JOB DESCRIPTION

TITLE
Coordinator, Outdoor Adventure

JOB SUMMARY
The Outdoor Adventure Coordinator reports to the Associate Director of Fitness and Recreation and has primary responsibility for the daily management of the Outdoor Adventure Program including the climbing wall, day trips, clinics, and equipment rental center. In addition, the Outdoor Adventure Coordinator supervises, trains, evaluates student staff. Work is performed under supervision of the Associate Director of Fitness and Recreation and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS
Reports to:  Associate Director, Fitness and Recreation
Supervises:  Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Assists with the recruitment, hiring, training, and supervision of outdoor adventure staff.
- Develops, markets and oversees all adventure day trip activities for Denton, Dallas, and Houston campuses.
- Maintains, inventories and monitors rental center and climbing wall equipment.
- Supervises the climbing wall staff and events for the program.
- Organizes and develops introductory outdoor activity classes teaching lifetime activity skills.
- Plans and leads pre-trip meetings providing information and safety guidelines.
- Responsible for cleaning and maintenance of equipment.
- Provides post-trip assessment and follow up paperwork including participant survey results.
- Monitors and reports any equipment in need of repair and/or any environmental concerns.
• Provides first aid/health care if necessary on day trips.
• Facilitates group dynamics and effective communication for a safe and positive group experience.
• Provides reporting to Associate Director concerning program participation, usage numbers, concerns, facility maintenance, budgetary information, assessments, and other information as necessary.
• Maintains and updates a policies and procedures manual for the Outdoor Adventure Program.
• Establishes safety policies and procedures for employees under charge.

ADDITIONAL DUTIES

• Maintains activities files and budget records.
• Assists with special events and functions.
• Support divisional programs and initiatives.
• Serves on divisional and university committees as needed.
• Performs other duties as requested.

EDUCATION

A bachelor’s degree in Kinesiology, Outdoor Adventure, Outdoor Education, Sport Administration or related field. Wilderness First Responder and CPR/First Aid is required. Indoor/outdoor climbing wall certification preferred. Must be able to obtain preferred certifications within six months of hire.

EXPERIENCE

Two years’ experience working in an Outdoor Adventure setting organizing and leading trips is preferred. Experience in a university setting is preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position. This position will work an assigned shift and some evenings and weekends depending upon unit, divisional, and programming needs.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

• Knowledge of department and emergency action procedures.
• Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
• Ability to provide guidance within area of responsibility, providing direct training and supervision as needed.
• Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
• Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
• Ability to communicate effectively orally, by phone, in person, and in writing.
• Ability to respond to emergency situations in a timely manner.
• Ability to perform CPR and first aid.
• Ability to use a personal computer and other office equipment, including university software and email.

**PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

**WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors.

**SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.
The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _________________________  Date: ________________

Employee Printed Name: _______________________

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.