



Venture Outdoors Trip Leader Position and Expectations

Our volunteer trip leaders serve as ambassadors for Venture Outdoors and a public face of the organization, in some cases providing the only “in-person” contact for participants. We entrust trip leaders with the safety and wellbeing of participants, as well as the reputation and community’s perception of Venture Outdoors. Trip leaders are a valuable part of the Venture Outdoors team, and we are committed to providing the support and resources necessary to enable every volunteer to successfully advance our mission to “Inspire. Educate. Equip. We remove barriers and create access to outdoor experiences.” In exchange, Venture Outdoors asks all volunteer trip leaders to meet the following expectations:

- Maintain current certifications in CPR and First Aid from a nationally recognized certifying institution
- Obtain and submit current [PA Act 34 Criminal History clearance](#)
- Successfully complete Outdoor Leadership Training (OLT) and any additional activity-specific training
- Serve on at least 4 trips a year
- Welcome and respect the diversity of all participants, contributing to a culture of belonging
- Be in sufficient physical condition to lead the activity involved
- Have some proficiency and experience in the activity involved
- Have knowledge of and access to appropriate clothing, footwear, and gear for the activity involved
- Desire to share knowledge with others
- Commitment to uphold Leave No Trace ethics
- Act in a professional and courteous manner at all times
- Communicate with office staff in a timely manner

Every trip will have only one designated leader. All other leaders on a trip hold the role of assistant. Because many decisions need to be made during a trip, the ultimate responsibility must be with one person. Decisions should be made with input from the assistant(s) and, if the context calls for it, the group may be consulted. The main Trip Leader should be at least 21 years of age.

Assistant trip leaders are a valuable part of Venture Outdoors outings. Among other benefits, they provide increased safety, better group management, and greater interaction with participants.

Additional Assistant Leader Responsibilities Include:

- Assume the Trip Leader role if something should happen to the Trip Leader.
- Be prepared to lead a subgroup if it is decided to split up the group.



- Pay extra attention to individual participant's needs.
- Collect participant paperwork (i.e. Acknowledgement and Assumption of Risk forms) and check in on the roster.
- Fit and pass out equipment if needed
- Engage participants and maintain a watchful eye on them throughout the program.
- Inform the leader of any concerns that come up during the program.
- Fill the role of sweep, middle or lead on an outing.
- Act as a crossing guard
- Snap a few photos of smiling participants

Questions? Contact alyssa@ventureoutdoors.org.