



ANNOUNCEMENT OF POSITION VACANCY **Assistant Coordinator of the Outdoor Program**

SUMMARY: Reporting to the Coordinator of the Outdoor Program, the Assistant Coordinator assists with administration responsibilities for the overall management of the Colorado Mesa University Outdoor Program (OP) by providing leadership for the program and its services through policy development, personnel, management, fiscal direction, and long-range planning. The Assistant Coordinator is also expected to help run weekend trips varying from whitewater rafting and kayaking to backpacking and orienteering while providing to student staff valuable mentorship, guidance and training while in the field.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

1. Assist with providing leadership in the development of curricular and extra-curricular programs for students through experiential learning opportunities. Assists with promoting the outdoor program, managing student staff, and providing collaborative programming on campus, especially in environmental and recreational programs.
2. Provide services offered by the program, which include:
 - conducting weekend and semester break Outdoor Adventures
 - planning and coordinating on-campus and weekly events including but not limited to Monday roll sessions, Tuesday and Thursday afternoon outings, student orientation fairs, and other campus-wide events
 - providing at least one Swift Water Rescue Certification course, one Intro to Kayaking class, and one Introduction to Rafting class each semester through the outdoor program.
3. Assist with student position development in departmental operations by creating student staff policies and procedures as well as with recruiting, hiring, training, supervising, and evaluating the OP trip leaders.
4. Oversee and manage the MavBike program which includes performing accurate check-ins and check-outs, charging appropriate OP user fees, receiving and processing payments, preparing deposits, and performing and documenting upkeep and repairs on the bicycles.
5. Oversee and manage the rentals program by:
 - operating Fusion software
 - repairing rental equipment
 - training front desk staff for proper check-in and check-out of equipment
 - following policy regarding proper cash handling for rentals program
 - creating, maintaining, and executing an OP maintenance plan for all equipment and maintaining a replacement schedule and current inventory
 - developing and maintaining a strategic plan to grow the rental program into a revenue-generating operation
 - supervising and managing the rental program student coordinator in developing new campus programs and ways to grow participation and revenue for said programs
6. Ensure that student employees and participants adhere to safety guidelines and follow appropriate emergency/accident procedures for all injuries and incidents.
7. Lend budgetary assistance for all operations in the OP including budget management and cash handling.
8. Work with OP staff to develop an overall marketing program that includes promoting events and activities.
9. Supervise student leaders with programming for various organizations, committees, and individual positions within the OP. Assist in developing and producing on-going special opportunities and training to enhance the development of student leaders' leadership skills and ability to enlighten OP student users' awareness of the world around them.

10. Assist in recruiting, training, and supervising OP volunteers and trip leaders.
11. Participate in tasks and activities that support CMU's mission to offer abundant opportunities for students and the larger community to grow intellectually, professionally, and personally. Serve as a liaison with other university departments and community groups while acting in the best interests of the students, the university, and the outdoor program.
12. Assist in coordinating event calendars for spring, fall, and summer by planning and scheduling trips and outings.
13. Under the guidance of the Vice President of Academic Affairs and the Vice President of Student Life, the assistant coordinator helps the coordinator plan, schedule, and execute one annual, academically focused international trip.
14. Supervise student employees when they are working in the OP office as well as when they are performing OP activities.

REQUIRED EDUCATION & EXPERIENCE: Bachelor's degree from an accredited institution, knowledge of use and maintenance of various types of outdoor equipment, prior experience as a trip leader or guide in an Outdoor Recreation/ Experiential Education program, knowledge and experience in employee supervision and training, Must have a demonstrated understanding of excellent customer service and evidence of having built collaborative partnerships; experience with budget and financial management; and an ability to work with diverse groups of students, staff, and community members. The position requires excellent interpersonal, verbal and written communication skills.

PHYSICAL DEMANDS: While performing the duties of this job, the assistant coordinator is frequently required to climb tall mountains, endure extreme temperatures for long periods of time, carry 60 pound packs for up to 20 miles in a day, kayak down rivers, ski down hills, climb ice falls and steep rock, negotiate class five rapids, and spend extended time in the outdoors. This person should be in top physical shape to perform the duties of this job. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The duties of this position are performed in a classroom, office environment, outdoors, and in third world countries. The assistant coordinator's duties require working long hours, weekends, and in every imaginable outdoor setting.

DESIRED QUALIFICATIONS/EXPERIENCE: Broad experience in integrating issues relating to student development in a college/university setting is preferred. General knowledge of computers and prior familiarity with the policies and structure of a typical four year public college/university is helpful.

The following certifications are highly preferred:

- Wilderness First Responder or Wilderness Emergency Medical Technician
- American Canoe Association Swift Water Rescue Level IV Instructor
- American Canoe Association Kayak Instructor
- Boatman Guide license from any state
- Leave No Trace Certified

The following certifications/completed trainings are also preferred:

- American Mountain Guide Association
- Professional Climbing Instructors Association
- Avalanche Level 1 and 2
- Leave No Trace Master Educator

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

TYPE OF APPOINTMENT: Full-time administrative position.

SALARY: \$28,000 - \$35,000/year, commensurate with education and experience. Excellent health and retirement benefits.

APPLICATION DEADLINE: Open until filled. To ensure consideration, complete applications must be received by November 23, 2015.

APPLICATION:

Submit a cover letter describing qualifications and experience as they relate to the specific requirements, responsibilities, and preferences of this position, current resume, a copy of transcripts for all degrees completed (official transcripts will be required upon hire), the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization to permit Search Committee members to review candidate transcript
- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form

Mail to:

Assistant Coordinator of the Outdoor Program
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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