

Department: Campus Recreation

Program Area: Outdoor Pursuits

Job Title: Outdoor Pursuits Attendant Staff and Wilderness Trip Leader

Reports to: Assistant Director of Outdoor Pursuits

Summary:

Outdoor Pursuits is housed within the department of Campus Recreation. Our goal is to provide the Wake Forest community with opportunities for engagement in wilderness based programming. Under the supervision of the OP Assistant Director and OP Coordinator, this position will be directly responsible for assisting in the delivery of stated programs by working at the rental center, OP Base Camp, as well as servicing customers at our climbing wall welcome desk.

In addition to providing day to day support at Base Camp and the Climbing Wall welcome desk, all OP employees are expected to participate as Wilderness Trip Leaders. As a Trip Leader, staff are expected to co-lead 2-3 wilderness trips per semester as well as serve as a leader for one of Wilderness to Wake pre-orientation trip crews. We offer trips in a variety of outdoor disciplines ranging from backpacking and rock climbing to paddle sports and sky diving.

Each employee is expected to work a minimum of 2 shifts per week (one at Base Camp and one at the welcome desk) in addition to their trip leader responsibilities. All new staff are required to attend multiple new staff training sessions during their first semester on the job as well as a New Staff Immersion which takes place over Fall Break.

Essential Functions:

- **Weekly workload:** 4-10 hours
- **Base Camp**
 - Assisting customers with rental needs
 - Assisting trip participants with trip registration process and trip paperwork collection.
 - Responsible for daily Base Camp tasks to include but not limited to: checking in and inspecting rental returns, cleaning and maintaining rental equipment inventory, clerical work, financial transaction responsibilities, general upkeep of the facility.
- **Climbing Wall Welcome Desk**
 - Provide climbing wall visitors with rental climbing gear such as harnesses, shoes, chalk
 - Responsible for checking on climbing wall visitor liability waiver completion and climber status.
 - Assist in facility upkeep.
 - Complete daily inventory logs.
- **Wilderness to Wake**
 - W2W instructors must be fully present for both pre-orientation training (Aug. 13 – 17) and the program itself (Aug. 18 – 22).
 - Lead participants through program related activities including but not limited to flat water kayaking, backpacking, rock climbing, campsite set-up, back country cooking.
 - Serve as part of an instructional pair who is responsible for all aspects of program risk management.
 - Responsible for development and implementation of WFU related discussion topics for participants.
 - Provide first aid care and response to wilderness related accidents and injuries.
 - Manage physical and emotional safety of participants in the group.
 - Equipment management: trip pack-out, equipment repair, assist participants with equipment usage.
- **Wilderness Trip Leader**
 - Pre-trip planning to include but not limited to: budget creation and implementation, menu planning and food shopping, equipment inspection and pack-out, and participant/outfitter communication.
 - While on-trip: Responsible for all aspects of physical and emotional risk management, facilitation of trip specific activities, driving a van and possibly towing a trailer, handling emergency protocols as needed, provide first aid care and response to wilderness related accidents and injuries.
 - Post-trip duties to include but not limited to: equipment deissue, participant follow-up, debrief with program administration
 - All first semester trip staff will “Shadow” their first 1-2 trips in the field prior to serving as a Trip Lead.

- **Staff training:**
 - OP Staff are required to attend bi-weekly staff meetings.
 - New Staff are required to attend 1 in-house training each month during the Fall semester
 - Mandatory participation in the New Staff Immersion over Fall Break
 - During the first semester of employment, all new staff must receive their Wilderness First Aid, CPR/AED, and WFU Van Training certifications.
 - OP provides tuition subsidy for these trainings.

Required Knowledge, Skills, Abilities:

- Prior experience working in wilderness settings in a variety of activities including but not limited to: back packing, hiking, rock climbing, camp-site management, etc...
- Must be physically able to lift and carry loads up to 60 lbs over uneven terrain for prolonged periods of time.
- Must be comfortable working and living in adverse environmental conditions for multiple days at a time. Including but not limited to: rain, snow, ice, lightning storms, prolonged exposure to hot and humid environments, etc...
- Red Cross First Aid/CPR/AED for the professional Rescuer certifies, or equivalent certifying body.
- Must have working knowledge of back country equipment and it's use, function, and fit.
- Must be comfortable working in remote settings with no supervision and limited access to resources.

Preferred Knowledge, Skills, Abilities:

- Current certification in one or more of the following: Wilderness First Aid, Wilderness First Responder, Leave No Trace, any AMGA/PCIA rock climbing credential, any ACA credential.
- Documented experience working with a wilderness based organization such as: Boy or Girl Scouts of America, Wilderness based summer camps (counselor role), participation with Outward Bound or NOLS, etc...
- Previous experience as an OP trip and/or Wilderness to Wake participant.

Compensation/Incentives:

- \$7.25 per hour
- In addition to paid compensation, all instructors will receive the following benefits:
 - Early move-in expenses paid for. Staff will be allowed to move in to their on-campus housing on August 18th.
 - Access to discounted prices on outdoor equipment from a variety of vendors
 - In depth training in backcountry medicine, risk management, and activity specific training.
 - Zero trip cost for all trips that you lead
 - Funding for additional training certifications is available.

Within the Department of Campus Recreation there are opportunities to assume additional responsibilities and promotion. All employees are eligible for met-based pay increase and performance-based incentives.

Note:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Campus Recreation seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.

Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.

Human Resources Use:

FLSA & Reason: Non-exempt	EEO: 70
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Date approved: 03/20/2015
Approved by: Katie Hatch

Last revised:
Revised by: