



Dartmouth Outing Club First-Year Trips

P.O. Box 9
Hanover, New Hampshire 03755

2014 Director, DOC First-Year Trips

The Dartmouth Outing Club in conjunction with the Outdoor Programs Office and the Dean of the College Division is looking to recruit & hire the 2014 director for DOC First-Year Trips. Both Dartmouth undergraduates and alumni are welcome to apply. Applications are due by **Tuesday October 15th** at **12:00 PM** to the Outdoor Programs Office, Robinson Hall 112.

Job Description:

The Trips Director oversees all of the planning, management, implementation, and assessment of the entire First-Year Trips program. The Trips Director sets the vision for the program and, along with the Directorate, establishes the tone and goals for DOC First-Year Trips 2014. In addition to overseeing the entire planning process for every part of the program, the Trips Director recruits, selects, and guides the Directorate (Assistant Director, Trip Leader Trainers, Crew Chiefs, and Coordinators for Outreach/Sustainability/Safety/Connections) in creating a positive, safe welcoming experience for all incoming students. Specific responsibilities include:

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| ⇒ Managing, supporting, and advising members of the Trips Directorate | ⇒ Meeting regularly with OPO & College staff |
| ⇒ Coordinating recruitment, selection, and training of trip leaders & crew members | ⇒ Communicating with incoming students; overseeing leader & trippee assignments |
| ⇒ Scheduling of trips, routes, transportation, equipment, facilities, and food orders | ⇒ Maintaining the safety of all students involved with the Trips program |
| ⇒ Basic maintenance and updating of the DOC Trips website and database | ⇒ Collaborating with the College's Orientation Implementation Team & other offices to plan and coordinate pre-orientation logistics |

These responsibilities require a high degree of professionalism, collaboration, and communication with many people/offices around the College and in the local community. Strong interpersonal skills, the ability to manage multiple projects concurrently, and a commitment to inclusion & diversity within the DOC First-Year Trips program is required.

Compensation:

The Trips Director is compensated at \$15.00/hour. The Director is paid for the following hours each term:

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| • 10 hours/week for 4 weeks in the fall | • 40 hours/week in the summer |
| • 25 hours/week in the winter | • 40 hours/week during DOC Trips 2014 |
| • 30 hours/week in the spring | • 10 hours/week in the fall |

Additionally, the Trips Director receives OPO employee benefits including free cabin rentals, free DOR equipment rentals, and a Lodge Pass.

Job Requirements:

- Applicants must be able to begin work (remotely or in Hanover) in November 2013, and on-campus (although not necessarily enrolled in classes) from January 2014-September 2014. Applicants must also be able to continue working for the program throughout Fall 2014.
- Applicants should be prepared to devote a significant amount of time & energy, often beyond payroll hours, to the DOC First-Year Trips program, particularly in the spring term.
- Applicants should have some form of prior experience with the Trips program (trip leader, crew member, or directorate). Experience on the Trips Directorate is NOT required.

Desired Skills & Qualities:

- Strong understanding & personal reflections upon the purpose, philosophy, and mission of the DOC First-Year Trips program.
- Commitment to improving and advancing the program, and a demonstrated ability to think critically & strategically about how organizations/institutions evolve.
- Prior experience leading and/or managing others is preferred, including the following skills:
 - ⇒ Responsibility – Willingness to assume accountability for the entire program & its participants/volunteers
 - ⇒ Attention to detail & high degree of organization
 - ⇒ Problem solving – Ability to synthesize lots of information/views from multiple stakeholders and make an informed decision
 - ⇒ Demonstrated ability to earn & sustain respect from peers/colleagues
 - ⇒ Awareness – Willingness to engage others who may hold different views, ability to adjust work/management style to include others, desire for feedback & suggestions
 - ⇒ Ability to stay calm and in control during crises; manage unpredictable, complex tasks while maintaining focus on the bigger picture
- A realistic, informed understanding of the scope & nature of this position, and how it differs from being a trip leader or crew member.
- Ability to maintain confidentiality & exercise discretion with sensitive student, College, and financial information.
- Ability to foster & maintain strong relationships with the various stakeholders of the program, including current students, parents, trippers, the DOC, Outdoor Programs Office, College administrators, NH Fish & Game, Hanover businesses, and other collegiate outdoor programs.
- General knowledge of the outdoors, prior experience with outdoor activities, and/or understanding of local trails/rivers/roads is preferred.
- Comfort with various technologies, including basic website editing, database management, desktop programs, and web-based applications (Google, DropBox, etc.).
- Applicants should be College-approved drivers for vans and micro-buses, or should be willing & able to promptly become certified, if selected.

Application:

Applications are due (paper copy) by **Tuesday October 15th at 12:00 PM** to the Outdoor Programs Office, Robinson Hall 112. Applications may also be mailed to: DOC First-Year Trips, P.O. Box 9, Hanover, NH, 03755. Application materials include:

1. 1-page resume
2. Name & contact information of 2 staff or faculty members who are familiar with the DOC Trips program and would be willing to give you a recommendation, if requested. Members of the Search Committee (see below) may not serve as references.
3. Provide your D-Plan and details about what other commitments (classes, thesis, other jobs, sports teams, etc.) you expect to have each term.
4. A cover letter of 2-4 pages (single spaced) that addresses the following questions:
 - In consideration of the job description and desired skills (listed above), please elaborate on your interest in directing DOC Trips & motivation(s) for applying. Please explain your qualifications for the position.
 - Articulate your vision for the 2014 Trips program. What do you perceive to be some areas of improvement and/or opportunity for change this year? In 10 years?
 - The Director's primary responsibility is to manage & support the Trips Directorate in planning & implementing the program. Describe your experience and philosophy in working with & leading others. What are your weaknesses & strengths as a facilitator, mentor, and manager?
 - Any other details you would like to provide that are relevant to the position.

Selection Process:

Applications will be reviewed by the Search Committee and selected candidates will be invited to interview in October. A final decision will be made by November 1, 2013.

The Search Committee is chaired by the DOC President (Mac Murphy '15) and includes two members of the Outdoor Programs Office staff (Brian Kunz & Dan Nelson), the chair of the College's Orientation Committee (Eric Ramsey), and 2 students with prior Trips experience (Robin Costello '13 & Esteban Castano '14).

If you have any questions regarding the position or would like to discuss the application process, please feel free to contact Chris O'Connell, 2013 Trips Director, at 603.646.3996 or Christopher.A.O'Connell.13@dartmouth.edu.