Outdoor Adventures Summer 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 preparation for the PAWs Program in August and the upcoming academic trip schedule. 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.

Expected Hours: 40 hours/week May 28th 2019 – September 1st 2019. Su-Thu (Can negotiate occasional weekends off in coordination with the Outdoor Adventures Program Assistant)

Rate of Pay: $10.25/ hour

Position Details

Supervisor: Maddie Smith, Outdoor Adventures Program Coordinator

Duties and Responsibilities:
- Work with Coordinator to plan trip schedule
- Work with Mendums Manager to assist with Supervisor shifts at Mendums Pond
- Serve as a mentor to summer staff
- Create trip folders and TCPs for upcoming trips and communicate details to leaders
- Communicate with PAWs participants regarding upcoming trip details and paperwork
- Communicate with PAWs leaders regarding upcoming trip details and paperwork
- Lead OA trips as needed and help guide new trip/clinic offerings
- Staffing special events including June Orientation nights and informational tables
- Manage food and fill requests for upcoming trips

Employment with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

Certifications and Trainings:
- Required Training: 2 credit Applied Leadership Class*, First Aid/CPR certification Fusion software training, and 1 day of departmental risk management training during Spring Semester.
- **Preferred Certifications/ Experience:** ACA level 1 (Canoe, SUP, or Kayak) or similar experience, Wilderness First-Aid, 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](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.*