

**UNIVERSITY RECREATION
WASHINGTON STATE UNIVERSITY
ADVENTURE FACILITATOR**

Adventure Facilitators design and execute wilderness-based and human powered adventure programs. Programs may include backpacking, rock climbing, kayaking, snowshoeing, cross-country skiing, and backcountry skiing/boarding.

Duties:

- Facilitate human powered and wilderness-based programs on campus and in remote regions. (50%)
 - Handle on site inquiries, concerns, conflict situations, and policy infractions
 - Administer first aid/handle emergency situations as necessary
 - Enforce program, department, University, and state policies
 - Responsible for organizing and implementing emergency evacuation of activity areas as necessary
 - Teach LNT Awareness courses and log participation.
- Pre- and post-trip work. With assistance from Adventure Programs professional staff and other facilitators, are responsible for all aspects of the trip/clinic including transportation, equipment needs, food arrangements, required permits or reservations, and all costs associated with the trip/clinic. (30%)
 - Inspect equipment
 - Complete appropriate forms as necessary
 - Research driving routes to activity site as well as all information pertinent to activities
 - Determine all potential hazards and risks associated with program and area
 - Organize forms and information in preparation for the required pre-trip meeting
 - Communicate program details with patrons prior to trip
 - Ensure all relevant participant forms (paper and electronic) are completed
 - Complete post-trip paperwork and debrief
 - Participate in marketing-related efforts
- Attendance of mandatory meetings and in-service trainings (10%)
- Assist with ORC special events, programs, and other projects as assigned (10%)

Minimum Qualifications:

- Certified Leave No Trace Trainer
- Knowledge, experience, and ability to troubleshoot outdoor equipment
- Know, enforce, and role model all ORC policies and procedures
- Ability to organize, prepare and conduct pre-trip meetings
- Must be authorized via WSU to drive Ford Expeditions
- Must have demonstrated good judgment and decision making in regards to the ability to plan, coordinate, and facilitate all aspects of an outdoor recreational trip/program
- Knowledge of or familiarity with trip area

Preferred Qualifications:

- Wilderness First Responder
- Outdoor industry certifications such as ACA, AMGA, PCIA, AVY with competency and proficiency in the skill area.
- Advanced level skills in multiple types of outdoor recreational activities

Essential Skills:

- Teach and perform the specific technical skill to industry standards
- Strong customer service skills
- Ability to operate in a wilderness setting for extended periods of time
- Ability to resolve conflicts involving patrons and leaders
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures
- Excellent written and verbal communication skills

Essential Work Competencies:

- Ability to communicate effectively both orally and in writing with multiple constituents
- Ability to interact with people in a positive manner
- Ability to identify and initiate work projects and function independently.
- Ability to think analytically and evaluate possible solutions
- Ability to prioritize and arrange job assignments
- Ability to be creative and innovative with new ideas and programs
- Ability to work with difficult people and maintain control

Pre-Employment Training Required (will be available to candidates):

- Successful completion of skills audit for ORC Adventure Facilitators
- UREC Online Orientation including successful completion of associated quiz
- WSU Sexual Harassment Prevention Training

Additional Requirements:

- American Red Cross First Aid, Infant/Adult/Child CPR and Adult/Child AED, Epi Pen and Asthma Training, Blood Borne Pathogens: Preventing Disease Transmission
- WSU Van Driver Authorization training and certification
- Maintenance of CPR/AED/First Aid certifications
- Attendance at all required staff meetings, trainings, and in-services
- Departmental policies and procedures knowledge
- Departmental risk management responsibilities knowledge
- Additional risk management and emergency procedure training pertaining to activity

Learning Outcomes of University Recreation Employment:

Leadership

1. Demonstrate leadership in a professional setting
2. Produce effective communication and conflict resolution
3. Identify practical and efficient decision making methods

Well-being

1. Employ appropriate and professional interpersonal skills
2. Demonstrate effective time management
3. Identify the basic components to leading a healthy lifestyle

Cultural Competency

1. Evaluate personal strengths and weaknesses
2. Determine suitable behavior in a culturally diverse environment
3. Recognize individuals' potential and contributions within the community

HOURS PER WEEK:

- Variable, must be available for 2 – 4 trips, programs, and clinic per semester.
- Must have 4 days in the field per semester to maintain current AF status.
- Additional opportunities may exist to supervise trip activities.

STARTING PAY: \$11.25 per hour