



Dartmouth Outing Club First-Year Trips

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

2013 Safety Master Application

What does the Safety Master do?

DOC Trips send out a LOT of relatively inexperienced people into the woods, so ensuring their safety is our top priority as a program...and your top priority as Safety Master! The Safety Master oversees all safety protocol, emergency planning, medical equipment, and safety personnel for Trips 2013. This role requires a great deal of planning and organization as you will be working closely with the director & assistant director to keep all parts of Trips as safe as possible.

Specific tasks include holding First Aid/CPR sessions for trip leaders & croolings during the spring and summer terms, working with the Trip Leader Trainers (TLTs) to ensure leaders are sufficiently trained, coordinating the croo Safety Dorks, and reviewing/preparing the program's safety protocols. There is a lot of potential projects the Safety Master can take on, so creativity and a proactive attitude are essential!

The Safety Master 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, Outreach Coordinator, and Sustainability Coordinator.

Requirements to be the Safety Master:

- Prior involvement with DOC Trips as either a trippee, leader, or croo member.
- You must be around Hanover in the 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.
- Some form of advanced medical certification (EMT, OEC, WFR, etc..)
- Must be willing and able to become a certified CPR & First Aid instructor by Spring 2013. *(If not already certified, Trips will subsidize the cost)*
- 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.
- Must be willing and able to become College driver certified by August 2013.

How much work does this position require?

If not already certified to teach First Aid & CPR, the Safety Master will first work to become a certified instructor. In the Spring (and Summer if you're in Hanover), you will teach these classes and work closely with the TLTs to ensure adequate training for leaders. This can take up to 10 hours/week, but is a great way to gain experience as an instructor!

In the Winter/Spring, the Safety Master will work with the Director & Assistant Director to revise and update the Trips emergency protocols. You will also work with the Croo Chiefs to coordinate efforts among Safety Dorks (training, equipment, etc..).

During Trips, you should plan to be in Hanover for as much as possible (if you're taking classes, academics take priority over Trips). You will work with any leaders who have safety/health concerns, check-in with & advise the Safety Dorks on various croos, and follow-up on any medical incidents that occur. For all this, you will be paid with my eternal gratitude, endless appreciation, and love (as in...not with dollars).

This sounds like my FAVORITE job ever. How do I apply?

Applications are **due Monday January 7th by 7:17pm 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, 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, CPR Instructor 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, 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.

Safety Master Cover Letter Questions

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

Please discuss your medical certifications and relevant experiences. What is your interest in this position? What is your experience with emergency medicine, and first aid in a wilderness setting? Describe your experience teaching and/or facilitating discussions with groups of peers. What are your initial ideas to make Trips safer and better prepared for emergencies? Given the flexibility of this role, please discuss examples of your self-motivation, initiative, and/or creativity.

What are your schedule and time commitments for the winter, spring, and summer terms (i.e. off-term location, in-season athlete, hard classes, thesis, other campus jobs, etc...)? *The Safety Master needs to be around Hanover in the Spring, and hopefully summer, as well as 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!**

How the Safety Master is selected:

The Director and Assistant Director will read all applications for the Safety Master position and make the final selections. Former directorate members and leaders of campus medical groups (EMS, Ski Patrol, etc...) 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 account as early as possible.**

All applicants will be notified no later than Monday January 21st.

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)

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. Your role allows Trips to continually improve every year because we rely on creating a safe experience for all students. There is a lot of risk involved with DOC Trips, so while you will work hard to train both leaders and coolings, your role is integral to program's success.

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 Safety Master 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