

Activity Leader responsibilities for a vendor lead activity (i.e., Rafting, Guided Walks or Biking, Frank Lloyd Write House Tours)

Your responsibility will be limited to 1) Dealing with pre-paid money/tickets, 2) ensuring that people sign any waivers as required, 3) making sure everyone is properly prepared for the activity and 4) handing over the group to the vendor. Once the vendor/outfitter takes over, your job is done until the end of the activity. After the vendor/outfitter turns the group back to you, make sure you go home with the all of the same people with which you started. At the end of the activity, fill out the Leader Debrief Form and any incident reports. See more details on next page.

We will provide you with all the necessary details about the activity well before the event, so you have a chance to familiarize yourself with it. The documents will be provided to you via a Google Drive link that will be sent to you, once the leader packets are ready for review.

Activity leader responsibilities for activities lead by a Mosaic volunteer (i.e., Hiking, Biking, Tours)

Your responsibility is to take attendance, lead the activity, ensure that safety guidelines are followed and that the group returns from the activity on time. At the end of the activity, fill out the Leader Debrief Form and any incident reports. See more details on next page.

We will provide you with all the necessary details about the activity well before the event, so you have a chance to familiarize yourself with it. The documents will be provided to you via a Google Drive link that will be sent to you once the leader packets are ready for review.

Training Sessions

There will be two training sessions offered via conference call at 8:30 p.m. (EDT) on either Tuesday 8/21 or Wednesday 8/22. They will be covering identical information, so you only need to attend one of them. We will discuss what Mosaic expects of you as a leader. The meetings are mandatory for anyone who has not attended one of this session within the past two years. You are welcome to attend as a refresher course if you have attended one of these sessions recently.

Jewish Outdoor Escape Leader Guidelines

Basic Priorities

1. Safety first
2. Have a good time while keeping to the schedule
3. Do the activity as planned

Meet your leader meeting

- All participants are required to attend! Take attendance.
- Discuss the activity. Ensure the participants are aware of the start time, where to meet, transportation plans, etc.
- Ensure that the participants are properly equipped and capable of doing the event
- *You may refuse to let an attendee participate in the activity.* Valid reasons include being out-of-shape, lack of proper equipment, and failing to attend the meet your leader meeting.

Departing in the Morning

- Before transportation to the activity, verify that people have proper equipment (footwear, pack, lunch, **enough water**)
 - You may refuse participation to someone who is not properly equipped.
- **LEAVE ON TIME!** Do not wait for those who are missing. It is their responsibility to be on time.

On the Trail/Paddle/Peddle

- Appoint a leader/point (most likely you) and a sweep.
 - For a small group (5 or fewer), just staying together is acceptable.
- At the start of the activity, restate the basic rules for participants:
 - No one goes in front of the leader or behind the sweep.
 - When taking a bio break, leave your pack at the side of the trail to let the sweep know.
 - Running out of water is an emergency! Let that be known immediately.
- Regularly count and recount. Take immediate action if anyone goes missing.
- Stop at all intersections and potential points of confusions to let the group regather.
 - Give the people in the back a chance to rest.
 - Encourage people to drink water and make any needed adjustments.
- Stop at least once every ½ hour to rest and regather.
- If you have radios, use them periodically to make sure that they are still working.
- **Do not split the group** unless that was planned in advance and an added leader is available.
- **Do not leave anyone alone or going back on their own.**
- Respect any time restrictions. Respect the turn-around time when relevant.
- You may alter the hike as needed for safety reasons, including participant abilities.
- Obtain the group's consent before doing a longer alternative.

After the activity

- Ensure that all participants are present.
 - Retake attendance, especially if a bus is being used or after a cultural activity.
- Please fill out and turn in the leader debrief form.
 - Fill out the incident form(s) if needed.
 - Check yourself back into camp on the white board in the office.
- Please return (or leave in the van) all MOCA-provided equipment.
- Return the emergency medical envelope in the designated bin in the Mosaic office.
 - **If this envelope is open you MUST fill out an incident report detailing why is it open.**