

## Frosh Trip Coordinator Memorandum of Understanding

### Responsibilities:

Being an FTC is a great learning opportunity for anyone interested in management and leadership, as well as outdoor education. Being flexible and enthusiastic about working on a variety of programs is a key part of joining the OA team. Our goal is to create a stimulating and rewarding summer experience for you.

FTCs can expect a mix of individual responsibilities, partner tasks, and full-team projects. Through this variety, FTCs expand their capacity to work independently as well as collaboratively, and everyone has the opportunity to be involved in a wide range of projects. FTCs meet regularly with the Program Coordinator throughout the summer for personalized coaching and feedback. Coordinators also participate in a series of team-building and professional development opportunities with the other members of the OA team.

FTCs will learn and implement many new skills in the process of planning approximately 75 in-person trips. Skill areas will include route & menu planning, equipment inventorying and ordering, researching new trip areas and activities, and general project management. Each coordinator is in charge of 2-3 major trip locations. The coordinator is responsible for all aspects of trip planning for those locations including routes, permits, and transportation. FTCs also work in small teams to manage, inventory, and order a section of the Equipment Room (e.g. medical supplies). This position includes various experiential elements including hands-on equipment repair and possible scouting trips to new outdoor locations. In addition to the occasional 1-2 days of scouting a specific region, we anticipate the whole Frosh Trip team spending a few days at the start of the summer on a backpacking trip together.

### Compensation:

- The Coordinator position is a 12-week summer internship. Salary will be paid hourly at \$16/hour, with an expected salary range of \$5,500- \$7,000 (depending on exact number of hours worked)
- **Taxes:** Salary is paid every 2 weeks through the student employment system and is considered taxable earned income.

### Hours:

- Being an FTC requires a commitment for **Monday, May 30<sup>th</sup>** through **Sunday, August 28<sup>th</sup>** (end of pre-trip).
- The job duties average 36.25 hours ("full-time") hours per week in June and July. More than 36.25 hours/week is required during August, including some evening and weekend hours.
- Work hours are typically 9am-5pm, Monday through Friday. There are some additional hours outside of these times which are required as part of the summer and will be paid hourly. This may include evening conference calls in June and regular Thursday evening events at the Equipment Room (ER). For June and July, OA Staff will aim to limit hours to 36.25 hours/ week by "off-setting" evening commitments with reduced worktime during the day. Weekly hours will likely exceed 36.25 hours/week in August, and University overtime policies will be observed.
- Flex-hours are possible on a limited basis, with advance permission from the OA Program Coordinator. (I.e. student who has an infrequent commitment during the standard Monday - Friday 9-5 hours can make up those hours through evening or weekend work.). Typically, up to 2 hours of Flex Time will be allowed per week, with the understanding that those hours be made within that same week. FTCs will need to report to the Program Coordinator when the hours have been completed and what has been accomplished in that time.

- A multi-day scouting trip is tentatively scheduled for several days the week of Monday, June 6<sup>th</sup> (concluding before 5pm on Friday, June 10<sup>th</sup>). Overnight trips are excluded from the policy above; evenings on scouting trips will not result in reduced office hours during the day. Overnight trips will be paid hourly based on agreed-upon hours of “active work” during the trip.

**Vacation:**

- There will be 5 days of vacation which can be taken all at once or broken up through the summer. All vacation days must be taken by August 3<sup>rd</sup>.
- Vacation schedules will be worked out by the Program Coordinator taking into account all FTCs’ preferences and balancing office coverage with program needs.

**Other:**

- Coordinators are given access to confidential information about individuals participating in the program, both participants and leaders, as well as confidential information about Outdoor Action procedures and operations. This information must remain strictly confidential and may not be disclosed to anyone.

**Post Trip Responsibilities:**

- There are some post-trip responsibilities beyond August 28<sup>th</sup> which will be paid at the \$16/hour rate. This may include supervising post-trip clean-up, running debriefing sessions, and doing work in the office after the trip to fix routes, turn in permit reports, etc. Expect to spend about 2-4 hours per week for 4-6 weeks taking care of end of trip business.
- There may be a few other non-paid events where Frosh Trip Coordinators are expected to participate. These relate directly to Frosh Trip and include helping with Frosh Trip events, and briefing the following year’s FTC’s in the spring.

I have read all of the requirements for this position and agree to fulfill them.

Name \_\_\_\_\_

Date\_\_\_\_\_

Signature \_\_\_\_\_