



**Job Title:** Trip Assistant

**Reports To:** Program Manager, Field Supervisor and/or Trip Leader

**Employment Type:** Seasonal (May- October)

**Starting Pay:** \$17/hr

## About Summit Journeys

Summit Journeys is a 501(c)(3) non-profit organization dedicated to providing youth and young adults with transformative outdoor adventures. Our mission is to provide accessible and affordable outdoor experiences that foster resilience, self-efficacy, and self-determination. Grounded in the principles of positive psychology, we take pride in the purposeful design of our experiences, which offer opportunities for lifelong learning and personal growth beyond merely providing a memorable adventure.

## Position Summary

Summit Journeys is seeking passionate, motivated individuals for an entry-level role supporting our outdoor adventure programs. This position is ideal for someone eager to gain hands-on experience in outdoor education, adventure leadership, and youth mentorship. As a Trip Assistant, you will support trip preparation, co-lead activities, and help ensure a safe, positive, and engaging experience for all participants.

At Summit Journeys, we are dedicated to creating empowering learning opportunities that foster both personal and professional growth in outdoor recreation. This entry-level role provides hands-on training in a variety of outdoor programs, including sailing, rock climbing, kayaking, and more. Prior outdoor experience is not required—we are committed to supporting your development every step of the way. Compensation increases are tied to skill development, with clear advancement expectations outlined in our Training Matrix and Pay Scale. Through guided instruction and skill-building experiences, you'll gain valuable leadership and outdoor education experience while making a meaningful impact in the lives of others.

## Key Responsibilities

### *Administrative Duties*

- Attend scheduled trainings and staff meetings.
- Maintain personnel records and ensure certification compliance.
- Track and manage outdoor equipment inventory.
- Verify and maintain proof of certifications.

### ***Pre-Trip Responsibilities***

- Participate in pre-trip planning meetings.
- Assist in trip preparation as assigned.

### ***During Trip Responsibilities***

- Co-lead trips with approval from the Trip Leader, Field Supervisor, or Program Manager.
- Actively participate in daily staff and participant briefings and debriefings.
- Engage in participant instruction, risk management, and fostering social cohesion.
- Serve as a positive role model for youth participants.
- Perform additional duties as assigned by the supervisor.

### ***Post-Trip Responsibilities***

- Participate in trip debriefing sessions.
- Complete trip reports as assigned.
- Assist with equipment return, cleaning, and necessary repairs.
- Fulfill other duties as assigned by the Program Manager, Trip Leader, or Field Supervisor.

## **Qualifications**

- Passion for working with youth in outdoor settings.
- Ability to respect and build rapport in a short period of time with a diverse group of people
- Enthusiasm for outdoor adventure and experiential learning.
- Strong communication and teamwork skills.
- Willingness to learn and take on new challenges.
- First Aid/CPR certification (or willingness to obtain).
- Previous outdoor experience is a plus but not required.

## **Work Environment & Physical Requirements**

- Ability to work in outdoor environments and varying weather conditions.
- Requires physical endurance, including hiking, lifting gear, and assisting participants.

## **HOW TO APPLY**

To apply, please send the following by email the Director of Operations  
[Erica@summitjourneys.org](mailto:Erica@summitjourneys.org)

- Resume
- Letter of intent:
  - What you hope to learn
  - What you can bring to Summit Journeys
- Be sure you represent your proficiency with the following (applicable to the season):
  - Rope Courses: Low & High
  - Climbing: Indoor & Outdoor
  - Mountain Biking
  - Backpacking
  - Canyoneering
  - Hiking
  - Orienteering
  - Fishing
  - Snowshoeing
  - Cross-country Skiing
  - Sailing
  - Paddle Sports
    - Kayaking
    - SUP
    - White Water

This is a fantastic opportunity for individuals looking to start a career in outdoor education while making a meaningful impact on young people's lives.