


# College Outdoors Leadership Trail Guide

Role	Requirements	Responsibilities	Benefits
 <p>Participant</p>	<ul style="list-style-type: none"> <li>✓ No experience needed!</li> </ul>	<ul style="list-style-type: none"> <li>• Follow College Outdoors Policies</li> </ul>	<ul style="list-style-type: none"> <li>★ Fun, friendships, and new experiences</li> </ul>
<p>Student Coordinator</p>	<ul style="list-style-type: none"> <li>✓ Have participated in at least one College Outdoors trip</li> <li>✓ Submit a Student Coordinator Application</li> <li>✓ Complete a Trip Preference Form for the current semester</li> <li>✓ Commit to the College Outdoors Community Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Bring your enthusiasm!</li> <li>• Be respectful and inclusive of all participants</li> <li>• Respond to trip offers and other communications from College Outdoors in a timely manner</li> <li>• Engage in feedback dialogue with the leadership team</li> <li>• Practice Risk Management</li> <li>• Participate in various aspects of a trip, at the discretion of Trip Leader</li> <li>• Engage in learning trip processes</li> <li>• Be a safe and responsible role model</li> <li>• Read the PTRs from recent trips</li> </ul>	<ul style="list-style-type: none"> <li>★ College Outdoors pays 50% of the price for any trip on which you are asked to serve as an SC</li> <li>★ Invited to attend Student Coordinator training trips</li> <li>★ Learn more about how CO works and the role of leaders</li> <li>★ Mentorship from more experienced trip staff</li> </ul>
<p>Assistant Leader</p>	<ul style="list-style-type: none"> <li>✓ Complete a Trip Preference Form for the current semester</li> <li>✓ Serve as an SC on 3 or more trips -OR- serve as an SC on 2 trips + 1 qualifying training trip</li> <li>✓ Current WFR Certification (or better)</li> <li>✓ Cleared to Drive -OR- complete Driver Safety Training (DST) <i>Note: 2 or more drivers are required for most trips, so completing DST without getting driver cleared limits your opportunities</i></li> <li>✓ Familiarity with CO Logistics:               <ul style="list-style-type: none"> <li>✓ PTM paperwork</li> <li>✓ Binders and checklists</li> <li>✓ Equipment location in Sequoia</li> </ul> </li> <li>✓ Commit to the College Outdoors Community Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Drive on trips -OR- assist the driver (help with vehicle checks, ride shotgun, stay alert)</li> <li>• Help pack trip gear</li> <li>• Help with post-trip checklist to completion</li> <li>• Actively engage in goal setting and feedback, approach trips with a growth mindset</li> <li>• Write the PTR with the leadership team</li> <li>• Help run the PTM</li> <li>• Lead in the field at the discretion of the TL</li> <li>• Bring your enthusiasm!</li> <li>• Be respectful and inclusive of all participants</li> <li>• Respond to trip offers and other communications from College Outdoors in a timely manner</li> <li>• Practice Risk Management</li> <li>• Participate in all aspects of a trip, at the discretion of TL</li> <li>• Engage in learning trip processes</li> <li>• Be a safe and responsible role model</li> <li>• Read the PTRs from recent trips</li> </ul>	<ul style="list-style-type: none"> <li>★ CO pays 100% of the price for any trip on which you are asked to serve as an Assistant Leader</li> <li>★ Invited to attend leadership training trips</li> <li>★ 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)</li> <li>★ Opportunity to mentor Student Coordinators</li> <li>★ Opportunity to help lead Open House sessions</li> <li>★ Learn more about how CO works and the role of leaders</li> <li>★ Mentorship from more experienced trip staff</li> <li>★ Engage in feedback dialogue with the leadership team</li> </ul>
<p>Trip Leader</p>	<ul style="list-style-type: none"> <li>✓ Serve as an Assistant Leader on 3 or more trips -OR- 2 trips + 1 qualifying training trip</li> <li>✓ Submit a Leadership Reflection (~1pg) to Roundtable describing your relevant experience outside CO that has prepared you to be a Trip Leader. Relevant experience may be from a professional outdoor job, as an RA, etc.