volunteers, and make a significant impact upon the class of 2017! If you're willing to put in the hard work, this job will be worth it.

This sounds like more fun than I could ever imagine. How can I apply?

Applications are **due Thursday December 6th by 2pm Eastern (early applications are also encouraged)**. Please submit your application via EMAIL to 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, TLT, etc...)
- ❖ 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.

General Cover Letter Questions

If you are applying for another directorate position (Croo Chief, TLT, 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.

Assistant Director Cover Letter Questions

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

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? Discuss some of your ideas, dreams, and goals for Trips 2013 – both this year and long-term.

Discuss your strengths and weaknesses in the following areas:

- Organization and planning
- Working under pressure and delegating responsibilities
- 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.*

What are your schedule and time commitments for the winter and spring, terms (i.e. in-season, hard classes, thesis, other campus jobs, etc...)? Remember that this role is full-time for the summer and during Trips 2013.

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 (we will become best friends, get ready), so the director will read all applications and make the final decision. Selected applicants will be offered phone or Skype interviews in December; if you are unavailable for a phone or Skype interview during the winter break, please clearly note that on your cover page and send me an email as soon as possible!

All applicants will be notified before the beginning of the Winter term.

Parting thoughts...

"Trips is like a party. It's a big, crazy, three-week-long, adventure-packed, state-wide party, where we students of Dartmouth dress up crazy, spend way too much of our time, and generally are just stoked about life. Why? To show the incoming class, the '17s, that college isn't all about the library, that it isn't all about the grades or med school or the future (though those things are all well and good and important). College is a personal experience too, an intensely personal one, where we learn and we grow and we meet people that challenge us. AND...we do crazy stuff! Crazy stuff like Trips, like parties with goofy themes, like the snowball fight on the green at first snow, like so many fun things you've done during your one or two or three years here. Trips is our big chance to break in the '17s the right way, the fun way, to get them thinking right off the bat about accomplishing great things, both at Dartmouth and in life, having fun all the while."

--Pete Gadowski (Trips Director '08)

"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)

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. This role is absolutely essential to creating a fun and thoughtful welcome for the class of 2017.

The next 8+ months are an opportunity for us to innovate, reflect, and improve upon a program that already has tremendous success. The Assistant Director role is one that will be overwhelmingly fun and exciting as well as a superhuman amount of work. 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 am SO appreciative that you are considering the Assistant Director 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