

Traidhos Three-Generation Barge Program
Environmental Education Facilitator /Trip Coordinator
Key Roles

The trip coordinator, works closely with 2-3 other staff in the trip team. In office time you liaise with teachers in school to create customized day and residential trips in line with our program. You may make visits to school to meet and work with teachers, students or parents. You will communicate logistics needs and request budgets from logistics staff. You will provide training for members of your trip team and support them in developing facilitation skills. You will delegate trip preparation to members of your team and support them in achieving it, You must become familiar and confident to lead a wide range of activities and to have a working knowledge of operating procedures and safety/risk for each site. During trips you will support and oversee all activities taking an equal part in teaching students with others in the trip team. You will lead the trip by example and mentor others as needed. You will communicate with teachers, students and trip team members. Sometimes you will team teach.

This position necessitates long days and some weekend work.

In consultation with the Head of Barge Program

Trip Curriculum Development

1.1 Pre Trip *According to coordinators handbook*

- Coordinate trip details with school trip coordinator and school administrators
- Create age appropriate programs related to school curriculum needs
- Work with the trip team to prepare journals / other teaching aids to support planned program, menus and shopping lists
- Liaise closely with Logistics Staff to ensure smooth running of trip
- Communicate all trip details to the Teaching Team

1.2 Trip

- Take overall responsibility for supervision / delegation of safety of staff and participants during teaching and leisure times
- Supervise and participate in the professional delivery of the program in line with Barge Program lesson plans and experiential learning teaching style
- Communicate with all participants
- Organise the purchasing of fresh food and healthy snacks as needed
- Take part in all routine trip activities
- Communicate trip schedule to others (Captain, crew, bus drivers, subcontractors) where appropriate

1.3 Post Trip *within 3 days*

- Oversee the completion of a post trip report with all TripTeam members
- Take responsibility for the cleaning, maintenance and storage of all equipment and first aid materials used during the trip
- Organise trip folder and file with a copy of the journal
- Supervise / delegate the reporting of trip expenses
- Write to the school thanking them for participation in a Traidhos Three-Generation Barge Program

2. Program Continuous Improvement

- Develop resources to more closely integrate Traidhos Three-Generation Barge Program curricula with that of participating schools
- Create and market in-school primary level environmental awareness programs
- Participate in peer appraisal at least 3 times each year.
- As team leader, mentor and support the development of staff in trip team
- Seek opportunities for personal development

3. Other Responsibilities*

- Team member with other age groups and Traidhos Camp as required
- Lead by example
- Support Thai programs and ESL programs
- Model the ethos of living in a sustainable way
- Follow all guidelines set down in the Standard Operating Procedure Notes
- Contribute to the Newsletter, website and social media posts

*Other Responsibilities can be developed based on individual expertise and interests.

Job description subject to periodic review