

Colby



OFFICE OF CAMPUS LIFE

Colby Outdoor Orientation Trip Leader Position Description/Application

2009-2010

The Office of Campus Life provides purposeful learning opportunities, support services, and programs that encourage the development of an inclusive, educated, and involved community. Through both the creation of living and experiential learning environments and the presentation of programs in conjunction with the College community, the Office of Campus Life commits to promoting individual growth, leadership and character development, academic achievement, and engaged citizenship all while having fun. Outdoor Orientation leaders are leaders who work to achieve this goal by conducting a safe and positive outdoor orientation trip and by providing positive mentoring of first-year students in concert with all campus leaders. Colby Outdoor Orientation Trip (COOT²) Leaders report to the Assistant Dean of Students/Director of Campus Life and the Associate Director of Campus Life/Director of Outdoor Education and Safety, with the current COOT² Committee serving as an additional contact point.

Colby 360, the strategic plan for the Division of Student Affairs, asserts as its guiding principle the idea that a residential college affords students opportunities to learn and develop in all aspects of their college lives. However, where traditional approaches to student affairs in residential colleges tend to focus on creating policies and procedures, Colby 360 establishes a setting for student life designed to achieve five specific learning outcomes: 1) development of life skills; 2) understanding diversity and human difference; 3) understanding democracy and civic engagement; 4) promoting wellness and healthy lifestyle; and 5) leadership education for the 21st century.

Colby Outdoor Orientation Trip Leader Position Description

Colby Outdoor Orientation Trip Leaders should be known, visible, approachable, and active members of the College community. **Colby Outdoor Orientation Trip Leaders** articulate to students the philosophy and policies of the Office of Campus Life and the College. **Colby Outdoor Orientation Trip Leaders** work with the Office of Campus Life and the Director of Outdoor Education and Safety by conducting 3-day outdoor trips throughout the state of Maine and by providing positive and active mentoring of incoming students throughout the academic year.

Primary Expectations of the Colby Outdoor Orientation Leader Position

1. Pre-Trip Expectations

- Create and send a welcoming letter to incoming students to introduce yourselves and the greater Colby community.
- Meet with co-leader(s) to plan for first meeting, discuss goals for the trip, discuss leadership styles, etc.

- Conduct inventory of all COOT² gear, first aid kit, and food provisions.
- Review participant application data and medical forms upon arrival for training in August.
- Consult with the Director of Outdoor Education and Safety and Health Center staff if there are medical questions or concerns.
- Review all participant gear at least two-days prior to trip departure to make sure they have appropriate equipment.
- Brief incoming students on the following topics: route itinerary, emergency procedures, use and location of first aid kit, Leave No Trace Outdoor Ethics practices and substance-free expectations.
- Be available by e-mail/phone in order to answer questions posed by first-year students if away for the summer.

2. Skill Expectations

Please note that these skills will be covered during portions of training.

All Leaders should have an understanding of the following:

- Safely use both propane and white gas stoves and safely cook for the group.
- Be able to explain Leave No Trace Outdoor Ethics practices.
- Have a working knowledge of several knots for use during the trip.
- Create a system to keep food away from animals for backcountry trips (if relevant).
- Safely conduct stream and road crossings (if relevant).
- Ensure that all water is purified on remote backcountry trips.
- Understand safe procedures for inclement weather.
- Conduct group activities and discussions during the trip.
- Effectively supervise participants. Ensure that students are not put into situations that are unsafe, unplanned or unethical.
- Keep receipts for any camping fees or other expenditures and return them within one week of the end of orientation and comply with all camping regulations.
- Complete Accident/Incident/Near Miss forms in full (if needed)
- Notify Director of Outdoor Education and Safety of any changes in route or itinerary in advance of change. No trip should travel to locations outside of those locations listed on the itinerary.

