

# **Outdoor Recreation Coordinator**

**8 months**

**40 hours/month**

**Minimum wage**

**The outdoor recreation coordinator shall:**

- a. Plan and implement trips over Fall and Spring Breaks plus two other day or weekend trips per semester that utilize local, state, national and international locales;
- b. Work in conjunction with local sporting good operations (REI, Mountain Gear, etc.) and with local recreational parks (Centennial trail rides, Mt. Spokane Ski Park, Silver Mountain, etc.) to co-sponsor programs, promote discount opportunities, advertise community programs;
- c. Plan and implement one weekend trip or weekly day trips during Jan Term.
- d. Set one dependable, convenient hour to be available to students;
- e. 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;
- f. Make sure that all emergency information, trip itineraries and liability forms are complete and delivered to the DSA for every trip.
- g. Manage financial accounts and coordinate trip costs within budget that's developed by you in the spring in coordination with the previous coordinator;
- h. Collaborate with other student leaders in planning activities for dorms, dorm halls, clubs etc.
- i. Participate in Assembly meetings every week to keep members abreast of program details, and to contribute to discussions on campus issues and policies;
- j. Attend and participate in coordinator meetings and the GE 330 leadership class;
- k. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- l. Serve on at least one committee approved by ASWU.

**The outdoor recreation coordinator shall possess the following qualifications:**

- a. Knowledge of local wilderness and recreational areas and opportunities,
- b. Specific training and multiple experiences in outdoor programming, (backpacking, climbing, skiing, water-sports, etc.)
- c. First aid certification, 15 passenger van certification and wilderness survival skills training.
- d. Creativity to develop programs that will attract a variety of student participants (both athletic and non-athletic, outdoors enthusiasts, and new-comers to recreational programming);
- e. Excellent time management and organizational skills including developing, promoting, implementing, and evaluating all aspects of a recreational program and good accountability with financial accounts and money handling;
- f. The ability to work professionally with the Spokane community, including prompt follow-up on all telephone and letter inquiries.
- g. Be enrolled as an undergraduate student with at least 12 units per semester.