University Recreation Center: Outdoor Recreation Trip Leader

University Recreation Center Mission Statement:

The University Recreation Center (U-Rec) offers experiences that enrich the lives of Whitworth University students through excellent facilities, fitness, sport, adventure and play. We are committed to developing leaders, encouraging life-long healthy lifestyles, and fostering meaningful relationships.

Definition and Purpose:

The Outdoor Rec program at Whitworth offers a wide variety of outdoor opportunities each semester and trip leaders are responsible for developing and leading these programs. Trip leaders must be committed to providing the safest and most enjoyable experience for trip participants. The team of trip leaders consists of 10-18 Whitworth students who collaborate together and report to the U-Rec assistant director and the Outdoor Rec coordinator.

Student Employee Expectations:

* A number of experiences in outdoor activities and significant experience in at least one of the following specializations: climbing, mountain biking, backpacking, skiing/snowboarding, mountaineering.
* Excellent time management and organizational skills including developing, promoting, implementing, and evaluating all aspects of a recreational program along with a good sense of financial management.
* Creativity to develop programs that will attract a variety of student participants (both athletic and non-athletic, outdoors enthusiasts, and new-comers to recreational programming)
* Knowledge of local wilderness and recreational areas and opportunities
* Willingness to obtain Wilderness First Aid certification and maintain a high level of emergency response competence in the field

Position Duties and Responsibilities:

* Assist with the planning and implementation of a minimum of three outdoor trips throughout the school year including weekend trips and at least one of the following: Fall Break, Jan Term Break, and Spring Break (guiding on one of these three trips may not be required dependent upon scheduling)
* Work with fellow trip leaders and Outdoor Rec office staff to plan meals, create itineraries, manage logistics for each trip, and record all pertinent information onto a trip lead sheet
* Communicate with Outdoor Rec office staff regarding the specifics of the trip in order to maintain high levels of productivity within the office and ensure that each trip is given the appropriate amount of attention towards planning and marketing.
* Read over and bring with you all emergency information, medical forms, trip itineraries and liability forms for each trip
* Engage with participants throughout each trip while mitigating risk and maintaining an awareness of potential safety concerns
* Record important positive and negative aspects of the trip on evaluation form upon completion and collect feedback from participants.
* Attend trip leader training prior to start of the academic school year and additional seasonal and technical trainings throughout the year. (see ‘Training Requirements’ below)
* Attend and lead Whitworth Wilderness Pre-orientation trip at the beginning of the school year (dates TBD).

Preferred Skills and Experience:

* Excellent oral and written communication skills
* An understanding and familiarity with small and large group leadership dynamics
* Awareness of outdoor safety concerns and risk management
* Knowledge of various technical aspects of outdoor sports and recreational gear
* Awareness of, and appreciation for, individual uniqueness and diversity
* Commitment to student development, leadership and teamwork
* Experience with the Whitworth Outdoors Program as a trip participant

Education: Must be a current Whitworth University student enrolled as a full-time undergraduate or graduate student.

Certifications: Wilderness First Aid (WFA), Adult CPR/AED, and 15 passenger van certification (through Whitworth University) will be required before a trip leader’s first trip. These can be acquired during the school year of employment.

Period of Employment: One academic year (contingent employment is dependent upon satisfactory completion of a 30-day probationary period and satisfactory job performance as evaluated by immediate supervisor).

Compensation: Students will be compensated with a predetermined stipend based on the trip length and level of leadership role. Access to professional discounts with some leading outdoor brands, free rentals through Outdoor Recreation, and discounted ski lift tickets. Additional U-Rec benefits are also available.

Training Requirements: Candidates must be able to attend Outdoor Recreation and U-Rec Leadership fall training prior to the start of fall term (dates listed at bottom of application). Whitworth University may require additional training on institutional policies, which will be completed independent of the Recreation Center.

Nondiscrimination Policy: The University Recreation Center prohibits discrimination, harassment, and bullying against any person for any reason, including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, matriculation, political affiliation, marital status, military status, or any other characteristic protected by law.

Career Readiness Competencies: Critical thinking and problem solving, oral and written communications, teamwork and collaboration, leadership, professionalism and work ethic, career management, and global and intercultural fluency.

Application process and deadline: Email your completed application packet to Todd Sandberg at [tsandberg@whitworth.edu](mailto:tsandberg@whitworth.edu) or [whitworthoutdoors@gmail.com](mailto:whitworthoutdoors@gmail.com) or drop it off at the U-Rec member services desk by April 12.

**UNIVERSITY RECREATION CENTER**

**OUTDOOR RECREATION TRIP LEADER APPLICATION**

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(last) (first)

Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current class standing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any anticipated semesters abroad? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Major\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected date of graduation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wilderness First Aid/ First Responder? Yes No (circle) Whitworth Van Certified? Yes No (circle)

Have you had your license for at least (three) years? Yes No (circle) List any citations you have had and the date(s). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you been in any vehicle accidents where you were a driver? Yes No (circle) If yes, please explain.

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CPR/First Aid cards? Yes No (circle) Expiration?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BBPTraining? Yes No (circle)

**Please complete the following and submit with your application:**

Attachments (three)

1. Résumé
2. Respond to the following questions:
   1. What assets and skills would you bring to the Outdoor Recreation Program? Please be specific.
   2. Describe how you will fulfill the position duties and responsibilities outlined in the job description.
   3. What sets you apart from other candidates?
   4. Indicate what type of trips you would like to help lead. Please detail trip types that you feel equipped to lead (i.e. your areas of expertise) and then specify the trip types for which you feel you have potential or strong interest in developing into leadership (i.e. your areas of potential leadership growth).
3. Professional References
   1. **Please list three people who can speak to your work ethic and character.**

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Type of work & dates employed: Employer: (name & phone)

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Type of work & dates employed: Employer: (name & phone)

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Type of work & dates employed: Employer: (name & phone)

How many weekends could you be available to work per month? \_\_\_\_\_\_\_\_\_\_\_

Can you commit to leading at least three trips per academic year (with at least one break trip)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MANDATORY JOB REQUIREMENTS:  
-** **Attend WFA Certification:** to be determined

**- Attend Fall Training Dates:** to be determined, historically 1-2 weeks before the start of school

**I certify that the information provided in this application is true and I am submitting this on my own behalf.**

**X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)