**ROPE Outdoor Trip Leader**

**Pay Rate: $10-12/hr**

**Supervisor: Assistant Director, Outdoor Programs**

**Contact:** [**kjc5@rice.edu**](mailto:kjc5@rice.edu) **or 713-348-4069**

**Job Description:**

ROPE Trip Leaders are responsible for the overall facilitation of their outdoor trip. Leaders plan, develop, and lead recreation trips focusing on outdoor education and social engagement. This position requires interpersonal communication skills, the ability to think critically, and the flexibility to work both independently and cooperatively with other staff and participants.

**Specific Responsibilities:**

* Plan and develop outdoor trip itineraries in cooperation with the Program Director and co-leaders.
* Coordinate logistics including meals and travel for assigned trips.
* Teach and abide by “Leave No Trace” outdoor ethics on all outdoor trips.
* Learn and teach specific outdoor recreation skills (backcountry travel, canoeing, cooking, etc.) to ROPE trip participants.
* Lead at least 2 trips per semester for a minimum total of 4 trip days.

**Minimum Qualifications:**

* Must have a passion for the outdoors and outdoor recreational programming.
* Must be able to think independently and make decisions for everyday and emergency situations.
* Must have a positive attitude and interact well with ROPE trip participants.
* Must have willingness to learn and practice new outdoor skills and activities.
* Must have the ability to earn a CPR, and Wilderness First Aid Certifications.
* Must possess a valid driver’s license.

**Benefits:**

* Leadership training including group management skills, decision making, risk management, environmental ethics, and expedition behavior.
* Technical outdoor skills training including kayaking, canoeing, rock climbing, caving, backpacking, basic camping skills and wilderness medicine.
* Access to equipment, additional outdoor trips & training materials.
* Leave No Trace Trainer, Technical Skills, and Wilderness First Aid certification opportunities.
* ROPE apparel and outdoor gear access.

**Training Requirements:**

* New Leaders must attend the Outdoor Leader Training Trip – a 7-10 day expedition that is held during winter recess **or** May following exams.
* Attend primary training trips in September (Labor Day Weekend) and January (Martin Luther King Weekend) each year as well as technical instruction days.
* Monthly and semi-annual meetings to review, plan, and develop our outdoor programming.
* Recreation department staff trainings
* Van and trailer safety review.
* Wilderness First Aid Certification – ROPE aims to provide full coverage for this certification for leaders who commit to 2 or more years of leading.

**Pay Structure:**

Leaders are paid for their time planning, preparing, and traveling for trips. Estimated hours are 6-8 for single day trips, 10-15 for weekend trips, and 15+ hours for extended trips.

Leaders are also compensated for training and staff meetings according activity and role.

**Handwritten applications will not be accepted.**

Rice Outdoor Programs & Education  
Trip Leader Application

PERSONAL INFORMATION

Name: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text. Rice IDClick or tap here to enter text.

Phone: Click or tap here to enter text. Email Address: Click or tap here to enter text.

GENERAL INFORMATION

Year of Study: FR  SO  JR  SR  GR    
Anticipated date of graduation: Click or tap here to enter text.

College: Click or tap here to enter text. Major/Dept Click or tap here to enter text.

I possess a US driver’s license.  
 I have not been cited or convicted for: reckless driving, driving under the influence, or distracted driving.

QUALIFICATIONS/WORK EXPERIENCE

List all qualifications, certifications, and relevant work related experience you have. Please attach a copy of your certifications, training, and expedition log, if available.

Click or tap here to enter text.

Please list two references who are familiar with your outdoor experience or leadership qualifications.

Name & Phone Company/

of Reference Organization Position Relationship

Click or tap here to enter text.

Click or tap here to enter text.

I understand that any false or misleading information given in this application will automatically disqualify this application from the employee pool or result in termination of employment.

Signature of Applicant: Click or tap here to enter text. Date: Click or tap here to enter text.

Rice Outdoor Programs & Education  
Trip Leader Questionnaire

**The following questions are to be handed in with your application. Feel free to use additional space.**

1. What makes you want to be a ROPE Trip Leader? What will you bring to the position and organization?

Click or tap here to enter text.

1. Please share with us about something that you are passionate about apart from the outdoors.  
   Click or tap here to enter text.
2. What other commitments do you hold at Rice (e.g. committees, clubs, sports)? Trip leading is a serious commitment. Participants have paid to join our trips and are relying on leaders to be prepared and engaged. How will you make sure you are prepared and active within ROPE?

Click or tap here to enter text.

1. What would you consider the most important aspect(s) of being a leader?

Click or tap here to enter text.

1. Describe a time during which you have had to make a difficult decision? What was the alternative and why did you make your choice?  
   Click or tap here to enter text.
2. ROPE leaders are responsible for a variety of planning and decision-making on and off trail. Provide specific examples of where the following decision making style would appropriate and why: Directive, Consultative, Democratic, Consensus, & Delegate.

Click or tap here to enter text.

2023-2024 Leader Schedule

**September:**

**2-5 All Leader Training Trip (Labor Day Weekend\_+ OAC**

**10 Leader Training Day**

**December:**

**13-18 Potential Winter Expedition**

**January:**

**2-7 Potential Winter Recess Trip**

**12-14 All Leader Training Trip (Martin Luther King Weekend) + OAC**

**February:**

**3-4 Leader Training Trips**

**May:**

**2-11 Training Expedition for 2023-2024 cohort**

**Staff Meetings:**

**3-4 across each semester**

**Rec Center Training:**

**2 Department Events (Fall/Spring)**

**1 Manager Training (returning leaders)**

**CPR Certification**

**Wilderness First Aid Certification**