



# Dartmouth Outing Club First-Year Trips

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

## 2013 Outreach Coordinator Application

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### What's an Outreach Coordinator? What do they do?

The Outreach Coordinator (OC) is charged with leading the efforts to make Trips as inclusive and thoughtful as possible. This involves more than just reaching out to different parts of campus (although this is important too!); the OC will seek out and create opportunities for students to reflect upon their own experience coming to Dartmouth so that the directorate team can adjust and improve the program to be more welcoming toward students of all backgrounds, identities and communities.

The Outreach Coordinator will work with directorate members to improve various aspects of the program and ensure we're doing everything we can to intentionally and thoughtfully welcome tripees. Specific tasks include: Working with the Trip Leader Trainers in developing/implementing the "Community Building" seminar; facilitating discussions with directorate/volunteers around diversity & difference (cultural, socio-economic status, race, ethnicity, sexual orientation, ability, religious beliefs etc...); working with OPAL and Student Accessibility Services to reach out to underrepresented groups; and engaging with various students groups/communities to talk about becoming (more) involved with DOC Trips.

Reaching out to tripees (and their families) before Trips 2013 is fundamental to this role. During the Spring & Summer terms, the OC will be responsible for managing and updating some of the Trips communication/social media tools (blog, Twitter, etc...) to help tripees feel as comfortable as possible with Trips before they arrive. This may include writing & editing blog post submissions, recruiting current students to share their perspective/experiences with the program, and coordinating individual tripee outreach over the summer. There are a lot of possibilities with this responsibility, so creativity and innovation is encouraged!

The Outreach Coordinator is a 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, TLTs, Safety Master, and Sustainability Coordinator.

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### Requirements to be the Outreach Coordinator:

- Prior involvement with DOC Trips as either a trip leader or croo member.
- You must be around Hanover in the winter and spring of 2013 and during most of Trips (August 20ish – September 12ish, dates are not yet finalized). *\*\*Please note that sophomores taking classes this summer ARE eligible for this position.*
- Ability to think creatively, critically, and thoughtfully about how the Trips program can improve and evolve.

- Interest in communications/social media, and advertising.
- *Some* prior involvement or experience with student life offices (Collis, OPAL, Deans Office, Residential Life, etc...), diverse communities, and student groups across campus.
- *Some* prior experience and strong interest in facilitating discussions & reflections around group dynamics, building community, and inclusion.
- Desire to take initiative with this role, and work collaboratively with other directorate members/campus offices to make Trips as inclusive and welcoming for all '17s.

### **How much work does this position require?**

The Outreach Coordinator is involved in many different areas of Trips, so the work is very much concentrated in the Winter & Spring terms. During the Winter, you can expect to devote 7-10 hours per week to planning various events, meeting with different student groups, and advertising the Trips program to all campus communities. In the Spring, you can expect around 5-7 hours of work per week focusing on outreach to tripees, assisting with aspects of leader/croo training, and maintaining the Trips blog. In the summer, you can expect 3-5 hours per week of work (done via e-mail, you don't need to be in Hanover for the summer).

During Trips, you should plan to be in Hanover for as much as possible (if you're taking classes, we can work around your class schedule). You will have responsibilities specific to the sensitivity & inclusion of all tripees, and will be a resource for other directorate members. For all this, you will be paid with my eternal gratitude, endless appreciation, and love (as in...not with dollars).

This position has the flexibility to allow you to potentially be a trip leader on a later section of Trips (schedule-permitting).

### **This sounds like my DREAM job. 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 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, 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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## **Outreach Coordinator Cover Letter Questions**

These questions are specific to the Outreach Coordinator 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 the Outreach Coordinator? How has your prior involvement with Trips shaped your interest and goals for this position? Please discuss your experience engaging with issues of diversity and inclusion (race, status, ability, nationality, sexual orientation, etc...). What initial suggestions do you have to create a more welcoming and thoughtful experience for '17s on Trips? Describe any experiences you have trying to create a more inclusive environment. What is your (formal or informal) experience with communications or advertising?

What are your schedule and time commitments for the winter & spring terms (i.e. off-term location, in-season athlete, hard classes, thesis, other campus jobs, etc...)? *The Outreach Coordinator should be around Hanover in the winter and/or spring term, and during most 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 Outreach Coordinator is selected:**

The Director and Assistant Director will read all applications for the Outreach position and make the final selections. Former 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...

*"The fundamental principle underlying this College is to examine assumptions, to respond to new ideas, not stubbornly hold to what we once thought was true. Dartmouth's historic task and current mission is to educate young people who can create diverse communities with abundant social capital. This is the assignment of your time and generation."*

--James Wright (Dartmouth College President, 1998-2009)

*"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. Essential to the mission of Trips is creating an inclusive and welcoming community for all '17s. The Outreach Coordinator tackles the "big ideas" of inclusion and diversity by working with all parts of the Trips program. The work in this role varies a lot during the Winter, Spring & Summer terms, but you will significantly impacts the tone of Trips 2013 which, in turn, shapes the entire Dartmouth community.

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 excited you are considering the Outreach Coordinator 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