3. Post-Trip Expectations:

All leaders will:

- Return all COOT² gear/equipment (cleaned) and unused food.
- Complete leader evaluation forms/surveys.
- Conduct a group de-brief with first year students.
- Participate in two additional de-briefs: one with your co-leader and one with the Director of Outdoor Education and Safety.
- Arrange for trip reunions after the trip.
- Participate in small group facilitation.
- Serve as a resource to the members of your group throughout the year by following mentoring and reunion protocols.
- Complete a trip report and evaluation to be handed in to the Director of Outdoor Education and Safety within two weeks of the end of the trip.

4. General Requirements:

- Must be on campus for the fall semester to lead the trip and fulfill the mentor role. Students studying abroad for FA09 are not eligible.
- All Leaders must be willing to participate in all orientation components as directed. This will include both academic and civic engagement components and training related to counseling, driver safety, alcohol, College Policy, etc.
- Will attend leader workshops (April 28-30). Workshops will provide an opportunity for leaders to meet and have questions answered by the COOT² Committee and the Director of Outdoor Education and Safety. Applicants who are unable to attend must contact the Director of Outdoor Education and Safety. Exemptions or rescheduling will be handled on a case-by-case basis. Students chosen as leaders who are abroad will be participating in similar sessions during August training.
- All leaders must be in reasonable health and capable of leading their assigned trip. Changes in health status need to be communicated with the Director of Outdoor Education and Safety and the health center immediately.
- All leaders must ensure, to the best of their ability, that all activities are conducted in a substance-free manner (no alcohol, drugs, etc).
- All applicants should have current CPR and Wilderness First Aid (WFA) certification on file with the program. This must be current through September 2009. For those who do not have this training the program will provide WFA/CPR training during August 2009.

Driver Requirements

If serving as a driver for the program you must have a driver's license and driver form on file with Colby College. All students driving for the program must participate in a driver safety briefing conducted by the Director of Safety and the Director of Outdoor Education and Safety. The driver form is located at the back of the application and this must be returned to the security office no later than May 15, 2009. When turning in your application please have Campus Life make a copy of both sides of your license.

APPLICATION INSTRUCTIONS:

Please turn in the application no later than Friday, April 10 at 4:30 p.m. to the Office of Campus Life. The Office of Campus Life is located on the second floor of Cotter Union and is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. A copy of the application will be made for you for your records. Applications will be accepted after an applicant signs up for an interview – please make sure to bring your calendar with you. Interviews will be conducted on a rolling basis beginning Wednesday, April 1.

A complete application includes:

- Application form
- Current resume
- 1-page cover letter answering the following questions: Why do you want to be a COOT² Leader? Why are you qualified?
- Contact information for 2 References

If you have not had your resume reviewed we suggest visiting the Career Center prior to submitting an application.

2009 COOT² Selection Timeline

- March 13 – Applications available on Campis Life home page.
- March 13 – April 10 : Application Period. All applications due on April 10 at 4:30 p.m. in the Office of Campus Life. All applicants will sign-up for an interview when turning in application. Interviews will be conducted on a rolling basis beginning April 1. Previous leaders will interview with the Director of Outdoor Education and Safety. New applicants will interview with COOT² Committee and Director of Outdoor Education and Safety.
- April 13 - April 17: Interview week.
- April 21 : Leader Selection to be announced.
- April 24 : Acceptance of position must be made by 4:30 pm.
- April 28 : April 30 – Leader Information Sessions

Leader Training:

For planning purposes, we anticipate leader training to begin on or near the 24th of August. This will be finalized with the COOT² Committee and all leaders will be notified

Colby



OFFICE OF CAMPUS LIFE
Colby Outdoor Orientation Leader Application
2009-2010

Full Name _____

Permanent/Home Address _____

Street

_____ Cell # () _____

City

State

Zip

On-Campus Address _____ Box # _____

E-mail Address _____

Major _____ Class Year FR SO SR
At time of application

Overall GPA _____

Are you currently certified in Wilderness First Aid? Yes No

If yes, when does your certification expire? Date _____

Are you currently CPR trained? Yes No

Will you also be a member of Hall Staff during the 2009 – 2010 academic year? Yes No

Are you a returning COOT² leader? Yes No Name of Trip? _____

If yes, who was your Co-Leader? _____

Outdoor Skills Assessment

On a scale of 1-5 (1 being an expert and 5 being limited or no experience) please rate yourself on the skills listed below. Please note that the skills assessment is very helpful for the program when it comes time to place leaders. Having limited skills in one area does not eliminate an applicant but makes possible a better assessment for training needs.

