

College Outdoors Leadership Trail Guide

Role	Requirements	Responsibilities	Benefits
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Participant

- No experience needed!

- Bring your enthusiasm!
- Follow College Outdoors Policies and Group Agreement

- Fun, friendships, and new experiences

Student Coordinator

- Have participated in at least one College Outdoors trip
- Complete a Trip Preference Form for the current semester
- Commit to the College Outdoors Community Standards

- Respond to trip offers and other communications from College Outdoors (CO) in a timely manner
- Actively engage in goal setting and feedback, approach trips with a growth mindset
- Participate in various aspects of a trip, at the discretion of Trip Leader (TL)
- Practice Risk Management
- Engage in learning trip processes
- Be a safe and responsible role model
- Be respectful and inclusive of all participants
- Read the Post Trip Reports (PTRs) from recent trips

- 50% off the price for any trip on which you are staffed as Student Coordinator (SC)
- Build your skills and CO leadership portfolio
- Invited to attend training trips
- Receive feedback and mentorship from more experienced trip staff to grow your leadership skills

Assistant Leader

All Requirements of a Student Coordinator (SC) PLUS:

- Serve as an SC on 3 or more trips -OR- serve as an SC on 2 trips + 1 qualifying training trip
- Current WFR Certification (or better)
- Complete Driver Clearance Online Module
- Complete on-the-road training with Pro Staff
- Complete the Policy quiz with 100% accuracy

All Responsibilities of Student Coordinator (SC) PLUS:

- Drive on trips -OR- assist the driver
- Help with vehicle checks, ride in passenger seat, navigate, stay alert
- Help pack trip gear
- Help with post-trip checklist to completion
- Write the Post Trip Report (PTR) with the leadership team
- Help run the Pre Trip Meeting (PTM)
- Lead in the field at the discretion of the Trip Leader

All Benefits of a Student Coordinator (SC) PLUS:

- 100% off the price for any trip on which you are staffed as an Assistant Leader
- 25% off any trip you go on as a participant
- Opportunity to mentor Student Coordinators
- Help lead Open House sessions

Trip Leader

All Requirements of an Assistant Leader (AL) PLUS:

- Season of relevant professional experience outside of CO
- Serve as an AL on 3 or more trips -OR- 2 trips + 1 qualifying training trip
- Meet with Roundtable to discuss goals, responsibilities, and expectations
- Pass a check-off trip, scheduled with pro-staff
- Be checked off by Pro Staff on the 10+1 Skills:
 1. Interpersonal Skills
 2. WFR Certification
 3. Policy Articulation
 4. Driver Cleared
 5. Trailer Cleared
 6. Navigation Rescue
 7. Skills Camp Craft
 8. Environmental
 9. Education
 10. Professionalism
 - +1. Skill of Your Choice

All Responsibilities of an Assistant Leader (AL) PLUS:

- Serve as the primary Trip Leader (TL), responsible for all elements of the trip (planning, packing, leading)
- Plan trip itinerary and curriculum
- Drive on trips
- Run and/or oversee Pre Trip Meeting (PTM)
- Pack trip gear and direct ALs/SCs on trip gear specifics
- Ensure all trip checklists are completed accurately
- Facilitate and actively engage in leadership team goal setting and feedback
- Mentor ALs/SCs on your trip
- Attend required TL meetings

All Benefits of an Assistant Leader (AL) PLUS:

- Paid a stipend daily rate on trips in which you are staffed as a TL, with pay increases based on experience
- Paid hourly for eligible PTM and trip prep time
- Hourly pay increase for office/warehouse/trip prep work
- 50% off any trip you go on as a participant
- Pro Deals discount on outdoor brands
- Free equipment rental from Sequoia warehouse
 - *Eligible rental items only, other restrictions apply including that you must be an active member of the CO community.*
- Opportunity to mentor ALs/SCs

Trip Specialist

All Requirements of a Student Coordinator PLUS:

- Possess a specific technical skill set needed for certain trips (Mushroom ID, Paddle Captain, Environmental Education, etc.)

All Responsibilities of an Student Coordinator PLUS:

- Lead the activity for which you are a specialist

All the benefits of a Student Coordinator PLUS:

- 100% off the price for any trip on which you are serving as a Trip Specialist (TS)
- Paid a flat rate stipend daily rate on trips

College Outdoors Leadership Trail

Trip Leader (TL)

- ★ Assistant Lead 3 trips
- ★ Check off 10+1 skills
- ★ Trailer clearance
- ★ Lead a checkoff trip

Assistant Leader (AL)

- ★ WFR (Wilderness First Responder)
- ★ Driver clearance
- ★ Student Coordinate 3 trips

Student Coordinator (SC)

- ★ Submit trip preference form!
(Find on CO website on the Student Leadership tab)

Participant

- ★ Come on College Outdoors trips!

★ TIPS ★

- Go on trips as a participant – helps you gain experience for processes & locations
- Get trailer cleared early
- Take Outdoor Leadership class in spring
- Attend Open Houses in fall
- Submit NEW trip preference form every semester (indicate medium interest or higher – gives you a higher chance of being staffed!)
- Visit the office & reply promptly to emails