



Position Description Outdoor Pursuits Coordinator

Responsibilities

- Assist the Assistant Director of Outdoor Pursuits with management of the Outdoor Pursuits program.
- Manage and inventory Outdoor Pursuits storehouse and climbing wall equipment.
- Assist Outdoor Pursuits student staff with daily operations of the Outdoor Pursuits climbing wall and resource center.
- Provide additional supervision of Outdoor Pursuits student staff, assisting with communications and evaluation.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Assist with planning and delivering staff meetings and trainings.
- Assist with the preparation and distribution of publicity, informing participants and organizations of upcoming events via the telephone or email and through in-person marketing table events.
- Prepare and conduct Outdoor Pursuits clinics and workshops.
- Assist with preparation and leadership of Outdoor Pursuits trips with prior training and experience.
- Assist with evaluation, managing and reporting on program usage data.
- Assist with emergency situations and evacuations as they arise.
- Complete required forms completely and legibly.
- Perform other duties as assigned.

Expectations

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Leads by example.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA with a minimum overall GPA of 2.25.
- Previous experience as an Outdoor Pursuits staff member or participant.
- Substantial experience with outdoor recreation activities and equipment.
- Working knowledge of basic PC applications and audio/visual equipment.
- Working knowledge of outdoor and climbing equipment used by Outdoor Pursuits.
- Clean driving record in Texas.
- Wilderness First Aid, Adult CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (typically 15 or less).
- Some work will be conducted off campus in regional parks and natural areas.
- Some work will involve climbing and application of technical roped safety systems.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$9.00/hour