- | | | | |
|---|-------|--------------------------------|-------|
| 1. Leave No Trace Outdoor Ethics | _____ | 5. Map Reading | _____ |
| 2. Camping (Tent set-up, cooking, etc) | _____ | 6. Compass Use | _____ |
| 3. Emergency Issues (Search and Rescue) | _____ | 7. Swimming skills | _____ |
| 4. Stove Use | _____ | 8. Fire Building & Maintenance | _____ |

Please attach any additional information in a typed format that would be helpful for the program in considering your application. Examples might be significant outdoor trips you have gone on in the backcountry, civic engagement experiences, environmental education experiences, etc.

Preferred Trip Type

Please take a moment to assess your own skills before checking four choices of trips to lead in 2009. The trip descriptions below should help guide you to a suitable trip choice.

_____Base Camp Hiking- Base camp trips generally camp in one location and visit areas close by. An example is Mt. Blue where the trip stays in the state park and then has planned trips to areas such as Tumbledown Mountain. They can vary in intensity from easy to strenuous based on the hiking involved.

_____Water-Based Trips – Water based trips generally travel from campsite to campsite on lakes, rivers and the ocean. The trips are designed for the novice paddler but require good water-safety skills and previous experience on the water.

_____Exploration Trips - These trips utilize both camping areas and, in several locations, cabins. Activities are generally low intensity and may include short hikes and visits to scenic areas. Leaders should be very good at managing downtime in between scheduled activities.

_____Thru-Hike – These trips require previous hiking and backpacking experience. They are located on sections of the Appalachian Trail and hike from campsite to campsite. Leaders should be comfortable with remote settings.

_____Rock Climbing – This trip is guided by professional climbers but leaders should have prior experience rock climbing and belaying in top-rope set ups.

_____Sea Kayaking – This trip is guided by a Registered Maine Guide but leaders should have sound water safety skills and experience in sea kayaks.

_____Specialized Trips – An example of this type of trip would be trail work at Baxter Park or Acadia National Park. Leaders should have good experience motivating students to work on projects such as trail building and trail maintenance. Additional examples may include eco-focus, painting and photography and fishing.

_____Civic Engagement - These trips are specifically designed to assist local and statewide organizations on projects central to their mission. An example is restoration projects at Swan's Island in Richmond. Leaders should be very good at motivating a team to serve the organization.

Please understand that the program will place leaders in the best trip location based on all information we receive and the needs of the program. We cannot guarantee trip choices.

Please submit your responses to the following questions on a separate typed document. This document should be no longer than one page, front and back.

- 1 What outdoor experiences have you had that make you a qualified candidate for this position? What impact has it had on your life so far?
- 2 What other activities and organizations have you been involved with at Colby? How have communications played a role in these organizations? What strengths/challenges have you brought to these organizations and the role you have played?
- 3 How do you define leadership? Given limited funding and on-campus resources, how would you inspire other students to develop and use leadership skills to benefit the Colby Community? What will you do to insure that this outdoor program is substance-free during all activities?
- 4 Using the description of Colby 360 on page one as a guide, how can you use your skills to compliment two of the learning outcomes through the COOT² Program?

I have read and I understand the expectations of the COOT² Leader position.

Signature _____

Date _____

Please Read this Entire Document Before Signing

Colby Outdoor Orientation Trip Leader CODE OF ETHICS

As a **2009 Colby Outdoor Orientation Trip Leader** within the Office of Campus Life at Colby College, I understand that I must abide by all the policies outlined in the Colby Student Handbook. I am expected to use sound judgment on campus and when in the field with my group of first-year students. This includes adhering to all outdoor risk management protocols delineated by the Associate Director of Campus Life/Director of Outdoor Education and Safety.

By reading and signing this document I understand that I am a leader and role model for staff and students. Therefore, I am expected to act in a consistent, professional manner, and to refrain from inappropriate or offensive communication or behavior. I am to act in a respectful manner toward all students regardless of class year.

