Responsibilities:

Frosh Trip Coordinators are responsible for logistical and trip planning for all aspects of the Outdoor Action Frosh Trip Program. Each coordinator is responsible for 3-4 trip areas. This involves researching and planning trip routes, contacting rangers regarding camping regulations and permits, planning bus routes, and Support Team rendezvous points. Coordinators will also be responsible for equipment inventory, ordering, and preparation, or menu planning, food ordering, and food packing. Coordinators will prepare emails to leaders and participants, schedule events, and answer questions from Frosh, parents, and leaders.

Compensation:

- **Summer Stipend:** The Coordinator position is a summer internship which is paid at a flat stipend rate of $4,000 for the entire summer. This is not an hourly position. Coordinators will be paid every two weeks through the student employment system.
- **Summer Housing Stipend:** Compensation also includes reimbursement for the amount of the University Summer Housing contract (~$1,900). The purpose of this is to ensure that all coordinators have free housing for the summer. Students are eligible to live on campus or may chose to live off campus. In the event that a coordinator chooses to live at home (free housing), they will not be compensated for summer housing.
- **Taxes:** Both the biweekly payroll and the housing stipend are considered taxable earned income.

Hours:

- The job officially starts on June 8, 2015.
- The job duties average 40 hours per week in June and July. More than 40 hours a week is required during the month of August which will include evening and weekend hours. These hours are part of the internship and are covered by the fixed stipend.
- Work hours are typically 9:00 – 5:00 Monday through Friday through most of the summer and do not include any commuting time. Flex-hours are possible on a limited basis, with advance permission from the OA Director. That is, a student who has an infrequent commitment during the standard Monday - Friday 9-5 hours can be away from the office during part of the day and make those hours up through evening or weekend work.
- There are some additional hours which are required as part of the summer contract. Including such things as: Evening conference calls for leader pairings in June, working at the Climbing Wall if necessary, Thursday evenings in the ER throughout the summer, and periodic outdoor activities like Dillon Summer Camp programs. These hours are part of the internship and are covered by the fixed stipend.

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 14. Any unused vacation days as of August 15 will remain unused (with no salary adjustment).
- Vacation schedules will be worked out by the Director taking into account all coordinators’ 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:

• The summer stipend portion of the summer covers through Pre-Trip. There are some post-trip responsibilities which are paid as additional hours on the C pay rate. This includes 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 are 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, the OA Open House for Princeton Preview, 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 _____________________________________________