

# Venture Outdoors Job Description

<b>Title:</b>	<b>Trip Leader Specialist</b>
<b>Location:</b>	Varied locations in the Pittsburgh area
<b>Salary:</b>	\$9.00-\$10.00 per hour with merit-based increases
<b>Hours:</b>	0 to 40 hours per week: Full & Part time shifts available Flexible hours including evenings & weekends April-October (mostly May-August)

**Position summary:** A Trip Leader Specialist (TLS) is a temporary (seasonal) employee who will lead group outings and assist with events for Venture Outdoors, ensuring a successful, professional and excellent experience for all participants. A TLS acts as a representative of Venture Outdoors to promote the mission of the organization. A TLS leads day trips in activities at which she/he is proficient (hiking, flat water paddling, biking, geocaching, etc.) and assists during portable rock climbing wall events.

## Primary responsibilities:

- Lead outings for youth and/or adult groups.
- Ensure participants' safety, fun and complete satisfaction.
- Be familiar with and follow all Venture Outdoors trip leader guidelines.
- Register participants, lead group introductions and manage expectations before the outing.
- Assist with portable climbing wall events, including VO Fest, community festivals and day camps.
- Provide instruction, supervision and encouragement to climbing participants.
- Share educational concepts, including natural history and cultural and environmental knowledge with participants on outings.
- Monitor environmental conditions (high water, storms, lightning, heat, cold, etc.) before and during an outing.
- Care for participants' needs, handling emergencies and contingencies.
- Work with other leaders and volunteers as necessary.
- Assist with planning of trips and activities in the office as needed.
- Ensure all relevant paperwork is completed and returned to VO in a timely manner including participant evaluations, risk waivers, final trip reports, trip plans, etc.
- Follow low-impact, Leave-No-Trace environmental practices in all instances.
- Be an ambassador for Venture Outdoors.
- Successfully complete Venture Outdoors Trip Leader Training.

## Qualifications:

- Demonstrated ability and knowledge in one or more outdoor recreation activities (hiking, biking, paddling, etc.).
- Desire to lead, motivate, and manage groups of varying ages and abilities and backgrounds.
- Willingness and commitment to uphold all Venture Outdoors' policies and protocols and act in a professional and courteous manner at all times.
- Demonstrated ability to manage logistics in an organized fashion.
- Willingness to be flexible with work assignments and roles.
- Knowledge of associated skills and equipment for leading activities.
- Comfort speaking in front of a group and desire to share knowledge with others.

## Requirements:

- At least 21 years of age.
- A reliable form of transportation to get you and the necessary equipment to the activity site. (Having a vehicle is preferred.)
- Good physical condition. Must be able to lift 50lbs repeatedly.
- Current CPR and First Aid certifications (can acquire upon hiring) – Wilderness First Aid or higher preferred.
- PA State Act 33/34 Background Clearances and FBI Background check (can acquire upon hiring).

**To Apply:** Send cover letter and resume Liz Fager, Group Program Coordinator, at [groupprograms@ventureoutdoors.org](mailto:groupprograms@ventureoutdoors.org).