By reading and signing this document I understand my responsibility not to abuse my designation as a **Colby Outdoor Orientation Trip Leader**. I will therefore refrain from engaging in any exploitative relationship with any and all students. An exploitative relationship includes, but is not limited to, any relationship that provides undue privileges to any student, or a relationship that strips the rights or privileges of another student. We encourage all **Colby Outdoor Orientation Trip Leaders** to be inclusive in the management of their relationships, especially when building and maintaining communities. I know I am to work toward an environment where individual rights and differences are recognized and respected and where bigotry and hate are challenged.

I understand and will abide by the College's Sexual Harassment policy located at http://www.colby.edu/administration_cs/dos/stu_handbook/2005_2006/policies_procedures/harassment/policies_complaint_procedures.cfm and will abide by it.

I understand I will be entrusted with information, both organizational and personal, and will be expected to keep that information within the confines of professionalism. I will maintain professional standards of confidentiality/privacy in all dealings with students and staff. I will not discuss a disciplinary, academic, or personal problem with students or other staff members.

I realize that, as a **Colby Outdoor Orientation Trip Leader**, I have a responsibility to be a role model regarding the use of alcohol. I will not provide alcohol under any circumstance to underage students. I realize this is against state law and the consequences of providing alcohol to underage students includes, but is not limited to, fines, arrest, legal actions and disciplinary action by the College. I further realize that if I am given a citation regarding alcohol usage or I am involved with an alcohol incident during any COOT² related activity (Leader training, group activities, etc) I will immediately forfeit my leader position and will be required to leave the campus and not return until the general college population is allowed to return. I know that the Office of Campus Life has expectations of me that I will take great care and responsibility in my personal use of alcohol. As a leader on campus, I understand that irresponsible decisions can directly affect others' perceptions of my integrity and ultimately impact my overall effectiveness as a **Colby Outdoor Orientation Trip Leader**. In addition, I realize I am to refrain from using and distributing any illegal drug and/or abusing the use of any prescription and/or other over-the-counter medications. I will consider this code even when off-campus, particularly when in the presence of other Colby College students.

I further realize that, as a **Colby Outdoor Orientation Trip Leader**, I have a responsibility to continue mentoring the first-year students throughout the academic year. This mentoring program will require that all leaders be aware and be responsive to questions posed by first-year students throughout the academic year. It also requires all leaders to provide a monthly update to the Director of Outdoor Education and Safety to convey the overall status of the first-year students on their specific trip.

By signing this document you are stating that you understand and will abide by all the standards listed in this code of ethics and various responsibilities and duties of the **Colby Outdoor Orientation Trip Leader** position; you will uphold the ideals of Colby College, the Office of Campus Life and the Colby College Outdoor Orientation Program as outlined above and in the Colby Student Handbook; and that you understand that failure to perform the duties above, or infractions of college policy or laws of the state of Maine, could result in the immediate termination of your position as a **Colby Outdoor Orientation Trip Leader**.

Name _____ Date _____

2009 Colby College Driver Sign-up Form

1. All drivers must hold a valid driver license. Director of Safety must approve any exception
2. The Security Office needs this information at least 21 days prior to driving for any event to allow Colby's insurer to evaluate the driving record. If you have a valid driver license from the states listed in bold (those with privacy laws) must obtain and submit a copy of their own driving record before you will be allowed to drive for COOT² 2009. Attach a photocopy of your driver license with this form before submitting application.
3. All **new drivers must** contact Bruce McDougal, Director of Safety (ex. 5504) to sign up for a driver safety course to become certified by the college.
4. Colby College reserves the right to deny driving privileges to any student, faculty or staff member on any vehicle owned, leased or rented by the college.

Please Print Clearly

Date:
Department you are driving for: COOT² 2009
Full Name:
Date of Birth:
License # and State:
Graduation year:

I hereby certify that I have had no traffic violations or motor vehicle accidents of any kind in any place other than those listed below:

Date	Offense	Location

If additional space is needed please use the back of this form.

Date:
Signature: