



Title:	Trip Leader Specialist
Location:	South Side, with field work throughout the Pittsburgh area
Reports to:	Youth Program Manager
Employee Status:	Part-time, Hourly, Non-Exempt (eligible for overtime after 40 hours)
Hours:	Typically 0-20 hours per week, including weekdays, evenings & weekends
Compensation:	\$10.50/hour

Venture Outdoors is a nonprofit organization dedicated to connecting everyone to the benefits of outdoor recreation throughout Southwestern Pennsylvania. We provide a variety of activities that inspire an active lifestyle, promote the region's unique natural amenities, highlight its excellent quality of life, and foster a greater appreciation for the environment.

A **Trip Leader Specialist (TLS)** is a part-time employee who will lead or assist on outings and help 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 outings in activities at which she/he is proficient (hiking, flat water paddling, biking, geocaching, etc.) and assists during portable rock climbing wall events and other outings as needed.

Primary responsibilities:

- Develop trip plans for individual outings;
- Create outing specific program materials when necessary;
- Lead outings for adults, college students, and urban youth ages 5-18;
- 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;
- Share educational concepts, including natural history, cultural, historical information, and environmental knowledge with participants on outings;
- Assist with portable climbing wall events, including Venture Outdoors Festival, community festivals, and day camps as needed;
- Provide instruction, supervision and encouragement to climbing participants;



- Monitor environmental conditions (high water, storms, lightning, heat, cold, etc.) before and during an outing;
- During outings, care for participants' needs, handle emergencies and contingencies;
- Ensure all relevant paperwork is completed and returned to program administrator 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.

Qualifications:

- Desire to lead, motivate, and manage groups of varying ages, abilities, and backgrounds;
- Experience leading groups of urban youth in outdoor recreation activities;
- 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 outdoor recreation activities;
- Comfort speaking in front of a group and desire to share knowledge with others;
- Willingness and commitment to uphold all Venture Outdoors' policies and protocols and act in a professional and courteous manner at all times.

Requirements:

- At least 18 years of age;
- A valid driver's license and 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 151 and Act 34 Background Clearances, FBI Background check, and Mandated Reporter Training (can acquire upon hiring);
- Once hired, the Trip Leader Specialist will attend Venture Outdoors' Outdoor Leadership Training and any activity-specific training in order to accomplish the position, including snowshoeing, biking, and kayaking.

Reports To: Youth Program Manager



To Apply:

Please send cover letter and resume to:
Lora Hutelmyer, Youth Program Manager
Venture Outdoors
33 Terminal Way
Suite 537 A
Pittsburgh, PA 15219

Or email: LO@ventureoutdoors.org

Equal Opportunity Employer