



Sample Leader Role Description

Objective:

Leaders facilitate all aspects of programming (i.e. field instruction, program planning and evaluation). This will include the management of all course paperwork, co-leaders and students. Leaders are to use judgment to make decisions in order to manage risk, manage the group, and facilitate a quality experience for all involved. Leaders adhere to the policies and procedures set forth in the Leader Manual.

Knowledge, Skills and Attitudes:

Leaders need to be familiar with relevant outdoor adventure pursuits in order to effectively facilitate and evaluate the program. The Leader must have: positive evaluations from required skills training (leader training, WFA & CPR, van-driver training, activity-specific training), strong interpersonal and communication skills, and a positive attitude.

Overview of Duties and Responsibilities

Complete duties and responsibilities can be found in the Role of the Leader section.

- Arrange and take part in pre-trip planning meetings
- Arrange transportation or ensure that it has been arranged
- Complete all pre-trip paperwork and checklists
- Facilitate a pre-trip meeting w/ participants
- Check and load staged equipment
- Facilitate the trip or course
- Follow policies and procedures
- Clean and store equipment/vehicles
- Complete all post-trip paperwork
- Arrange and take part in post-trip debriefs
- Attend all Leader meetings

Expected Performance

- The number one expectation for trip leaders is that they be risk-managers during all aspects of trip planning and implementation.
- Leaders are expected to follow policies and procedures outlined in the Leader Manual.
- Leaders are expected to perform their duties in a professional manner.
- Leaders are expected to facilitate quality experiences for participants and co-leaders.