Outdoor Adventures Program Assistant

Summary of Position: This position will have responsibilities in many of the staffing and administrative aspects of the Outdoor Adventures program with the primary focuses being on daily operation, training new staff, overseeing trip preparation and communicating with trip leaders. As part of the OA admin team, they must act professionally and maturely and serve as a role model for other staff. This position reports to the Outdoor Programs Coordinator.

Qualifications: Outdoor Recreation or Outdoor Education majors preferred. Thorough knowledge of outdoor recreation. Effective communication and interpersonal skills. Strong organization skills. Previous experience training students/staff in backpacking, water sports, winter camping, XC skiing. Previous employment as a Trip Leader is preferred.

Expected Hours: 10-15 hours/week fall and spring semester. Weekend availability required.

Rate of Pay: $10.25/ hour

Position Details

Supervisor: Maddie Smith, Outdoor Adventures Program Coordinator

Duties and Responsibilities:

- Supervise and evaluate staff in a variety of settings (classroom/office/backcountry).
- Train staff in all aspects of the program including risk management policies and protocols, defensive driving road trainings, and classroom topic based sessions to new leaders.
- Communicate with staff and participants about upcoming trips and required gear
- Schedule trip leaders and trips to ensure smooth operation of programming
- Work with Equipment Room Manager to ensure that trip gear requests are reserved and will be filled and fill requests for upcoming trips
- Oversee the program operations along with the OA Coordinator
- Other duties as needed or assigned

Certifications and Trainings:

- Required Training: 2 credit Applied Leadership Class*, First Aid/CPR certification, Fusion software training, and 1 day of departmental risk management, WFA (WFR preferred),
- Preferred Certifications/ Experience: ACA level 1 (Canoe, SUP, or Kayak) or similar experience, wilderness navigation experience.

*Applied Leadership class is offered the 2nd half of Spring Semester
Leadership Development Opportunities:
This position is ideal for a student looking to enter the Recreation field post-graduation. Experience opportunities include: Staff management, schedule design and maintenance, facility management, customer service, and recreational risk management.

Hiring Timeline and Application Process:
- Applications close in Early February
- Interview Mid February
- Position offered Mid-February

https://campusrec.unh.edu/outdoor-adventures

Campus Recreation at the University of New Hampshire strives to provide extraordinary recreational programs and services that enhance a healthy lifestyle for thousands of participants. UNH Campus Recreation relies upon 250 student staff members to ensure that every participant has a positive and safe experience. The goal of employment with UNH Campus Recreation is that student employees have a developmental work experience that provides staff with skills that can be carried into their professional careers.