

Biddeford Recreation

Position: Trip Leader- Senior Programs

Hours: 20-25 per week Weekdays, weekends, evenings

Status: Part-time, non-seasonal

Reports to: Senior Programs Coordinator

Location: J. Richard Martin Community Center, various trip venues

Pay Rate: \$15.47- \$20.42/ hour

Job Summary

This position works under the direction of the Ross Center Director and will have the responsibility of leading and assisting various off-site trips including but not limited to: dining experiences, theatres, parks, museums, etc. The Trip Leader must be able to work with diverse populations and demonstrate cultural competence while representing Biddeford Recreation and will be responsible for the safety and organization of all participants.

Qualifications

- Must be at least 18 years old
- Must be able to speak the English language with excellent customer service skills
- Must be able to understand the physical, cognitive and mobile abilities of older adults and possess compassion, patience and empathy
- Must have a current driver's license with preferred experience driving 12 – 15 passenger vans
- Be CPR and First Aid certified - full cost covered by the department

Skills

- Leadership & Group Facilitation Skills
- Problem Solving & Critical Thinking
- Time Management
- Organizational Skills
- Customer Service
- Communication Skills
- Working with a Diverse Constituency

Responsibilities and Duties

- Maintain safety of all trips as the number one priority
- Share the responsibility with driving and co-piloting a 12 passenger van
- Respond to and follow all risk management/emergency procedures
- Attend to any emotional or medical needs of trip participants as the first responder
- Prepare thorough trip planning documentation
- Prepare alternate plans for trips in the event unpredictable circumstances arise

- Following a set schedule and keeping everyone on time; being accessible to your group at all times while under your supervision.
- Assisting participants with mobility issue
- Use the department p-card to purchase food and supplies for each trip
- Reconcile receipts and purchases (gas, food, permits, etc.)
- Demonstrate excellent communication skills and have sound judgment
- Work well with peers and colleagues to establish a team environment on trips and in the office
- Ability to resolve conflict in an effective manner
- Maintain, clean, and organize vehicles at the end of each trip
- Provide positive public relations, program promotion and policy education
- Assist and perform pre- and post-trip logistics and administrative tasks
- Scout, inspect and prepare trip locations/sites
- Communicate to supervisor when support is needed or issues arise

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Tools and Equipment Used

- Cell phone and desk phone
- Apps on cell phone (photos, weather, tickets, information, etc)
- Copier, scanning, computer and ability to learn online registration systems
- 12 – 15 passenger van

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee may also be asked to engage in physical activities that relate to the programs within reason, such as assisting with participant mobility, long walks on trips, etc.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision depth perception and the ability to adjust focus.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.