Outdoor Adventures Program Assistant
University Recreation
NC State University

The mission of University Recreation is to provide quality, innovative and inclusive collegiate recreation programs, services and facilities that inspire healthy, active lifestyles with a commitment to excellence, learning and student success.

University Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop students’ transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

University Recreation is seeking enthusiastic students to lead the Outdoor Adventures trip program by developing trip schedules and helping to prepare trip leaders and students to lead trips, lead the Outdoor Adventures rental operation or lead the Outdoor Adventures Climbing Wall program by preparing trainings, maintaining equipment and creating workshops and clinics.

Responsibilities

• Assist in developing the semester trip schedules
• Manage pre and post trip meetings
• Market for and recruit trip participants
• Prepare trip leaders for location activities and challenges
• Debrief with trip leaders one week after trips return
• Maintain Outdoor Adventures email account and respond to customer inquiries
• Report monthly rental participation
• Track database accuracy
• Verify participant eligibility and confirm completion of paperwork
• Maintain climbing equipment inventory including: cleaning, disinfecting and assisting with bi-annual equipment inspection.
• Assist with belay clinics, climbing workshops and clinics and issue belay cards
• Understand and enforce University Recreation and Area Specific policies and guidelines
• Knowledge and implementation of Emergency Action Plan
• Design and facilitate required trainings
• Develop professional relationships with co-workers, participants and guests
• Hire, train, evaluate and supervise area team
• Create staff schedules
• Utilize software and databases including RecTrac, EMS and SubItUp
• Uphold and exceed the expectations of University Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
• Assist as needed in all required departmental functions

Department Required Skills

• Demonstrated ability to lead and supervise a team
• Effective interpersonal communication skills and presentation skills
• Commitment to customer service
• Demonstrate integrity, ethics and commitment to diversity and inclusion
• Maintain clean, appropriate and professional attire
• Commitment to promoting healthy, active lifestyles
• Encouraged to participate in student professional development opportunities

Qualifications & Certifications
• Current full-time NC State student
• Minimum 2.5 GPA
• Wilderness First Responder certification from Wilderness Medicine Association (preferred) or Wilderness Medical Institute or SOLO should be current
• Background in adventure programming through involvement in the Outdoor Leadership Minor offered by Health and Exercise Science, significant involvement with Outdoor Adventures or involvement with organizations such as NOLS or Outward Bound
• Knowledge and experience with rock climbing and equipment in both natural and artificial environments

AA/EOE
NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal & Sex offender background checks. Some vacancies also require credit or motor vehicle checks.

NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information
• University Recreation Website, recreation.ncsu.edu

Reports to the Coordinator Outdoor Adventures