



Camp O-AT-KA Wilderness Trips Leader



About The Camp

Camp O-AT-KA, founded in 1906 on the shore of Lake Sebago in Maine and operated continually since then, is a traditional summer residential camp for boys ages 8-16. We seek to develop skills, instill confidence, and build character in a supportive family environment. We welcome campers and staff from a wide variety of backgrounds, and O-AT-KA seeks to bring them together by furthering common interests, promoting a sense of community, achieving progress towards goals, and fostering the development of lifelong friendships.

Camp O-AT-KA offers 30+ activities in athletics, arts, boating, theater, nature, outdoor skills, swimming, etc. and sessions for the campers run from two to seven weeks. The campus is in the town of Sebago and directly on Sebago Lake. The camp is set up in 3 units, dependent on age, with approx. 80-90 boys per week and 60 staff members.

About the Position

As a wilderness trip leader, you will help develop and deliver a variety of tripping activities that are safe, fun and appropriate for camper's age and abilities. The trips staff will report directly to the Director of Outdoor Education and work closely with the program staff to manage the physical operation of the programs and the related equipment and needs. For our youngest campers, you will plan overnight experiences at a remote tent site of the camp; as well as age appropriate day trips. For our older campers, overnights can be planned on or off property and can be single or multi day adventures. Examples of O-AT-KA trips are day hikes at a nearby mountain, day or overnight excursions to visit waterfalls in Western Maine, a 2 day canoe or kayak trip, accompanying a group white water rafting, mountain biking, etc.

The Trip Leader will coordinate scheduling with the Director of Outdoor Education, Program Director, Infirmary staff and kitchen to plan all logistics for any activity. Additional chaperones will be assigned.

In addition to the direct job responsibilities, the Trips Leader will also be part of the greater community, to support the O-AT-KA mission by promoting personal growth and community development.

Essential Responsibilities

- Promote, educate and excite campers about the breadth of trips planned and encourage sign-ups.
- Plan and prepare for on-campus and off-property trips; this includes:
 - Finalize itinerary, connect with vendors, and all other logistics
 - Pack food and gear appropriate for duration of trip
 - Communicate with Infirmary regarding campers' medical needs and supplies
 - Plan with the kitchen for food and beverage needs and timing
 - Work with camp office to reserve transportation, assign additional staff chaperones, and drivers
 - Familiarize self with potential evacuation locations and scenarios
 - Connect with participants prior to departure to teach or evaluate skills needed for a fun and safe experience
 - Complete all necessary paperwork, i.e. incident reports, camper reports, trip reports, etc.
 - Ensure that camp staff and campers follow established safety guidelines
- Assist in the management and care of the physical facilities and equipment in the tripping area; this includes:
 - Unpacking and returning equipment to proper location
 - Conduct a check of equipment before and after each use, for safety, cleanliness, and repair/ replacement
 - Notify appropriate staff if equipment needs repair or replacement
 - Ensure the security of all equipment when not in use
- Maintain a high level of professionalism and develop rapport and collaborate in a warm and professional manner with campers, business partners and co-workers.

Key Attributes:

- At least 18 years of age
- Wilderness First Aid and CPR certified; or willingness to obtain (camp will pay fees)
- Possesses or willingness to obtain a Maine Youth Trip Leader Permit (camp will pay fees)
- Knowledge and experience in leading a trip program or vast personal outdoor experience
- Model exemplary behavior in word and actions
- The strengthen and endurance required to maintain constant supervision of campers and staff during trip length
- Experience working with school-age children, preferably in a camp setting
- Can communicate well with campers, counselors, and leadership team members
- Able to play the role of the available adult to enforce boundaries and enforce decisions
- Strong planner, well-organized yet flexible
- If 21+, a valid driver's license and comfortable driving a 12 person van desirable.

Staff members are busy teaching, coaching, counseling, and helping boys make new friends, learn new skills, and grow stronger in body, mind, and spirit. Staff lead by example, and campers look up to them with admiration and respect. The best leaders have an aura of positive enthusiasm surrounding their attitude and actions. Camp staff must have a genuine love for children, a creative spirit, the ability to be flexible when needed, and lots of patience.

All full-time staff are expected to arrive at camp at the beginning of staff orientation on Sunday, June 16th and depart at the close of camp on Saturday, August 10th. This is a residential position in which lodging, meals and laundry are provided. Camp O-AT-KA is an equal-opportunity employer. All staff must pass a thorough background check.

To apply, please email a resume and cover letter to Heather Plati, Executive Director, at hplati@camboatka.org
We will consider applications as they are received.

For more info on Camp O-AT-KA: www.camboatka.org