</li> <li>✓ Have participated in at least one leadership training trip -OR- participated in in NST training</li> <li>✓ Be checked off by pro staff on the 10+1 Skills:               <ul style="list-style-type: none"> <li>✓ WFR Certification</li> <li>✓ Policy Articulation</li> <li>✓ Driver Cleared</li> <li>✓ Trailer Cleared</li> <li>✓ Navigation</li> <li>✓ Interpersonal Skills, including                   <ul style="list-style-type: none"> <li>✓ Diversity, Equity, &amp; Inclusion training</li> <li>✓ Bystander Intervention training</li> </ul> </li> <li>✓ Rescue Skills</li> <li>✓ Camp Craft</li> <li>✓ Environmental Education</li> <li>✓ Professionalism</li> </ul> </li> <li>✓ Commit to the College Outdoors Community Standards</li> <li>✓ Pass a multi-day check-off trip with pro-staff</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as the primary Trip Leader, responsible for all elements of the trip (planning, packing, leading)</li> <li>• Plan trip itinerary and curriculum</li> <li>• Drive on trips</li> <li>• Run &amp;/or oversee PTM</li> <li>• Pack trip gear and direct ALs/SCs on trip gear specifics.</li> <li>• Thoroughly complete all trip checklists</li> <li>• Facilitate and actively engage in leadership team goal setting and feedback, approach trips with a growth mindset</li> <li>• Write the PTR with the leadership team</li> <li>• Mentor ALs/SCs on your trip</li> <li>• Bring your enthusiasm!</li> <li>• Be respectful and inclusive of all participants</li> <li>• Respond to trip offers and other communications from College Outdoors in a timely manner</li> <li>• Practice Risk Management</li> <li>• Be a safe and responsible role model</li> <li>• Read the PTRs from recent trips</li> </ul>	<ul style="list-style-type: none"> <li>★ CO pays 100% of the price for any trip on which you are asked to serve as a TL</li> <li>★ Paid a stipend daily rate on trips, with pay increases based on experience</li> <li>★ Paid hourly for eligible PTM and trip prep time (number of eligible hours varies by trip)</li> <li>★ Hourly pay increase for office/warehouse/trip prep work</li> <li>★ Eligible for pro deals on gear purchase</li> <li>★ Your photo on the staff wall, and your profile on the CO website</li> <li>★ Invited to attend leadership training trips</li> <li>★ 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)</li> <li>★ Opportunity to mentor ALs/SCs</li> <li>★ Opportunity to help lead Open House sessions</li> <li>★ Engage in feedback dialogue with the leadership team</li> </ul>
<p>Day Trip Leader</p>	<ul style="list-style-type: none"> <li>✓ Same as a Trip Leader EXCEPT:               <ul style="list-style-type: none"> <li>✓ Trailer Clearance is not required, unless leading a trip that requires trailers (such as Kayak trips, SUP Trips, etc.)</li> <li>✓ Check-off trip with pro-staff member is a day trip</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Same as a Trip Leader</li> </ul>	<ul style="list-style-type: none"> <li>★ Same as a Trip Leader EXCEPT:               <ul style="list-style-type: none"> <li>★ Stipend daily pay is a flat rate, not based on experience</li> <li>★ No TL hourly pay increase</li> <li>★ Not eligible to lead multi day trips, unless staffed as an AL or Trip Specialist</li> </ul> </li> </ul>
<p>Trip Specialist</p>	<ul style="list-style-type: none"> <li>✓ Complete a Trip Preference Form for the current semester</li> <li>✓ Possess a specific technical skill set needed for certain trips (Mushroom ID, Paddle Captain, Environmental Education, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Lead the activity for which you are a specialist</li> <li>• All regular responsibilities of your current role as a Student Coordinator or Assistant Leader</li> </ul>	<ul style="list-style-type: none"> <li>★ CO pays 100% of the price for any trip on which you are asked to serve as a Trip Specialist</li> <li>★ Paid a flat rate stipend daily rate on trips</li> </ul>
<p>On-Campus Activity Leader</p>	<ul style="list-style-type: none"> <li>✓ May be at any stage on the Leader Ladder</li> <li>✓ Complete a Trip Preference Form for the current semester</li> <li>✓ Expertise in the activity you are leading</li> <li>✓ Commit to the College Outdoors Community Standards</li> </ul>	<ul style="list-style-type: none"> <li>• Serve as the primary leader, responsible for all elements planning, gathering equipment, and leading the activity</li> <li>• Thoroughly complete all activity checklists</li> <li>• Facilitate and actively engage in leadership team goal setting and feedback, approach trips with a growth mindset</li> <li>• Write the PTR with the leadership team</li> <li>• Bring your enthusiasm!</li> <li>• Be respectful and inclusive of all participants</li> <li>• Respond to trip offers and other communications from College Outdoors in a timely manner</li> <li>• Practice Risk Management</li> <li>• Be a safe and responsible role model</li> <li>• Read the PTRs from recent trips</li> </ul>	<ul style="list-style-type: none"> <li>★ Hourly pay for leading the activity</li> </ul>