

Job Title: Coordinator of Outdoor Pursuits**Department: Campus Recreation****Reports to: Assistant Director of Outdoor Pursuits****Summary:**

The Coordinator of Outdoor Pursuits (OP), under the direction of the Assistant Director of OP, will aid in the delivery of adventure based programs and services to the Wake Forest University community. This position will assist in managing areas of the OP program to include: OP Base Camp rental and resource center, wilderness trips program, the Wilderness to Wake pre-orientation program, “ReCycle” campus bike share program, and the OP community events program. The OP coordinator will provide direct supervision, training, and evaluation for staffing related to the stated program areas and form strategies to aid in the personal and professional development of student and non-student personnel. The Coordinator provides direction and vision for growing both the quantity and diversity of OP programs and participants. A vital component of this position is a demonstrated ability to work autonomously with initiative, critical and creative thinking, as well as a strong commitment to collaboration, student development, and customer service. This position will collaborate with Campus Life partners especially the offices of Wellbeing, Student Engagement, Diversity & Inclusion, Sustainability, Residence Life and Housing, and Global Programs & Studies to promote student engagement and foster physical wellbeing by all members of the campus community. Lastly, this position will strive to foster an inclusive environment the seeks to serve a diverse campus community through actively developing and implementing strategies and programs to engage under represented populations in OP programs.

Essential Functions:***Major Tasks and Responsibilities***

- Responsible, along with the OP Assistant Director, for the hiring, training, scheduling, evaluation, and development of student and non-student staff working for OP (including Base Camp Rental and Resource center and OP Trips program).
- Manages the operations of the OP Base Camp Rental and Resource center. Responsible for oversight of day to day business operations, inventory management, facility upkeep, and customer service.
- Coordinate, along with the OP Assistant Director, the OP wilderness trips program to consist of: providing direction and oversight to all whitewater related activities,
- Monitors and assists with the risk management plans for all OP programs.
- Deliver hands on classroom and field based training opportunities for student and non-student part-time staff related to wilderness based activities such as backpacking, rock climbing, white and flat water paddling, etc...
- Assist with delivery of the Wilderness to Wake pre-orientation program
- Occasional field based leadership of wilderness based trips potentially lasting for multiple days.
- Manages the coordination and implementation of the WFU campus “ReCycle” bike share program in partnership with the Office of Sustainability. Duties include: Inventory management of bike share fleet, bi-annual distribution and intake process, assist with and collaborate on campus bicycle initiatives.
- Develop and implement on-campus “OP Community Events” through providing guidance to student employees in the creation of outdoor pursuits related community events for campus constituents and working with outside groups to deliver periodic wilderness based classes, lectures, movies, and events rooted in participant education in a variety of topics.
- In conjunction with the Campus Rec student marketing team, ensures the development and implementation of a robust marketing plan for OP offerings through a variety of marketing media.
- Provides assistance with oversight of operational budgets related to OP programs and ensure accountability for program expenditures.

Other Functions:

- Provide support in managing the Campus Recreation motor pool to include but not limited to: working with fleet services for periodic maintenance and upkeep of the fleet and assisting with Club and outside group reservation and request system(s).
- Provide departmental assistance for facility supervision of Reynolds Gymnasium, Sutton Center, and outdoor programming spaces.
- Develop and implement collaborative opportunities with the Office of Sustainability to continue OP's efforts to serve the sustainability efforts and projects of Wake Forest University.
- Provide support for Campus Recreation special events and programs.
- Other duties as assigned by department administrators.

Required Education, Knowledge, Skills, Abilities:

- Bachelor's degree in experiential education or other related field accompanied by 2 – 3 years of professional experience working in a wilderness setting in a leadership role.
- Experience working with college aged staff and participants in wilderness locations.
- First Aid/CPR/AED for the Professional Rescuer certification
- Wilderness First Aid certification
- Experience working as a guide or similar designation in whitewater environments.
- Documented outdoor trip planning and leadership experience in a variety of adventure activities including but not limited to backpacking, paddle sports, and rock climbing.
- Demonstrated knowledge and experience with administration, planning, assessment, and implementation of outdoor program staff training.

Preferred Education, Knowledge, Skills, Abilities:

- Master's degree in outdoor education, higher ed. administration, or similar field accompanied by 2-3 years of professional experience working in a wilderness setting in a leadership role.
- Experience managing outdoor rental equipment
- Outdoor recreation program management experience in an educational setting.
- Wilderness First Responder certification or the ability to obtain one within 6 months of hire.
- Leave No Trace Master Educator certification
- ACA Kayak Instructor certification
- ACA Swift Water Technician certification
- Instructional experience with Outward Bound, NOLS, or similar program.
- Involvement in industry associations such as AORE, NIRSA, ACA

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.

In order to provide a safe learning and living community, Wake Forest University conducts background investigations and drug screens for all final candidates being considered for employment.

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