

OUTPOST GUIDE

JOB DESCRIPTION

Responsible to: Outpost Director

General Responsibilities:

- Maintain safety in all aspects of the trip, with common sense and good judgment.
- Communicate regularly with the trip leader regarding safety.
- Personally prepare yourself emotionally, mentally, physically, spiritually and socially.

Specific Responsibilities:

Pre-camp:

- Provide the Director with 'need to know' information regarding personal choices or struggles that may affect your level of care/competence - especially with regard to time spent with or around campers.

Pre-trip Preparation

- Ensure that at least one member of the team has done a reconnaissance trip within the last 14 months, reporting the route and any observed hazards thoroughly.
- Complete a Task Safety Analysis with the other team leaders.
- Get to know the other trip leaders, and how your areas of responsibility work together.
- Participate as a team player, showing respect and care to other members.
- Get to know your trip map and schedule of activities.
- Ensure that all trip leaders are familiar with emergency / evacuation procedures, and operation of the satellite phone. Write down necessary phone numbers.
- Ensure that emergency food, clothing and supplies are packed.
- Check on expected weather conditions for the duration of the trip.
- Carry supplies to ward off wild animals (i.e. pepper spray, air horn, rifle).

During Trip

- Ensure ongoing safety of route, taking any necessary alternatives.
- Ensure that safety concerns, of staff and campers, are addressed in all aspects of the camp.
- Encourage good attitude by example through the most difficult parts of the trip.
- Supervise and assist in site set-up and maintenance as needed.
- Ensure that participants receive adequate rest.
- Follow emergency procedures in an emergency.
- Keep good, open communication with campers and staff. Deal with conflicts appropriately.

After Trip

- Assist with making sure camp equipment is clean, accounted for, and returned to proper its place, noting all items needing repair.
- Submit a trip safety report to the Outpost Director.