

# Adventure Pursuits Outdoor Trips Manager



Campus Recreation Services consists of six program areas: Adventure Pursuits, Aquatics, Fitness, Informal Recreation, Intramural Sports, and Sport Clubs. Over 165 students are employed with CRS in various positions to administer, manage, and support day-to-day operations. Student employee positions range from entry level positions such as area floor staff, office staff, and sport officials, to supervisory and management positions. Consideration for employment is based on the review of a resume and interview.

**Supervisor:** Coordinator of Adventure Pursuits

## **Manager Position Description**

Management level employees are responsible for managing CRS programs and working with multiple program areas within the department. They supervise staff from all CRS program areas and assist in the hiring, training, and evaluation of all staff. Managers are highly involved in many programming and facility maintenance aspects of CRS and are expected to collaborate with staff from all CRS program areas and several other departments on and off campus.

## **Specific Responsibilities**

- Manage operation of the Adventure Pursuits Outdoor Trips including, but not limited to: marketing, event scheduling, staffing, and risk management
- Develop and maintain operational procedures and policies for the Outdoor Trips
- Manage all Trips and Trip Leader activities
- Plan and oversee all Outdoor Trips special events and fundraisers
- Responsible for marketing and promoting all Outdoor Trips programs and events
- Participate in hiring and selection process for new Outdoor Trip Leaders
- Maintain budget oversight, and manage Outdoor Trips' funds

## **Minimum Requirements**

- Strong leadership and organizational skills
- Ability to excel in dynamic and challenging atmosphere
- Basic computer skills and working knowledge of Microsoft Office programs
- Strong written and verbal communication skills
- Ability to effectively facilitate a diversity of groups
- Currently certified as a Wilderness First Responder, or higher
- Must be in good academic standing

## **Preferred Qualifications**

- Strong knowledge of experiential education and adventure programming
- Expansive knowledge of the hard skills in which the Outdoor Trips require
- Previous experience as an assistant / lead instructor on Outdoor Trip Leader Trainings
- Working knowledge of Adventure Pursuits and Campus Recreation Services' policies
- Witnessed dedication to the Outdoor Trips Program

## **Expected Learning Outcomes**

- Develop interpersonal management skills
- Enhance time management skills
- Increase professional development through project development, oversight and implementation
- Delineate working relationships with fellow students and peers