

BOLT Leaders
Position Description/Responsibilities
2009-2010
updated 01/09/10

BOLT Leaders: A BOLT Leader is a sophomore or junior and first sometimes a senior who is committed to becoming proficient in the technical and facilitation skills necessary to lead a group in the outdoors. A Leader receives 160 hours of training during the Spring, leads a five-day trip to the White Mountains in late August/early September, and creates opportunities for continued BOLT and BOLT community development throughout the Fall at Brown. Leaders provide the foundation for BOLT's sophomore advising and support.

Requirements:

- Must be a current, enrolled, Brown undergraduate: sophomore, junior or senior student for both the spring semester during training for the fall semester to be a leader and to lead a fall trip. It is important for our leaders to be on campus in the Fall to facilitate Fall Program events with their BOLT Group. A Brown undergraduate senior may apply to be a BOLT Leader, if they will be enrolled as a senior or as a graduate student in the Fall. We also offer leader's the opportunity to lead more than one fall trip during their time at Brown.
- Ideally, we would like to have our leaders involved with their groups for the full year to provide support to their group members and to coordinate group events during the year in which they lead a trip. We understand that some leaders will participate in study abroad programs. With that said, we have a strong preference to have our leaders on campus for the Fall semester when group development takes the most leadership and facilitation; it is also important in planning to ensure that as a leader you will be enrolled at Brown in the Fall in order to lead a Fall trip.
- Must be able to complete the training program in its entirety, including returning early to campus to participate in the pre-trip training review sessions prior to the Fall Trip.
- Must be able to lead a Fall trip and be involved in providing support to their group members and coordinating group events during the year that they lead a trip.
- All leaders must have an assumption of risk and a release and waiver form on file for each trip to participate in BOLT trips.
- All leaders must complete a medical form and update it for each trip they are participating in. The BOLT program reviews all medical forms and consults with Health Services regarding the information provided. Medical information will be kept confidential, but will be shared with necessary individuals including the BOLT Professional Staff, Brown Health Services staff, and relevant BOLT Mentors for the Training Trip.
- Read the BOLT Leader Training Handbook and comply with all policies and procedures as stated within it. An agreement to do so must be signed and kept on file.
- Final approval must be given by the Coordinator for Student Activities and Leadership Programs, (aka the BOLT director), to lead a trip. This approval is based off of the leadership ability and outdoor skills that a BOLT Leader demonstrates during training.

Training and Meeting Requirements

- Complete all of the BOLT training sessions for the Spring semester and the Fall pre-trip review sessions beginning on three days prior to the trip. Leaders return to campus on Thursday prior to the Fall trip departure.
- Attendance is required for all training sessions and meetings. Arrangements can be made if necessary for a couple of the sessions with permission from the BOLT Director. However, the following sessions truly cannot be "made up" through a one-on-one meeting with a manager: the training retreat, group facilitation day, the diversity workshop, the training trip, and the August training and meetings.
- Have a valid (non-expired) certification on file for CPR and have a valid (non-expired) certification on file for Wilderness First Aid (WFA), Wilderness First Responder (WFR) or Wilderness EMT (WEMT) for the training trip order to lead a Fall Trip.

- Every leader needs to have a familiarity with the terrain in the White Mountains and have a general knowledge of the area and/or type of terrain prior to leading a trip. Also, at least one leader on each route must be familiar with their exact route. A pre-site trip between the end of training and the end of July is required for leaders to gain this experience.
- A formal evaluation of each Leader will be completed near the end of the Spring Training Program by both the BOLT Mentors from the Training Trip and the Leaders.

The following list includes the major responsibilities of BOLT Leaders

Pre-Trip Expectations

- Complete a Route Itinerary Worksheet
- Meet with co-leader(s) to plan for first meeting, discuss goals for the trip, discuss leadership styles, etc
- Inventory group gear, first aid kit, food provisions
- Review participant applications and medical forms
- Consult with the Director of BOLT and Health Services staff if there are medical questions
- Review all participant gear to make sure they have appropriate equipment
- Brief participants on the following topics: route itinerary, emergency procedures, use and location of first aid kit, Leave No Trace practices Teach participants how to pack a pack and assist as necessary

During the Trip-Expectations

- Teach participants the following skills:
 - Safe stove use and cooking procedures
 - LNT hiking and camping practices
 - Knots, campsite selection, tarps
 - Bear bag use and safety issues
 - Hygiene practices
 - Stream and road crossings (if relevant)
 - Water purification
 - Hydration regulation, pacing, foot care
 - Procedures for inclement weather
- Conduct at least three group activities/discussions during the trip, including one mid-week de-brief
- Supervise participants appropriately (see policy and procedures)
- Comply with National Forest regulations and all Appalachian Mountain Club and Randolph Mountain Club camping regulations.
- Keep receipts for any camping fees
- Complete Accident/Incident/Near Miss Forms full
- Complete a daily Route Log
- Notify Base Camp of any changes in route
- Assume leadership for any medical emergency or evacuation (unless you are injured)

Post-Trip Expectations

- Return all group gear and unused food
- Collect all leader evaluation forms
- Complete leader evaluation forms
- Conduct a group de-brief
- Participate in two de-briefs: one with your Leader class and one with the Director
- Arrange for regular group meetings after the trip
- Serve as resource to the members of your group throughout the year
- Support “year-round” programming efforts that are offered to participants
- Attend Leader meetings in the fall semester

(information on certifications on page 3)

Certification Course Offerings (2010)

The program arranges for PACE and SOLO Schools to offer certification courses on campus to our Leaders and Mentors each year. If you take all three of the courses, the total cost is \$420. ***Financial Assistance is available.***

- The CPR course is offered in the first weeks of March. This is a three-hour class and costs \$35.
- WFA course is offered in mid-march. The course requires two, full days of training over a weekend. The cost of this class is \$90.
- The WFR upgrade course (requires a valid WFA certification) is offered during senior week in May starting the day after the last final exam. The course requires seven, full days of training, (8am-5pm). The cost of this course is \$295 for tuition for BOLT Leaders, as a reduced rate that the program is able to offer due to supplemental funding to lower the costs. Housing and meals are not provided. We need to have a minimum of one WFR trained leader on each route, with extra leaders available should we need to make adjustments due to injuries or illnesses leading into the trip. For this reason we aim to have a minimum of 22 leaders WFR certified.

**Each year, 22+ leaders must be certified as a Wilderness First Responder.

Financial Assistance

The program is able to offer financial assistance to leaders who need it. We are able to do this through our fundraising efforts each year. We ask that all who are able to pay for this training to the fullest extent possible, to please do so. We will gladly support leaders to enable them to participate in each of the certification opportunities and encourage our leaders to become Wilderness First Responder (WFR) certified, as this is the strongest training opportunity in first aid that we offer.

Driver Requirements

If serving as a driver for the program for BOLT retreats, trips or events, you must have a valid driver's license on file with BOLT, along with a University Driver Authorization form and a BOLT Driver Authorization form which includes seeking the approval of the BOLT Director as outlined in the BOLT Transportation Guide. You must be a minimum of 21 years old for operating a rented or leased vehicle.

Driver Training must be completed with the Universities Office of Insurance and Risk. This training includes on-line training, classroom training, and behind the wheel training. The Insurance Office will assist with determining the appropriate training for the type of driving you will be doing. A Motor vehicle record check may be required by the Office of Insurance and Risk.