



Position Description

Outdoor Pursuits Trip Leader

Responsibilities

- Assist with management of the Outdoor Pursuits Trips, including planning, logistics, registration and participant screening
- Lead groups on multi-day technical activity trips, in remote and rugged locations.
- Assess and manage risks for self and group.
- Manage group, facilitating the experience and promoting positive involvement for all participants
- Adhere to UTSA travel policy, safely driving participant groups in minivans and large SUVs, with boat trailers
- Demonstrate and teach activity skills and monitor participants for safety, success and enjoyment
- Provide additional supervision of co-leaders, assisting with communications and evaluation.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner
- 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
- Manage emergency situations and evacuations as they may arise in remote locations
- Assist with evaluation, managing and reporting on program usage data
- Handle communications and documentation clearly and professionally
- Manage, inventory and repair Outdoor Pursuits equipment used on trips.
- 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.
- Substantial experience with outdoor recreation activities and equipment
- Previous experience as a Outdoor Pursuits staff member or participant.
- Clean Driving Record in Texas
- Knowledge of outdoor recreation activities and equipment.
- Successful completion and annual participation in UTSA Trip Leader Training.
- Working knowledge of basic PC applications and audio/visual equipment.
- Wilderness First Aid, Adult CPR, and AED certified.

Working Conditions

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

Pay Rate

- Starting pay: \$8.50-\$12/hour (dependent upon national certifications and work experience)