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## **Costa Rica/ Hawaii Trip Leader Job Description**

### **Overview**

The Trip Leader for Sea Turtle Camp must be a multi-talented individual with a strong desire to provide camper supervision and marine science instruction. Our program attracts academically strong teen applicants that complete an application process to attend. This position requires the candidate to work as part of a team to inspire, instruct, and provide care to a group of 12 - 16 students. Applicant must have a passion for marine stewardship, teaching, and inspiring youth. Teamwork and dedication are important, and the applicant must provide feedback to all Sea Turtle Camp staff and vendors.

The Trip Leader will be responsible for daily instruction, facilitation of a variety of evening programs, logistical support, and daily van driving responsibilities. Logistics are a key element of our overnight trips and include equipment management and maintenance, evening program set-up and break-down, and other duties as assigned. This position will also assist with coordination of arrival and departure of campers. Last but not least, the Trip Leader must ensure that all staff and campers stay safe while having an awesome and life-enriching experience. This position reports to the Operations Director and Program Director.

### **Skills and Requirements**

#### **Minimum Qualifications**

- ❖ BA or BS in marine biology, environmental science/education related field (or working on)
- ❖ At least 23 years of age
- ❖ Must be in excellent physical condition
- ❖ Current certifications: Lifeguarding, CPR and First Aid; or will earn prior to start date
- ❖ Experience in marine science, environmental education, summer camps, trip leading, and/or related field
- ❖ Must be able to attend mandatory staff training via Skype and online sessions
- ❖ Willing to work long hours while maintaining energy and stamina
- ❖ Strong communication, decision making, logistical, and organizational skills
- ❖ Excellent critical thinking and problem-solving skills
- ❖ NO conflicting commitments including travel, work, or other leave of absence
- ❖ Able to pass a government background check and clean driving record
- ❖ Ability to accept and give feedback

#### **Desired Skills & Traits**

- ❖ Master's in marine biology, environmental science, recreation, education, or related field
- ❖ Wilderness First Aid Certification
- ❖ Experience working with sea turtles
- ❖ Environmental education certification or teaching experience
- ❖ Ability to accept and give feedback
- ❖ High attention to detail and ability to maintain a neat and clean work environment
- ❖ Ability to accept and give constructive criticism
- ❖ Willing to perform tasks outside of job description

- ❖ Loves to have FUN!
- ❖ Extroverted, fun and highly motivated team players with a high degree of attention to detail
- ❖ Passion and pride in their work
- ❖ Socially confident, excellent communicator with professional guest service skills
- ❖ Resourceful approach with the ability to troubleshoot when necessary and perform gracefully under pressure
- ❖ Forward-thinker with an innovative approach to problem-solving
- ❖ Organized and able to plan and manage complex logistical challenges
- ❖ Passion for a healthy lifestyle and keen to learn about health and wellness

## **Responsibilities and Duties**

During the summer months, we operate two week, overnight marine biology travel trips in Hawaii & Costa Rica for 14–17-year-olds. Working in collaboration with one-two other Sea Turtle Camp staff members, you will provide 24-hour supervision for campers both in the field and at night in their lodging.

Individual must maintain a strong skill set in the following areas: lesson prep and execution, organization, punctuality, problem solving, as well as have a solid attention to detail. These skills are crucial in order for you to provide the best possible experience for each camper. Programs do require work on weekends and holidays.

Staff responsibilities are listed below but may not be limited to this list.

- ❖ Provide consistent support to co-leaders, by handling tasks and duties, aiding in delegating duties to staff, and focusing on campers' safety and schedule
- ❖ Assist with daily camp setup and breakdown responsibilities with your team
- ❖ Organize, supervise, and participate in all camp activities
- ❖ Implement program curriculum and present educational activities
- ❖ Facilitate sunrise/sunset beach walks with groups
- ❖ Maintain professional, open communication with staff and volunteers at various vendors
- ❖ Make quick decisions throughout the day based on weather and ocean conditions
- ❖ Attend all scheduled staff meetings with the Program Director
- ❖ Participate in daily team meetings to go over any camper issues, logistics and schedule
- ❖ Perform all pre-session tasks, including but not limited to: reading camp binder, delegating responsibilities, and ensuring all supplies are prepared and accessible
- ❖ Perform all post-session tasks, including but not limited to: clean-up and inventory of supplies, reviews, and evaluation.
- ❖ Provide proper behavior management of campers. Handle camper discipline issues and emergency situations that may arise.
- ❖ Put camper needs before your own; get to know each camper, including their likes and dislikes, and make them feel welcome and accepted
- ❖ Serve as a positive role model and display maturity, responsibility, flexibility, and sound judgment
- ❖ Oversee participants safety, medication administration, and dietary preferences
- ❖ Safely transport students in 15 passenger vans (Hawaii Only)
- ❖ Conduct ongoing supply and equipment inventory
- ❖ Clean, organize, and help clean camp lodging and vehicles at the end of camp session
- ❖ Communicate with campers and their parents. Be available to answer questions
- ❖ Practice open communication with your team and address any issues immediately
- ❖ Provide positive feedback and constructive criticism to co-workers when necessary
- ❖ Follow proper Emergency Procedures when necessary
- ❖ Clearly understand company goals, our high safety standards, and mission and continuously work to promote the organization and achieve its goals
- ❖ Be knowledgeable of Surf Camp, Inc. as a company, as well as our diversity of programs
- ❖ Maintain Sea Turtle Camp credit card and budget

**Compensation**

We offer a trip stipend ranging from \$400-\$500 per week, commensurate with experience. In addition, the compensation package will include airfare, accommodations, and meals during the travel trip. Training on our specific expectations, policies, and procedures will be provided.

**Contract Duration**

Programs run, depending on the session, from late June – early August. Candidates would need to attend mandatory Sea Turtle Camp training; typically via phone or Skype, but in person if possible.

**About Sea Turtle Camp:**

Sea Turtle Camp was founded to offer youth the opportunity to learn about marine biology through immersive, hands-on, feet-wet experiential education. Our mission is to cultivate a love and respect for the ocean by building confidence and developing character, while inspiring coastal conservation through safety, fun, and learning!

**Contact**

To learn more about positions with Sea Turtle Camp, please contact our Program Director at [coordinator@seaturtlecamp.com](mailto:coordinator@seaturtlecamp.com).