



**Associated Students of Whitworth University**

## **Job Description**

# **Outdoor Recreation Coordinator**

## **Outdoor Recreation Coordinator**

**8 months**

**30 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; 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;
- b. To receive pay for January Term, plan and implement one weekend trip;
- c. Set one dependable, convenient hour to be used for student interaction; when necessary, meet with students outside of this hour; use additional office hours for trip planning and other necessary tasks;
- d. Keep precise accounting of trip costs, rental deposits and new equipment purchases; carefully inventory equipment; repair equipment as needed; develop a strategy for insuring proper timely replacement and maintenance of all equipment; order equipment and make sure to check the safety of the equipment and arrange any necessary maintenance;
- e. Make sure that all emergency information, trip itineraries and liability forms are complete and delivered to the DSA for every trip.
- f. Develop a marketing plan for promoting programs, equipment rentals, and for gathering student input and ideas for future programming;
- g. Cooperate with other student leaders (RAs, Senators, club presidents etc.) in planning activities (outside of those required) for dorms, dorm halls, clubs etc.
- h. Participate in Assembly meetings every week to keep members abreast of program details, and to contribute to discussions on campus issues and policies;
- i. Attend and participate in coordinator meetings and the GE 330 leadership class;
- j. Attend the spring leadership retreat and the fall leadership retreat which begins approximately one week prior to the commencement of the fall semester.
- k. 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, and the 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);
- b. 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;
- c. The ability to work professionally with the Spokane community, including prompt follow-up on all telephone and letter inquiries.

d. Be enrolled as an undergraduate student with at least 12 units per semester.