

University Recreation Center: Outdoor Recreation Coordinator

University Recreation Center Mission Statement:

The University Recreation Center (U-Rec) offers experiences that enrich the lives of Whitworth University students through excellent facilities, fitness, sport, adventure and play. We are committed to developing leaders, encouraging life-long healthy lifestyles, and fostering meaningful relationships.

Definition and Purpose:

To increase the quality and professionalism of Whitworth's Outdoor Rec department by creating administrative management systems to support the logistical operations, and assisting in the development of a first rate outdoor programming and equipment rental facility.

Student Employee Expectations:

- Create and develop programs that will attract a variety of student participants (both athletic and non-athletic, outdoors enthusiasts, and new-comers) to recreational programming.
- Develop, plan and scout Outdoor Rec trips, as well as promotional events and pre-trip meetings for Outdoor Rec trips.
- Assist with oversight, inventory and maintenance of Outdoor Rec equipment as needed.
- Assist in training U-Rec staff on the complete rental cycle for Outdoor Rec equipment.
- Assist with dealer account and pro deal account set up and management.
- Assist with webpage development and updating, as well as social media promotion for upcoming classes, programs and equipment rental deals.
- Provide comprehensive training and support to other Outdoor Rec and U-Rec employees.
- Participate in ASWU assembly meetings every week to keep members abreast of program details, and to contribute to discussion regarding campus issues and policies.
- Attend bimonthly U-Rec manager meetings.
- Attend Fall Trip Leader Training (dates on end of application) and be a teaching assistant for the trip leader training class. (GE330-WOTL, 1 upper division credit)
- Additional expectations as assigned.

Position Duties and Responsibilities:

- Provide trip leadership as needed across the scope of trip offerings of the Outdoor Rec program.
- Communicate with Outdoor Recreation Office Assistants and Marketing Specialists regarding the specifics of trips in order to maintain high levels of productivity within the office and ensure that each trip is given the appropriate amount of attention towards planning and promotion.
- Keep precise accounting of rental deposits and new equipment purchases; inventory and repair or replace equipment as needed; make sure to check the safety of the equipment and arrange any necessary maintenance.
- Assist with the location and scouting of additional trip locations for future offerings.
- Assist with the development of a precise budget for each trip and establish a minimum/maximum cost to Outdoor Rec.
- Manage financial accounts and coordinate trip costs within the provided budget.
- Assist in budget development and proposals in conjunction with the program director and the budget analyst
- Mentor excellent leadership skills and professional outdoor skills for our student leaders.
- Additional responsibilities as assigned.

Preferred Work and Extracurricular Experience:

- Excellent oral and written communication skills.
- An understanding and familiarity with developing group dynamics.
- Awareness of outdoor safety concerns and risk management.
- Effective interpersonal, organizational, problem-solving, and customer-service skills.
- Proven administrative skills such as website management, logistical planning, volunteer management, permit acquisition, budgeting, risk management, and manual development.
- Significant trip leadership experience across a wide range of activities.

Education: Must be a current Whitworth University student enrolled as a full-time undergraduate

Certifications: Wilderness First Aid (WFA), Adult CPR/AED, and 15 passenger van certification (through Whitworth University) will be required. These certifications can be obtained during the first month of employment.

Period of Employment: One academic year (continuing employment is dependent upon satisfactory job performance as evaluated by supervisor)

Compensation: Students will be paid an hourly wage for up to 20 hours/week. Access to professional discounts with some leading outdoor brands will be provided, as well as free rentals through Outdoor Rec and discounted ski lift tickets. Additional U-Rec benefits are also available.

Training Requirements: Candidates must be able to attend Outdoor Recreation and U-Rec Leadership training prior to the start of fall term as well as enroll in the trip leader-training course (GE330-WOTL) for each semester. Whitworth University may require additional training on institutional policies which will be completed independent of the Recreation Center.

Other: All employees must submit to a background check.

UNIVERSITY RECREATION CENTER
OUTDOOR RECREATION COORDINATOR APPLICATION

NAME _____
(last) (first) (middle)

STUDENT ID# _____ WORK STUDY _____ NON WORK STUDY _____

LOCAL/CAMPUS ADDRESS _____ CAMPUS P.O. BOX# _____
(street, city, state, zip, OR dorm bldg/rm #)

PHONE# _____ EMAIL _____

FRESHMAN _____ SOPHOMORE _____ JUNIOR _____ SENIOR _____ Expected date of graduation? _____

Please circle all semesters you are available for work (add year) _____ (Fall, Jan term, Spring, Summer)

Academic Major _____ Planned Semesters Abroad? _____

Wilderness First Aid/ First Responder? Yes No (circle) Whitworth Van Certified? Yes No (circle)

Have you had your license for at least (3) years? Yes No (circle) List any citations you have had and the date(s).
_____ Date _____
_____ Date _____

Have you been in any vehicle accidents where you were a driver? Yes No (circle) If yes, please explain.

CPR/First Aid cards? Yes No (circle) Expiration? _____ BBP Training? Yes No (circle)

What assets and skills would you bring to the Outdoor Recreation Program (Please be specific)?

Describe how you will fulfill the position duties and responsibilities outlined in the job description and indicate what type of trips you would like to help lead (please identify your areas of expertise)?

What sets you apart from other candidates?

Work Experience:

Type of work & dates employed:

Employer: (name & phone)

Type of work & dates employed:

Employer: (name & phone)

Type of work & dates employed:

Employer: (name & phone)

ON THE CHART BELOW PROVIDE THE HOURS WHICH YOU COULD POTENTIALLY BE AVAILABLE TO WORK FOR THE OUTDOOR REC PROGRAM

- **Do NOT provide me your class schedule.**
- **Start times begin on the ½ hour or top of the hour.**
- **You can provide multiple start and stop times for any single day in the chart below.**

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Total hours desired per week? _____ (Maximum is 20 hours)

Can you be on call for shifts above and beyond your weekly schedule as needed? Yes _____ No _____

How many weekends could you be available to work per month? _____

- **Please submit a Resume and Cover Letter detailing your experience with outdoor adventure sports, wilderness travel, and related activities. Please also detail any experience you have guiding others in the outdoors and/or instructing others in technical and/or movement skills.**
- **Application deadline: October 4th, 2019**

MANDATORY JOB REQUIREMENTS:

-Attend Fall 2020 Training Dates: TBD but typically around August 24th – September 1st

-Enroll in GE-330-WOTL (1 credit trip leader training course) for Fall and Spring semesters

X _____
(Signature)

DATE _____