

**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:**

- Wilderness First Aid Certification
- 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
  - Possess and presents a valid driver's license, proof of a personal automobile insurance policy, and a driver's abstract/record without any of the following in the past three years.
    - Suspension/revocation of license
    - Negligent or reckless driving conviction
    - conviction for driving under the influence of alcohol or other substance
    - Any vehicle-related felony conviction
    - Criminal determination as "at fault" in an accident
- 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**

- Shares work related ideas with coworkers and/or supervisor(s), as appropriate
- Demonstrates an openness to change or new ideas
- Displays self-confidence

- Understands skills, abilities, and growth areas
- Takes steps to advance abilities and growth areas
- Utilizes personal strengths to advance the goals of the department
- Demonstrates responsible stewardship of resources (e.g. takes steps to preserve and maintain equipment, facilities)
- Makes decisions after acquiring greater knowledge, as appropriate
- Considers multiple viewpoints in making decisions that affect the organization or coworkers
- Creates resolutions and solutions to problems that benefit the organization
- Provides assistance and/or encouragement to coworkers
- Treats coworkers and supervisors respectfully by being polite and constructive in communication
- Teaches others about the importance of honesty, accountability, and commitment to excellence in work or interactions with others
- Works with others to enrich the environment of workplace and/or work-related community (e.g. outdoor trip, recreation facility, fitness class)

#### Well-being

- Accurately provides information regarding current health and wellbeing guidelines
- Articulates how health and wellbeing positively influence academic success
- Articulates that active, healthy, living is one component of holistic wellbeing.
- Encourages patrons and coworkers to make choices that support their wellbeing
- Is self-aware of stress and uses positive techniques to manage that stress
- Demonstrates resilience when facing difficult work situations
- Establishes and achieves work related goals
- Finds purpose in the work conducted
- Creates positive professional relationships with patrons, coworkers and supervisors

#### Inclusion

- Articulates University Recreation's Inclusion value
- Serves as mentor and leader by encouraging and educating others to understand the benefits of diversity and inclusion
- Actively participates in UREC required trainings regarding diversity and inclusion
- Increases knowledge of diversity and inclusion through continuing education opportunities
- Seeks to improve knowledge of diversity and inclusion through increasing interactions with people different from themselves and inviting others to share their stories through an attitude of respectful interest
- Demonstrates understanding that there are many dimensions of diversity, including ability, age, ethnicity, gender identity, geographic origin, national origin, race, religion /spiritual traditions, sexual orientation, and socioeconomic class
- Utilizes inclusive language and nonverbal communication to create a space that is safe, comfortable, and enjoyable for everyone
- Provides service to customers in a manner that supports patrons of all abilities and experience in activity/facility
- Interrupts statements or acts of bias to minimize their negative effect on others

#### Professionalism

- Demonstrates professional attire while on shift
- Treats customers respectfully by being polite and helpful

- Uses appropriate language when interacting with customers, coworkers and supervisors
- Demonstrates body language that is attentive and appropriate for the setting
- Provides accurate information to customers and coworkers
- Actively participates in staff meetings/trainings to learn job responsibilities and updates
- Performs duties within scope of practice
- Ethically utilizes state resources
- Conveys a positive attitude about coworkers and the organization
- Responds to coworkers and manager(s) within one business day (email, text, When2Work, TCP)
- Communicates in advance with supervisors regarding upcoming conflicting priorities and resolves them independently
- Works independently with minimal supervision required

**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