

**Outdoor Adventures Program Assistant
Wellness and Recreation
NC State University**

The mission of Wellness and Recreation is to inspire a culture of wellness by providing premier, innovative and inclusive programs, services and facilities that promote healthy, active lifestyles to enhance student success.

Wellness and Recreation commits to foster a learning environment for our student employees that cultivate the skills of ethical reasoning, critical thinking, teamwork, initiative and professionalism. Programs and facilities are student run with professional coaching. The goal is to help develop student's transferable skills and create a supportive and challenging environment for them to succeed in and out of the classroom.

Wellness and Recreation is seeking enthusiastic students to lead the Outdoor Adventures trip program by developing trip schedules and helping to prepare trip leaders and students to lead trips, lead the rental operation, lead the climbing wall program by preparing trainings, maintaining equipment and creating workshops and clinics, or lead the challenge course program by preparing group paperwork, set up challenge course programs and assist in developing training.

Responsibilities

- Assist in developing the semester trip schedules
- Manage pre and post trip meetings
- Market for and recruit trip participants
- Prepare trip leaders for location activities and challenges
- Debrief with trip leaders one week after trips return
- Maintain Outdoor Adventures email account and respond to customer inquiries
- Report monthly rental participation
- Track database accuracy
- Verify participant eligibility and confirm completion of paperwork
- Maintain climbing equipment inventory including: cleaning, disinfecting and assisting with bi-annual equipment inspection.
- Assist with belay clinics, climbing workshops and clinics and issue belay cards
- Understand and enforce Wellness and Recreation and area specific policies and guidelines
- Knowledge and implementation of emergency action plan
- Design and facilitate required trainings
- Develop professional relationships with co-workers, participants and guests
- Hire, train, evaluate and supervise area team
- Create staff schedules
- Utilize software and databases including RecTrac, EMS and WhenToWork
- Uphold and exceed the expectations of Wellness and Recreation: ethical reasoning, critical thinking, teamwork, initiative and professionalism
- Assist as needed in all required departmental functions

Department Required Skills

- Demonstrated ability to lead and supervise a team
- Effective interpersonal communication skills and presentation skills
- Commitment to customer service
- Demonstrate integrity, ethics and commitment to diversity and inclusion
- Maintain clean, appropriate and professional attire
- Commitment to promoting healthy, active lifestyles

- Encouraged to participate in student professional development opportunities

Qualifications & Certifications

- Current full-time NC State student
- Current Wellness and Recreation student employee
- Minimum 2.5 GPA
- Wilderness First Responder certification from Wilderness Medicine Association (preferred) or Wilderness Medical Institute or SOLO should be current
- Background in adventure programming through involvement in the Outdoor Leadership Minor offered by Health and Exercise Science, significant involvement with Outdoor Adventures or involvement with organizations such as NOLS or Outward Bound
- Knowledge and experience with rock climbing and equipment in both natural and artificial environments

AA/EOE

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status a protected veteran.

Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919.515.3148.

Final candidates are subject to criminal and sex offender background checks. Some vacancies also require credit or motor vehicle checks.

NC State University participates in E-Verify. Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

For More Information

- Wellness and Recreation Website, wellrec.ncsu.edu

Reports to the Coordinator, Outdoor Adventures