**University Recreation Center: Outdoor Recreation
Marketing & Design Coordinator**

University Recreation Center Mission Statement:

The University Recreation Center 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: The Outdoor Rec marketing & design coordinator is tasked with promoting Whitworth Outdoors trips, events and rentals to Whitworth students and creating a strong presence on campus. Must be capable to design ad campaigns, create graphics for posters, table tents, flyers, etc., and update the website and social media in a timely manner. This employee is directly supervised by the U-Rec coordinator and the Outdoor Recreation student coordinator.

Position Duties and Responsibilities:

* Create graphics for Outdoor Rec advertising (trips, events, services, rentals, etc.):
	+ - Design posters, flyers, table tents, logos, digital signs, etc.
		- Be able to design print and digital media using Adobe Photoshop, InDesign, and Illustrator
* Update and design the Outdoor Rec website:
	+ - Keep upcoming trips updated
		- Post photos from recent trips
		- Design web pages for special deals and events
		- Update staffing pages and overall layout of site
* Update and manage the Outdoor Rec Facebook, Instagram and relevant social media accounts:
	+ - Develop a social media presence on campus
		- Advertise on various platforms promoting Outdoor Rec trips and events
		- Update accounts with recent trips photos. Ask permission to use photos from trip participants, receive photos via OneDrive, email, Facebook, or direct download, and organize them on the U-Rec drive
* Work closely with the U-Rec Marketing Coordinator on ad campaigns and graphic design for Outdoor Rec and U-Rec events
* Communicate with Outdoor Rec and Climbing Wall student coordinators on promotion for upcoming events
* Advertise trips and events on U-Rec whiteboard each week
* Send out school wide marketing emails to key contacts regarding Outdoor Rec trips and events
* Set up and attend promo booths
	+ - Learn how to reserve a table in Infosilem
		- Coordinate times with employees to run the table
		- Help put together and take down signs, stickers, equipment, etc. that are part of the booth.
* Minimum level of involvement with offered outdoor trips is expected – at least one trip a semester
* Attend program advertising events throughout the school year (club fairs, promotional booths, etc.)

Other Work Duties May Include:

* Learn how to operate and update Fusion
* Learn how to use the printer, scanner and laminator
* Put up posters and advertisements around campus
* Update the wall calendar in the office
* Organize files on the U-Rec drive
* Keep the printing budget updated
* Develop a professional working relationship with the ASWU Marketing/PR Coordinator

Preferred Work and Extracurricular Experience:

* Experience with Excel, Word, Outlook, and other computer systems.
* Strong written, verbal, and interpersonal communication skills.
* Experience with using multiple social media outlets as a promotional tool.

Education: Must be a current Whitworth student enrolled as a full time undergraduate or graduate student.

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

Compensation: Student employees are paid an hourly wage consistent with WU student employment pay rate guidelines. The Recreation Center identifies pay ranges base upon job duties, level of responsibility and complexity of the work to be performed. Approximately 10 hours/week or maximum of 40/hours per month for one academic year.

Training Requirements: The candidate will arrange training dates and times with their supervisor. Candidates must be able to attend Recreation Center training prior to the start of the term. Candidates must be available to start work approximately one week prior to the start of the term to kick start marketing and PR projects throughout the facility.

Other: All employees must submit to a background check through human resources.

Nondiscrimination Policy: The University Recreation Center prohibits discrimination, harassment, and bullying against any person for any reason, including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, military status, or any other characteristic protected by law.

Career Readiness Competencies: Critical thinking and problem solving, oral and written communications, teamwork and collaborations, information technology application, leadership, professionalism and work ethic, career management, and global and intercultural fluency.

Application process and deadline: Email your completed application packet to either tsandberg@whitworth.edu or whitworthoutdoors@gmail.com or drop off at the U-Rec front desk April 12, 2023 by 11:59 p.m.

**UNIVERSITY RECREATION CENTER STUDENT APPLICATION**

**Outdoor Recreation Marketing & Design Coordinator**

Name:

Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current class standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State work study eligible? Yes No (circle) Federal work-study eligible? Yes No (circle)

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

CPR/First Aid cards? Yes No (circle) When do they expire?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you willing to obtain certification? Yes No (circle) Blood borne Pathogen Training? Yes No (circle)

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

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

**Please complete the following and submit with your application:**

Attachments (three)

1. Résumé
2. Respond to the following questions:
	1. What assets and skills would you bring to the Outdoor Recreation Program (Please be specific)?
	2. Describe how you will fulfill the position duties and responsibilities outlined in the job description and whether or not you would also be able to serve as a trip leader for certain trips (please indicate your areas of expertise)?
	3. What sets you apart from other candidates describe any experience with design and social media management?
3. Professional References
	1. Please list three people who can speak to your work ethic and character.

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Type of work & dates employed: Employer: (phone)

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Type of work & dates employed: Employer: (phone)

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Type of work & dates employed: Employer: (phone)

**I certify that the information provided in this application is true and I am submitting this on my own behalf.**

**X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

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

|  |  |
| --- | --- |
| Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |

Total hours desired per week? \_\_\_\_\_\_\_\_\_\_\_ (Maximum is 10 hours)

 **MANDATORY JOB REQUIREMENTS:**

**- Attend Fall 2023 Training Dates:** End of August (specific dates TBD)